

IT Service Request Form: User Account Creation

Use this **IT service request form** sample to streamline the process of user account creation. It ensures accurate information collection and faster approval workflows. Simplify onboarding by providing a clear, easy-to-fill template for all new account requests.

REQUESTER INFORMATION

Your Name *

Your Email *

Department *

NEW USER DETAILS

Full Name *

Email Address *

Job Title

Account Type *

-- Select --

Start Date *

Account Expiry Date (if applicable)

Access/System Requirements *

E.g. Email, network drive, HR application, etc.

Additional Notes

Submit Request

