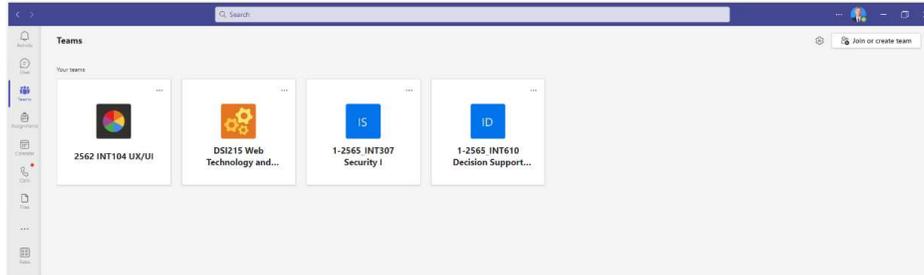
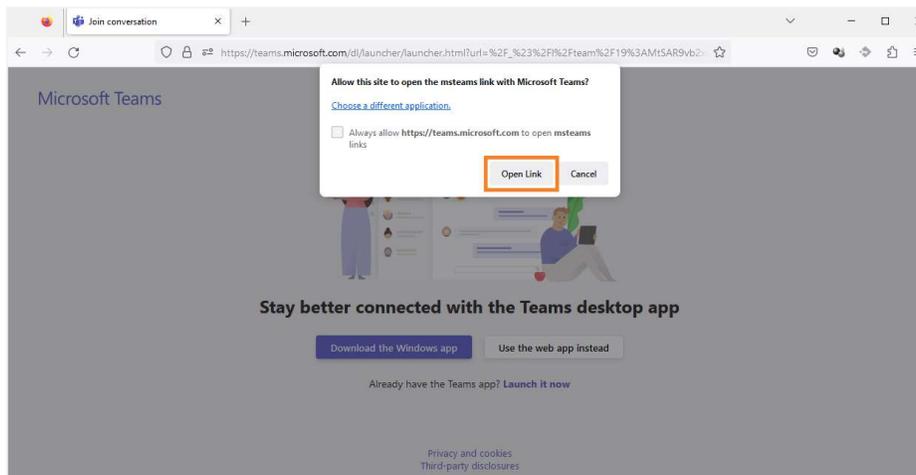


How to request LDAP account service / Reverse service for using in the student project or the class assignment

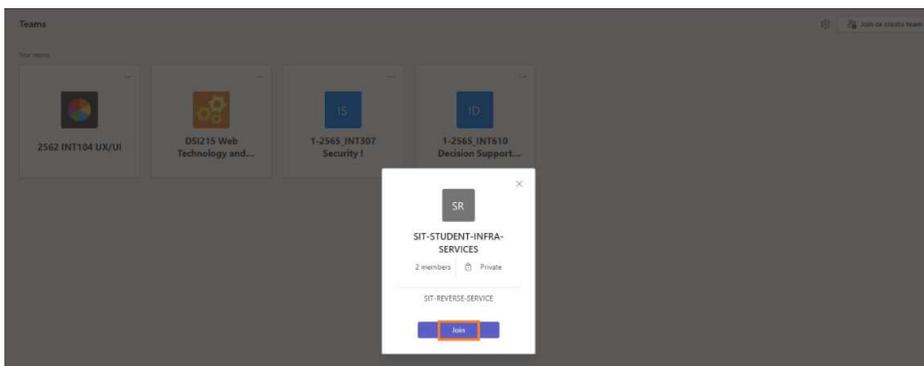
1. Fill the form file of your request (LDAP_Account_Service_Form.xlsx / Reverse_Service_Form.xlsx)
2. Open the Microsoft Teams application and sign in with your KMUTT Microsoft 365 account



