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NEW ACCESS REQUEST FORM

Instructions:

1. This document outlines:
 - a. Details of an individual external to Walk With Web requiring access to project related accounts
 - b. Details of the requestor/sponsor (Must hold a position at Walk With Web)
 - c. Details for access requested
 - d. Declaration
2. This form must be submitted by a Project Director/Coordinator, who must be the sponsor for access.
3. This form should only be used for access requests.
4. For first time processing, please include signed NDA from the individual.

Individual Details:

Full Name	Email (Official)	Phone
Position Title	Involvement Type Internal member External member Access only member	Organization (External Only)
Start Date	Individual Address: City Province/State	
End Date	Country Zip/Postal Code	

Approver/Access Sponsor Details (at Walk With Web Inc):

Full Name	Email	Phone
Position Title/Designation	Department	



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Access Details

	Access Required		
Email Account	Yes	No	If No, enter Gmail Account
RegID (Staff Accounts)	Yes	No	List of Projects - Google Drive Access
Infinity	Yes	No	
Canva	Yes	No	
Clockify	Yes	No	
Wise	Yes	No	Others
Wave	Yes	No	
	Yes	No	
	Yes	No	

I confirm that I will respect policies and working terms of both Walk With Web Inc. and partnering organization, while accessing any information that I have gained access to through this request.

[PRINTNAME] Signature Date

APPROVALS:			
Approver/Sponsor [PRINT NAME]		Signature	
Designation, Affiliation		Date	
		[PRINT NAME]	
		Authorized Representative Walk With Web Inc.	
		Date	
FOR HUMAN RESOURCES USE ONLY			
Received date:		Complete:	
		Yes No	
Processing date:		Filed:	
		Yes No	