

3. Creation of User Account for In-House Developed Application Users

Creates and grants user privilege identified by a password and giving them access to an in-housed developed application software assigned to him/her

Office or Division: Database Management Division

Classification:

- Simple

Type of Transaction:

- G2G - Government to Government

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

1. Approved Request Letter duly signed by the Department/Office Head (ITDD Service Request Form)

WHERE TO SECURE: ITDD Database Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Requests the submission of a letter or email, signed by the Department/Office Head, as part of the required	1.1 Receives a request Letter that has been properly signed by the department/Office head and generates Job Service report accordingly.	None	25 Minutes	ITDD-DMD Information Security Section Chief
		1.2 Inputs the information provided in the Acknowledgment form into the user tables of the SQL production server, ensuring accurate encoding.			ITDD-DMD Information Security Section Chief
		2.1. Provides guidance and instructions to the user regarding the procedural steps to be followed.			
2	Person requesting access supplies his/her password only known by him/her.	2.2 DMD ISC Chief provides console where the user supplies his/her password			Person Requesting Access
		2.3. Assists the user in testing their newly encrypted password on the designated application for validation purposes..			ITDD-DMD Information Security Section Chief
		TOTAL		1 Day	
END OF TRANSACTION					