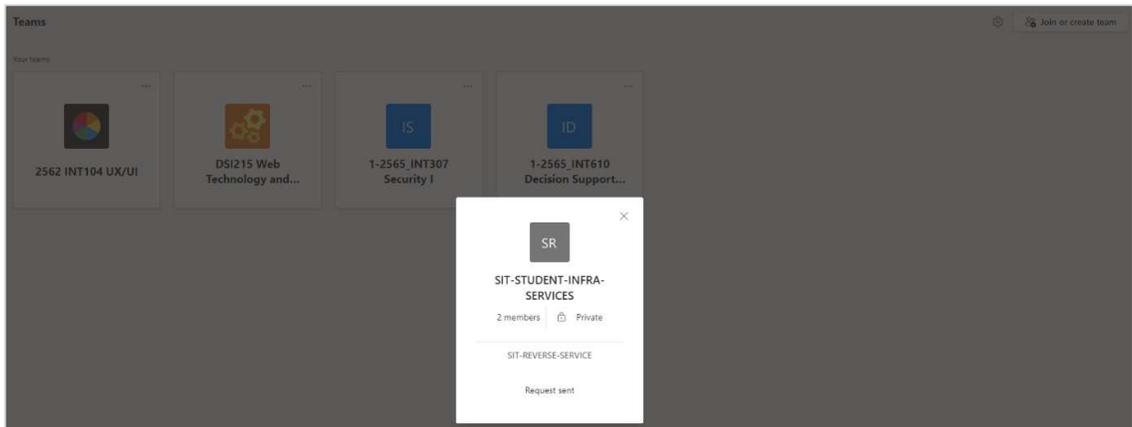
3. Open web browser and go to SIT-STUDENT-INFRA-SERVICES team URL: <https://students.sit.kmutt.ac.th/SIT-STUDENT-INFRA-SERVICES> and choose Open Link with Microsoft Teams



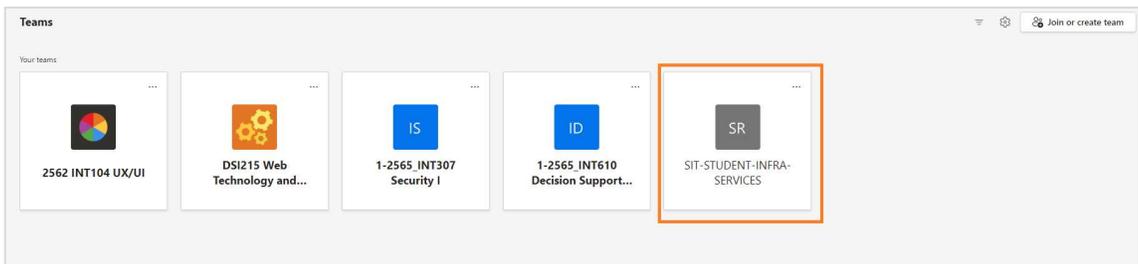
4. In the Microsoft Teams, found the SIT-STUDENT-INFRA-SERVICES team and click at Join



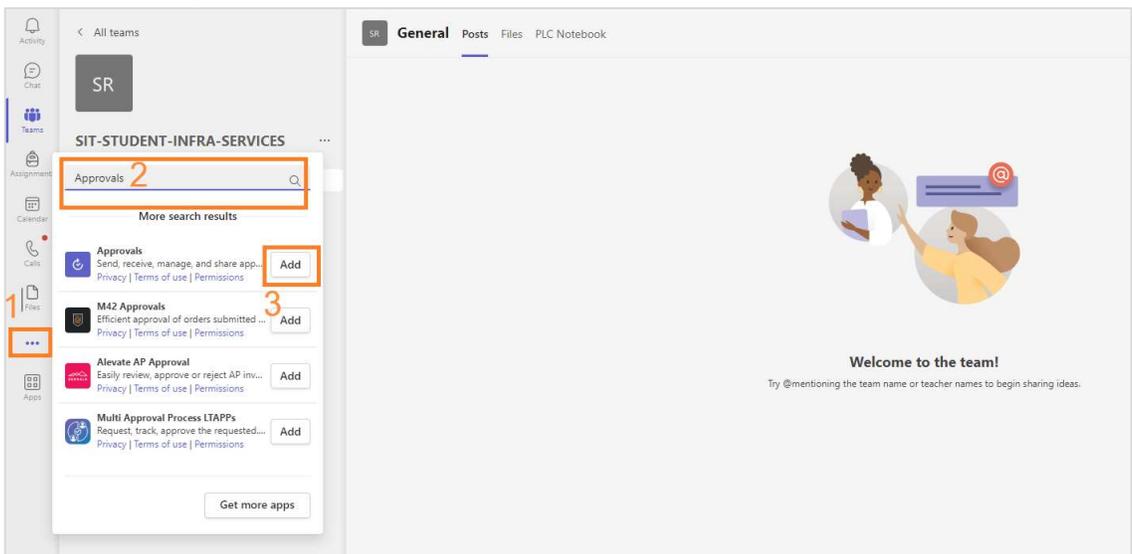
- Next screen, inform your request to join sent the team owner



