

## HEADQUARTERS SYSTEMS USER ID REQUEST (ADD/CHANGE/DELETE)

- A signed copy of the Information and Communications Technology (ICT) Resource Usage Policy Agreement SD3051 <http://icw.sd.gov.bc.ca/forms/docs/HR3051.doc> is required for all new users. New employees and contractors must sign this agreement before the request is processed. Using the multi-function device please scan the signed/witnessed document and email it to SD Support SD:EX with the last name of the user in the subject line of the email. The original copy of the form should be placed in the employee or contractor file.
- Please allow 7 working days to process this request.

Action	Used for:	Information to indicate in the Application Section Below:
<b>Create</b>	<input type="checkbox"/> Users new to the Ministry	Check all <b>required</b> applications and other information as requested.
<b>Modify</b>	<input type="checkbox"/> Change an existing ID or GAL update	<input type="checkbox"/> <b>Access Change</b> – Only additions or deletions (Don't check off applications where access should remain the same.) <input type="checkbox"/> <b>Name Change</b> – Provide old name and new name. <input type="checkbox"/> <b>Job Title Change</b> – Ensure new phone and fax numbers are provided below.
<b>Hold</b>	<input type="checkbox"/> Reason for access hold ie. TA, STIIP	All applications to which the user has access and other information as requested.
<b>Delete</b>	<input type="checkbox"/> Reason for access delete	All applications to which the user has access and other information as requested.
<b>Reactivate</b>	<input type="checkbox"/> Reason for deactivation	All applications to which the user has access and other information as requested.

<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>
<b>Phone Number</b>		<b>Fax Number</b>
<b>Position Title</b>		
<b>Branch Name</b>	<b>Office Address (include city)</b>	
<b>Supervisor's Name</b>	<b>Supervisor's Phone #</b>	
<b>Responsibility Code</b>	<b>Workstation # (if software required)</b>	
Is user new to SD? <input type="checkbox"/> or coming from another BC Government Ministry/Agency? <input type="checkbox"/>		
<b>Name of Ministry/Agency:</b>		
Is this user in this position permanently? Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Start Date (YYYY MMM DD)</b>
		<b>Expected End Date (YYYY MMM DD)</b>

Application Section	
Please indicate the applications required for the User to do their job. (Click on box to enter X)	
Application	Additional Information
<b>IDIR ID</b>	<input type="checkbox"/> [please provide the name of a user who has similar/same access (this is to determine basic access only. Detailed access requirements will be confirmed with requestor)]
<b>Email</b>	<input type="checkbox"/>
<b>MIS</b>	<input type="checkbox"/> [Specify office/profile requirements]
<b>EPPD</b>	<input type="checkbox"/> [Specify profile required]
<b>Remote Access (DTS)</b>	<input type="checkbox"/> [For Users who require remote access. There is a charge for this service.]
<b>CLIFF</b>	<input type="checkbox"/>
<b>CRMS</b>	<input type="checkbox"/> [Specify office address]
<b>CAS Oracle</b>	<input type="checkbox"/> [Specify type of access ie. iExpense]
<b>TSO</b>	<input type="checkbox"/> [Specify name of user who has the same access]
<b>OTHER</b>	<input type="checkbox"/> [Please provide details of other applications the user will require access to below]
<b>Comments</b>	[Please list additional access requirements here. For LAN access be sure to specify the server name, share and folder if possible (\\server\s12345\folder).

Note: If this user requires any additional hardware, software or special adaptive equipment, please email SD Support.

Please email the completed form to the appropriate person for approval.

Approvers: please forward form with approval to SD Support. Please allow 7 working days to process this request.