

House Staff: Complete only top boxes with check marks (). Return form to Academic Affairs for completion.

Winthrop University Hospital IT Network & System Access Request Form

(Please Print Clearly)

<i>Last Name</i> ✓ _____	<i>First Name</i> ✓ _____	<i>Middle Initial</i> ✓ _____
<i>Signature</i> ✓ X _____	<i>Employee ID # or Dr./Dictation #</i>	

<i>Department Name (Eg: Cardiology, Nursing ,ER)</i> ✓	<i>Building and Suite Number</i>
<i>Social Security # (Last 4 Digits)</i> ✓	<i>Mother's Maiden Name</i> ✓
<i>Nurse Manager</i>	<i>Work Phone Number (Ext.)</i>

1. Do you have a Network Login? Yes No, If Yes, Indicate Login _____

2. Indicate the Departmental Systems you want access to:

MS Outlook E-mail (Department Head Approval Required *)-(See Below):

- | | | |
|---|--|--|
| <input type="checkbox"/> Soft Med | <input type="checkbox"/> QMI-LDR | <input type="checkbox"/> PERSE |
| <input type="checkbox"/> TSI | <input type="checkbox"/> ORSOS | <input type="checkbox"/> OAS GOLD(Invision) |
| <input type="checkbox"/> A/P-HBOC/Materials Mgt | <input type="checkbox"/> One Staff | <input type="checkbox"/> IDX-Billing |
| <input type="checkbox"/> Materials Mgt./HBOC | <input type="checkbox"/> Payroll-ADP | <input type="checkbox"/> IDX-Radiology |
| <input type="checkbox"/> FOD ** | <input type="checkbox"/> EMERGISOFT (ER) | <input type="checkbox"/> MMF |
| | | <input type="checkbox"/> Other _____ |

INTERNET ACCESS

1. No Internet Access:

2. Health/Medicine Research Only:

3. Internet Access

** Department Head Signature is Required for Internet or E-mail Access.*
Department Head Signature/Printed Name: X _____ / _____

*** Nursing Informatics Signature is Required for FOD Access.*
Nursing Informatics Signature/Printed Name: X _____ / _____

Fax this completed form to the **IT Help Desk at 663-2357.**

INFORMATION TECHNOLOGY USE ONLY		
<i>Ticket Number</i>	<i>IT Authorization</i>	<i>Date Received</i>
<i>Network Login</i>	<i>Login created by</i>	<i>Date Login was created</i>
<i>Ticket completed by</i>	<i>Date ticket was completed</i>	<i>Deactivated by/date deactivated</i>