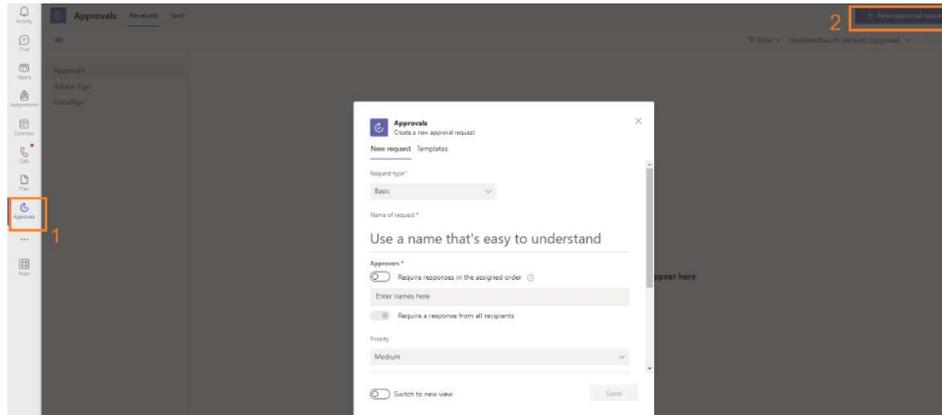
- After the team owner approved your request, found the SIT-STUDENT-INFRA-SERVICES team in Teams menu



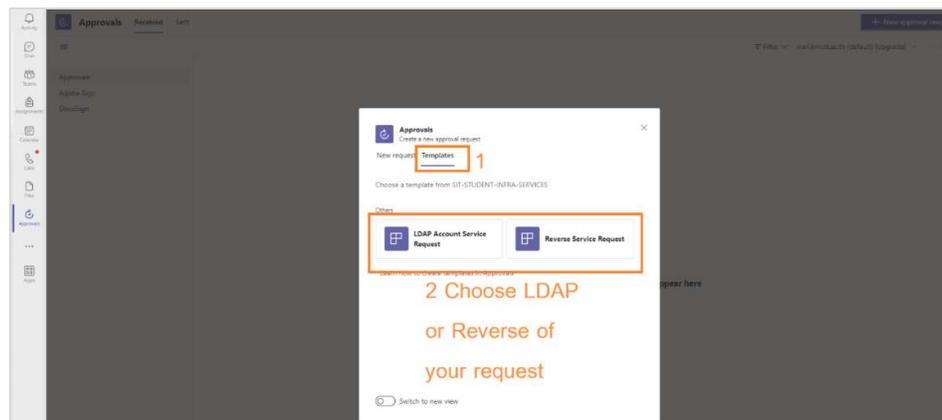
- Click at ... and type “Approvals” (for MS Teams English Language Version) or “การอนุมัติ” (for MS Teams Thai Language Version) in the Search for apps area and click add for installing it



8. Create the new request by clicking at New approval request

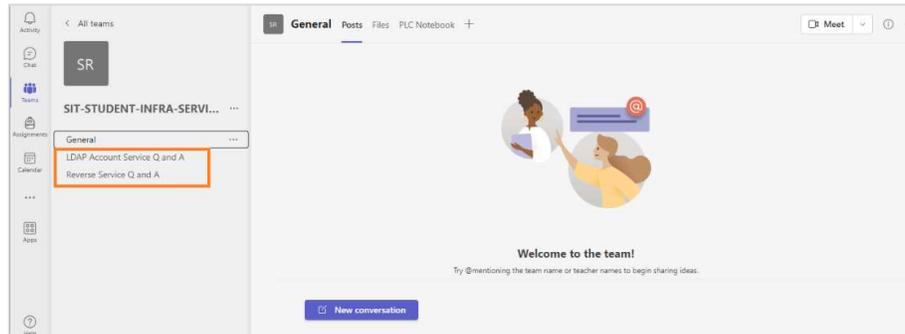


9. Click at Templates and choose LDAP Account Service Request or Reverse Service Request



10. Fill the request form and upload LDAP_Account_Service_Form.xlsx / Reverse_Service_Form.xlsx file of your request
11. Wait for considering about 1-3 office days exclude the week-end holiday and the special holiday and receive the notification from SIT-STUDENT-INFRA-SERVICES team is approved or rejected
12. About rejected request case, the reason display in the approval request page, please contact the service support via Microsoft Teams chat at sumate.man@kmutt.ac.th
13. About approved request case, the service support contact student via Microsoft Teams chat or email

14. Have any questions, please post to SIT-STUDENT-INFRA-SERVICES team in the channel LDAP Account Service Q and A / Reverse Service Q and A



Updated 18/10/2023 1.21 p.m.

By Sumate Maneesart

MS Teams Chat: sumate.man@kmutt.ac.th