



Computer Access Request Form

Computer Operations Only: User ID	Comments
[] Patient Care System _____	_____
[] GRASP _____	_____
[] Finance (HDH) _____	_____
[] O.R. Scheduling _____	_____
[] E-Mail _____	_____
[] Internet _____	_____
[] Payroll (HDH) _____	_____
[] VPN _____	_____
[] Group Membership _____	_____
[] Web mail _____	_____
[] RMS (KGH) _____	_____
[] OPIS (KRCC) _____	_____
[] Other (specify) _____	_____

Computer Access Request Form Instructions

Please complete all questions on this form as completely and accurately as possible to insure that your request for access is processed in a timely manner. Incomplete forms will be returned to the originating department.

1. All applicants must read and sign the Confidentiality Statement. The applicant's signature must be witnessed.
2. Authorization must come from the applicant's supervisor or appropriate administration. Applicants may not authorize themselves.
3. Requests for remote access must be accompanied by a memo describing why remote access is needed and how it will be used.

If you have any questions or concerns regarding the completion of this form please contact the KGH Help Desk at 4357.