VDI Login Authorization Request Template
Requestor Information:
- Name: [Your Name]
- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Email: [Your Email]
- Phone Number: [Your Phone Number]
Access Details:
- VDI System: [VDI System Name]
- Purpose of Access: [Brief Description of Need]
- Duration of Access: [Start Date] to [End Date]
Justification:
- Reason for Request: [Detailed Explanation of Why Access is Needed]
- Related Project/Task: [Specify Any Related Projects or Tasks]
Manager Approval:
- Manager's Name: [Manager's Name]
- Manager's Email: [Manager's Email]
- Signature: [Manager's Signature (if applicable)]
Additional Notes:
- [Any further information or requirements]
Submission Date: [Today's Date]