

<b>Form No.:</b>	A- 56	<b>Effective:</b>	18 Mar, 2012	<b>Page #:</b>	1 of 1
<b>Subject:</b>	Personal Information Update Form				

## Update Personal Information in Active Directory Services

Region: Riyadh <input type="checkbox"/> Jeddah <input type="checkbox"/> Al-Ahsa <input type="checkbox"/>	Student <input type="checkbox"/>	Staff <input type="checkbox"/>
Full Name:		Badge:
User Name:		
Information to be Updated		
◆ Mobile Number:	◆ Work Extension:	
◆ *Department:	◆ *Job Title:	
◆ Corporate <input type="checkbox"/> College <input type="checkbox"/>	◆ Name of College:	
◆ Mail Code:	◆ Manager:	
◆ Office Room Number:	◆ Home Phone:	
◆ Alternative email:		
Justification:		
Signature	Date:	

*\*Please submit supporting documentation.*

Department Head Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### **FOR CORPORATE EDUCATIONAL TECHNOLOGY SERVICES USE ONLY**

OPERATIONS APPROVAL		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	
Comments:		
Name	Signature	Date
COMPLETION		
Status:	Updated by:	
Comments:		
Date:	Signature:	

<b>Revision #:</b>	2.0	<b>Supersedes:</b>	1.0	<b>Date:</b>	16/3/14	Reference Document: <b>ETP-A-22-1</b>
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