**Disable, Remove, Modify or Enable ICT Access**

This form is used to disable, remove, change or enable access for a specified account holder and access privileges to the domain (network), email and / or system. \*Denotes mandatory fields or sections. **All sections must be completed by typing the required information in Microsoft Word and using the TAB key to move from field to field.** Additional forms are available from: <http://hsenet.hse.ie/OoCIO/Service_Management/ICT_National_Forms/>

**Note: Management must ensure that all items, ICT equipment, devices (mifi, smartphone or fob) access to premises are returned or disabled as part of your removal access responsibilities.**

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| --- | --- | --- | --- | --- |
| **1** | **\*Account holder details**  | **HSE [ ]  TUSLA [ ]**  | **Agency / Contractor [ ]**  | **Third Party [ ]**  |
| **\*First Name:**       | **\*Last Name:**       | **\*HSE Personnel or Agency Number:**       |
| **\*Grade / Job Title:**       | **\*HSE email address:**       |
| **\*Phone / Ext. No/ Mobile (HSE):**       | **\*Windows login username:**       |
| **\*Department, Location / work address:**       |
| **\*Reason for disabling, removing or modifying access:**       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.**  | **\*Access to actioned****Select one option only** | **Disable access** **request [ ]**  | **Or Delete access request [ ]**  | **Or Enable access request [ ]**  |
| **2a** | **Disable or Delete access from the following date:**       | **Domain (network)** **[ ]**  |
| **Folder access [ ]**  | **Email address: [ ]**  | **Shared mailbox(es): [ ]**  | **Sharefile: [ ]**  | **Remote access: [ ]**  |
| **Enter name of system(s) that user accessed to be disabled / removed:** |       | **Other: [ ]  Please specify:**       |

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| **2b** | **Or Modify access (remove access to specific applications, email or folder(s))** Complete this section when a user’s access / permissions are no longer required e.g. when their role changes or they transfer to another HSE department |
| **Modify access from the following date:**        | **Folder access: [ ]**  | **Folder name:**       |
| **Shared mailbox: [ ]  Mailbox name(s):**       | **Systems: [ ]  Please specify:**       |
| **Other: [ ]  Please specify:**       |
| **2c** | **Enable account / access – Note: If completing this section, please also complete form on page 2** |
| **Domain account: [ ]**  | **Email address: [ ]**  | **System [ ]  - Please specify:**       |
| **Business Case:**       |
| **3.** | **\*Line Manager responsibilities**  |
| **I confirm that this access change request has been checked and verified by the HR department on behalf of the original account holder. This access change is approved and does not cause any HR issue between the account holder and manager. Please tick [ ]**  |
| **\*Line Manager Name:**       | **\*Grade / Job Title:**       |
| **\***HSE **Telephone or Mobile:**       | **\*Email Address:**       | **\*Date:**       |
| **Once completed and authorised, please email this form to your Service Desk mailbox or attach to a Self Service request ticket** |

This form (page 2) is not required to be sent to ICT and is only applicable if you have completed section 2c in this form. The following relates to Line Manager’s responsibilities when new or amended access is requested and should be completed, signed and filed by your department.

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User Declaration

I have read and understood the Health Service Executive’s policies governing the use of its ICT resources.

I agree to be bound by the terms therein.

I understand that I may be subject to the HSE’s disciplinary procedures should I fail to comply with said policies.

http://hsenet.hse.ie/Intranet/OoCIO/Service\_Management/PoliciesProcedures/Policies/Policies.html

Tick to denote agreement: [ ]

**Note: This form must be retained by the user’s Line Manager for audit and control purposes**