**Generic Network Domain Access Request Form**

This form is used to request the creation of a HSE generic network domain access account. \*Denotes mandatory fields or sections. **Incomplete forms will be returned to sender. All sections can be completed by typing the required information in Microsoft Word and using the *TAB* key to move from field to field.** The form must be completed by the proposed designated owner (at grade VIII / equivalent or higher) of the HSE generic network domain access account.

**N.B. HSE Generic network domain accounts will only be created by the OoCIO where there is a justifiable HSE business need and when the criteria outlined in the HSE Access Control Policy has been met.**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **\*****HSE Designated Owner Details** | | | | | | |
| **\*First Name:** | | | | **\*Last Name:** | | | |
| **\*Grade / Job Title:** | | | | **\*HSE Personnel or Agency Number:** | | | |
| **\*Phone / Ext. No/ Mobile (HSE):** | | | | **\*HSE email address:** | | | |
| **\*Department, full Location / work address:** | | | | | | | |
| **2** | **\*Generic Network Domain Access Account Details** | | | | | | |
| **\*Suggested name for HSE generic account:** | | | |  | | | |
| **\*Provide details of how your request satisfies the criteria outlined in clause 4.4.3 of the HSE Access Control Policy -** [**Link**](https://www.hse.ie/eng/services/publications/pp/ict/)**:** | | | | | | | |
|  | | | | | | | |
| **\*Provide the asset tags of the nominated HSE computer devices where the generic account will be used:** | | | | | | | |
|  | | | | | | | |
| **Provide list of any HSE information systems that will need to be accessible from the generic account:** | | | | | | | |
|  | | | | | | | |
| **Details of any local network resources (i.e. folders) that will need to be accessible from the generic account** | | | | | | | |
| **Server Name:** | | **Share name:** | | | **Folder name:** | | **Access Required:**  **Read Only (RO)**  **Read / Write (RW)** |
| **3** | **\*Designated Declaration and authorisation** | | | | | | |
| I understand and accept that once a HSE generic network domain access account is created for me, I will become the **DESIGNATED OWNER** of the HSE generic account, and I will be held responsible for the use, management and security of the HSE generic network domain account. | | | | | | | |
| **\*HSE National IT Security Policies link** [HSE ICT Policies](http://hsenet.hse.ie/Intranet/OoCIO/Service_Management/PoliciesProcedures/Policies/Policies.html)  These policies cover the correct and appropriate use of the Health Service Executive’s Information Technology (I.T.) resources | | | | | | | |
| **\*Senior Manager Name (Block Capitals):**  **Must be authorised by Grade VIII or higher - IT Access Control Policy** [**Link**](https://www.hse.ie/eng/services/publications/pp/ict/) | | | | | | **\* Grade / Job Title:** | |
| **\*Telephone/Mobile Number:** | | | **\*Email address:** | | | **\*Date:** | |
| **Please attach this form to a NSD Self Service request ticket –** [**Link**](https://nsdselfservice.healthirl.net/SelfService.BridgeIT#dashboard) | | | | | | | |