

SYSTEM ACCESS CREATION FORM FOR STAFF

RUHUNA UNIVERSITY CENTER FOR INFORMATION TECHNOLOGY (RUCIT)

Date : _____

Job No (For RUCIT Use Only) : _____

1. Staff Details

Full Name:	
NIC Number:	
Employee Category	☐ Academic ☐ Academic Support ☐ Administrative ☐ Non-Academic
Faculty / Department Center / Branch / Unit / etc.	
Designation:	
Status:	☐ Permanent ☐ Contract ☐ Temporary ☐ Assignment
UPF Number (if already assigned):	
Personal Email (for initial communication):	
Personal Mobile Number:	
Date of Assumption of Duties:	
Date Of Termination/Retirement:	
Authorized by	

2. For RUCIT Use Only

Action	Status	Done By	Date
Directory Account	☐ Yes ☐ No		
Email Account	☐ Yes ☐ No		
University Wi-Fi	☐ Yes ☐ No		
Learning Management System (LMS)	☐ Yes ☐ No		
Management Information System (MIS)	☐ Yes ☐ No		
Library Management System (KOHA)	☐ Yes ☐ No		
HR Management System (RySys)	☐ Yes ☐ No		
Easy Time Account (Attendance system)	☐ Yes ☐ No		
Informed Staff Member	☐ Yes ☐ No		

Important Instructions

- **Initiation:** The Subject Clerk of the relevant Establishment Branch shall initiate and submit this form to RUCIT via email at **dit@rucit.ruh.ac.lk**, with a copy to the relevant administrative officer of the Branch.
- **Staff Details:** All applicable information must be completed accurately and completely.
- **Contact Details:** The personal email address and mobile number must be valid and accessible for initial communication.
- **Credentials:** Initial login credentials will be communicated to the staff member through their personal email address.
- **Staff Changes:** The relevant Establishment Branch shall promptly inform RUCIT of the need to deactivate an account when a staff member retires, resigns, or otherwise leaves the University, using the prescribed form for that.
- **Account Security:** Staff members are responsible for maintaining the confidentiality and security of their assigned accounts and complying with the University's ICT policies.