REPORTING ACCESS REQUEST FORM

Use this form to request **access to existing reports** produced & published by eHealth Business Intelligence Services.

Call the Service Desk 1-888-316-7446 (local 306-337-0600) if you are unclear about any fields below.

The Service Desk will complete the request within five business days from receiving the request.

Email to: servicedesk@ehealthsask.ca

User Information

Type of Request (check one):   New User   Change in User Access   Remove

Full Name Printed:	User Name:
Working Title:	Work Phone #:
Email Address:	Facility Name:
Former Health Region:	Organization:

Reporting Access Information (This section should be completed by the reporting program's authorized approver)

What report/project does the user require access to (i.e. SCI, CDM-QIP, MDS-LTC): _____

Delivery Platform: Power BI   MicroStrategy   SharePoint

Other _____   Unsure

Type of Access: View Reports   Create/Modify Reports*   UAT Testing*   *Note: licensing costs may be incurred

Request Access To: Production   UAT

Additional Notes: Please include a link to the report you want if you have one.
(Please indicate any specific details to ensure your request can be completed in a timely manner)

Service Authorization (IMPORTANT: Obtain authorization prior to submitting requests to the Service Desk)
If you need the name of an authorized approver, please call the Service Desk 1-888-316-7446 (local 306-337-0600)

Authorized Approver's Information:

Name: _____
(Please Print)

Work Phone Number: _____

Signature: _____

Date (YY/MM/DD) _____

The most recent version of this form can be downloaded at: http://www.ehealthsask.ca/forms

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