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| **APPLICATION FOR ACCESS TO WEB CENTRAL ON DEMAND HELPDESK****New User Registration Form***New Users can only be added where an existing user is being removed or exceptional circumstances* |  |
| **Section 1 - User requesting Access** |
| Full Name ……………………………………… Position Held ……………………………………..Building Name/CodeAnd Address ……………………………...……. Email Address …………………………………… …………………………………… Phone No ………………………………………… …………………………………… Employee No ……………………………………. …………………………………… User Name ………………………………………. |
| **Section 2 - User to be Removed** |
| Full Name ………………………………. User Name …………………………………… |
| Please give a brief explanation of why access is essential to your business area and why it is not possible to utilise existing nominated users within your department:…………………………………………………………………………………………….…………….…………………………………………………………………………………………….…………….………………………………………………………………………………………….………………. |
| **Section 3 – Department Authorisation** |
| Please forward this form for Authorisation to your Head of Section/Director of Professional Services:-………………………………………………………… Head of Section/DOPS………………………………………………………… Date ApprovedCompleted Application to be forwarded to Estates Helpdesk, Estates Department, 9 Infirmary Street |
| **Section 4 – Estates Authorisation** |
| Access Approved/Denied (delete as appropriate)Signed …………………………………………………. Date ……………………………. |
| **Section 5 – User Set Up** |
| To be completed by EBIS Users:-Set up in Web Central with appropriate Role User removed from Web Central Ensure Email addresses match on em and AFM\_Users Update em Table Add to Contact Table Add User to on demand helpdesk Sympa List User Informed Unidesk call raised for AD Group Date Actioned ……………………  |