5. Data Center Access Request

Facilitate request to secure access to the Data Center upon submission of the accomplished form and proper identification.

Office/Division:	Information and Communication Technology Department (ICTD)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Service Provider/Supplier			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. **QR Code** for log in		ICTD Office		
2. **Data Center Access Form (DCAF)** -1 copy (Original/ PDF/ Scanned copy)		PPA Website (Downloadable form)		
Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of request. Forwards request form to RC Head for approval.	None	10 mins	ICTD Technical
	1.2 RC Head approves the request form.	None	5 mins	RC Head
	1.3 Informs client that the request has been granted. Validates/Verifies with the user the completion of the request.	None	15 mins	ICTD Technical
TOTAL:		**None**	**30 mins**	

Assumption: a. Complete documentary requirement submitted.
b. Presentation of proper identification.

**HITS- Helpdesk Information and Ticketing System*