



COMPLETE/PERSAL USER ID RESET FORM

Requests to reset the Complete User ID (first user ID) and PERSAL User ID (second user ID) must be submitted directly to the PERSAL Controller. The PERSAL Controller must request the Complete User ID (first user ID) to be reset via Provincial Treasury Help-desk.

Mark with an X to the User ID to reset:-

COMPLETE ID	PERSAL ID	BOTH
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USER'S DETAILS

NAME & INITIALS		PERSAL NUMBER	
COMPLETE ID	PERSAL ID	DEPT.	
REGION/ DISTRICTS		TEL. NUMBER	
CELL NO.	EMAIL		
REASON FOR RESET (Tick to the appropriate box)			
<input type="checkbox"/> Wrong password used	<input type="checkbox"/> Not used for more than 30 days		
<input type="checkbox"/> New user logging on for the first time	<input type="checkbox"/> Forgotten password		
<input type="checkbox"/> Didn't follow correct log in procedure	<input type="checkbox"/> Access was suspended		
<input type="checkbox"/> Appointed as relief controller	<input type="checkbox"/> ID was blocked by SITA		
<input type="checkbox"/> Other (explain)			

PERSAL User's Signature: _____

Date: _____

SUPERVISOR'S DETAILS

I (full names) _____ PERSAL Number _____ the revisor/ supervisor of the above mentioned official/ user hereby witnessed that the user as per the ID indicated above section has been completed by the owner of the ID and no alteration was done by any person. I'm fully aware of my responsibility as the supervisor to him/her regarding user id management .e.g. ensuring that user id is not being shared amongst the users.

Supervisor's Signature : _____ Date: _____ Tel.No. _____

CONTROLLER'S DETAILS

Mark applicable choice with an X:-

DESIGNATION	Departmental Controller: <input type="checkbox"/> DC		Personnel Controller <input type="checkbox"/> PC		Salary Controller <input type="checkbox"/> SC
NAME & INITIALS	PERSAL ID		PERSAL NUMBER		
COMPLETE ID	PERSAL ID	DEPT.	Code		
CELL NO.	TEL. NUMBER		EMAIL		
Mark with an X next to your district					
Alfred Nzo District Municipality	<input type="checkbox"/> AN	Amathole District Municipality	<input type="checkbox"/> AD	Chris Hani District Municipality	<input type="checkbox"/> CH
Joe Gqabi District Municipality	<input type="checkbox"/> JG	OR Tambo District Municipality	<input type="checkbox"/> OT	Sarah Baartman District Municipality	<input type="checkbox"/> SB
Buffalo City Metropolitan Municipality	<input type="checkbox"/> BC	Nelson Mandela Bay Metropolitan Municipality	<input type="checkbox"/> NM		
Reference on #6.3.6 must be in the following format: _____ Organization/District/Designation/Sequence number _____/_____/_____/_____					
Controller User's Signature			Date		

FOR OFFICE USE ONLY

COMPLETE ID: to be submitted to Provincial Treasury Help desk:-		PERSAL ID User ID is Reseted by Departmental PERSAL Controller on function #6.3.6, controllers reference MUST be indicated	
Reseted Date:		Reseted Date:	
Surname & Initials		Surname & Initials	
Signature		Signature	
Date		Date	

