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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/Code  And 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 Approved  Completed 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 …………………… | |