



BOARD OF TRUSTEES
MARINE PARKS AND RESERVES TANZANIA
PASSWORD RESET / ACCOUNT CREATION REQUEST FORM
(For Internal Use Only)

Purpose of Request (Tick one):

New Account Creation Password Reset

Employee (Full Name):

Department/Unit/Workstation:

Check Number:

Email Address:

Phone Number (Extension/Mobile):

National ID (NIDA):

Reason for Request (Tick one):

Forgotten Password Account Locked Suspicious Activity

Routine Password Change New Account

Other (specify):

System/Service Needing Access (Tick all that apply):

GMS e-Office MUSE MRPS

NeST e-VIBALI PlanRep GAMIS

TCRD VPN Others (specify):

Additional Notes (if any):

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EMPLOYEE DECLARATION

I confirm that the above information is correct and request access or a password reset for the selected system(s). I understand I must comply with all ICT security policies and guidelines.

Employee Signature:

Date:

SUPERVISOR APPROVAL

Supervisor Full Name:

Department:

Remarks:

.....
.....

Signature:

Date:.....

FOR ICT UNIT USE ONLY

Request Received By (Name):

Date/Time:

Identity Verified: Yes No

Account Created / Password Reset By:

Date/Time of Action:

Password Issued: Yes No

Signature:

Date:.....