


New User Application Form

(only for New Starters at the Trust)

New Users will receive a Novell user ID, email address, plus room on a network drive.

On completion, to be forwarded by Manager (level 3 or above) to:

it.servicedesk@bradfordhospitals.nhs.uk

Surname:			
Forename & Initials:			
Job Title:			
Department:			
Address & Site:		Telephone No:	
		Fax No:	
Access Required to:	<i>(i.e. ICE, Lorenzo, EBS, PACS etc):</i>		
Other Requirements:	<i>(i.e. shared file access):</i>		
Manager: (Print Name)	LISA SHAW		
Manager: (Signature)			Date:

If for any reason this form cannot be emailed, it can be faxed to (36) 5368 or posted to the IT Service Desk, **as long it has been countersigned by a Manager** (level 3 or above) if not, it will be **rejected**.

Any problems, please ring the IT Service Desk on (38) 2444 and we will be happy to help.

Once the account is set up, User Name and Password details will be emailed to the Manager.

Note to Managers: Please retain a copy of this document.