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| **RETURN COMPLETED FORM TO OIT –** **help@chs-adphila.org** |

**Office of Information Technology**

**User Access Request Form**

**(New Users / Delete Users)**

|  |  |
| --- | --- |
| ***Today’s Date:*** |       |
| ***Requestor:*** |            |
| ***Phone:*** |            | ***IP Phone Extension (5 digit):*** |   |   |   |   |   |
| ***Division:*** | [ ]  ARCH [ ]  CHCS [ ]  CSS [ ]  OIT [ ] NDS [ ]  OCD [ ]  SCS  |
| ***Facility/Site:*** |            |
|  ***Completion Date:*** |       |

**SELECT ONE ONLY PER FORM:** [ ]  **ADD NEW USER** [ ]  **DELETE EXISTING USER**

**Add New User Information**

|  |  |
| --- | --- |
| ***New User Name:*** |                 |
| ***New User Start Date:*** |                 |
| ***New User Title:*** |       |
| ***Facility/Site:*** |             |
| ***Office/Building/Campus/Etc:*** |             |
| ***10 Digit Telephone #:*** |            |
| ***IP Phone Extension (5 digit):*** |   |   |   |   |   |  |
| ***Supervisor/ Manager:*** |       |
| ***Department (check one only):*** | [ ]  ARCH *[ ]*  CHCS Exec/Fin *[ ]*  CSS Exec/Fin [ ]  Juvenile Justice [ ]  Health Care [ ]  Admin/Specialized Services [ ]  Developmental Programs [ ]  Parish Nursing [ ]  Community-Based Services [ ]  Youth Services [ ]  NDS[ ]  OCD *[ ]*  Housing/Homeless [ ]  OIT [ ]  SCS |
| ***Person Replacing:*** |       |
| ***Transfer Files From (Name):*** |            |
| ***Access To: (check all that apply):*** | [ ]  Network [ ]  Email [ ]  Groupwise[ ]  H: Drive [ ]  VPN/Dial-up [ ]  IP Phone Voice Mail[ ]  Remote Desktop [ ]  Harmony (CSS) [ ]  CareTracker (CHCS)[ ]  CareTracker (CSS Dev. Programs only) [ ]  Kronos [ ]  RH+ (CHCS) [ ]  AFW [ ]  Ceridian [ ]  HMIS (CSS/ARCH)[ ]  JEN-A-SYS [ ]  Solomon[ ]  Point Click Care (CHCS Only) **(additional form required)** [ ]  Point Of Care (CHCS Only) **(additional form required)** [ ]  Great Plains **(additional form required)** [ ]  Other (please specify):       |
| ***Add to Email Distribution List: (please list specialized email groups)*** |                 |
| ***Access similar to: (list name)*** |            |

**Delete Existing User Information**

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| **Please note that requests for users to be removed from the network will result in the following actions:**1. The user account will be disabled2. All email and files associated with the user will be deleted after 90 days unless otherwise instructed below**If you would like to have email or files transferred to another employee, please note that on this request, otherwise see #2 above.** |
| ***User’s name for deletion:*** |            |
| ***Termination Date:*** |            |
| ***Deletion Effective Date:*** |            |
| ***Delete all files?:*** | [ ]  **Yes** [ ]  **No** |
| ***If no, Transfer files to:*** |            |
| ***Additional Special Instructions:*** |            |

**REQUIRED FOR ALL REQUESTS (request will not be processed until completed):**

|  |  |
| --- | --- |
| ***Approved by:***  |            |
| ***Title:*** |            |
| ***Telephone #:*** |            |