Network Access Request – HealthShare Employee

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| Use this form to request system and network access for employees of HealthShare NSW and its affiliated pillar organisations. To request access for vendors and contractors, use the Network Access Request – Non HealthShare Employee (FM000009) form. If you need remote access or administrative (elevated) access, use the appropriate forms.  Asterisks (‘\*’) indicate mandatory fields. |
| \*Is this application for a new account or to modify an existing account? Choose an item |

# Name and Contact Details

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| --- | --- | --- | --- |
| \*First Name: |  | \*Last Name: | Click to enter details |
| \*NSW Health ID: | Click to enter 8-digit StaffLink ID | Phone Number: | Click to enter details |
| Mobile Number: | Click to enter details | Email Address: | Click to enter details |
|  |  |  |  |

# Account and Employment Details

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| \*LHN/Business Unit: | Click to enter details | \*Facility/Location: | Click to enter details |
| Department: | Click to enter details | \*Cost Centre Number: | Click to enter details |

# Additional Requirements

Please specify all applications and systems to which you require access.

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| \*Access Required: | Same as |

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| Note: Forms that do not contain all required information may be rejected. When completed, this form contains material classified as Sensitive: Personal, and must be handled and stored securely and not be transferred or transmitted outside the HealthShare NSW information domain. | | | | |
| Employee Requesting Access I accept full responsibility for the computer access that I may be given, and I agree not to disclose any information that may assist any person to gain access to HealthShare NSW computer systems. Such information is private and confidential and is bound by the by-laws of the NSW Health Policy Directives and Legislation. If you sign this you are agreeing that you have read, understood and will abide by the following policies:   * PD2009\_076 - Use & Mgmt of Comms System (<http://www.health.nsw.gov.au/policies/pd/2009/PD2009_076.html>) * PD2013\_033 –Electronic Information Security (http://www0.health.nsw.gov.au/policies/PD/2013/PD2013\_033.html) * PD2012\_018 –Code of Conduct (<http://www.health.nsw.gov.au/policies/pd/2012/PD2012_018.html>) | | | | |
| \*Signature: |  | Date: |  |  |
|  |  |  |  | |
| HealthShare Cost Centre Manager To be completed by the cost centre manager responsible for the contractor/vendor (see Delegation Manual Policy).  I authorise the applicant to be given access to HealthShare NSW computer systems as indicated on this form. I undertake to inform HealthShare NSW if:   * The applicant no longer requires access; * The applicant leaves the employ/contract of the stated Area Health Service/department; * The applicant transfers to another organisation/department. | | | | |
| \*Name: |  | \*Position |  |  |
| \*Signature: |  | Date: |  |  |
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