eHealth Saskatchewan

Webex Account Request Form

Call the Service Desk 1-888-316-7446 (local 306-337-0600) if you are unclear about any fields below.
Email form to: servicedesk@ehealthsask.ca

User Information

Type of Request (check one):	New User	Reactivate	Remove

User's Full Name (printed):   Work Phone #:

Working Title (function):   Email Address:

Facility Name: Workstation Asset #:

Service Authorization

User's Signature: _____

_____
Date (MM/DD/YY)

Date access is required:

_____
Date (MM/DD/YY)

Choose a service:

Webex Chat **only**
(Collaboration solution, messaging, file sharing)

Webex Meetings* - Webex Chat included
(Video/Audio conferencing)   * This account is **for hosting of Webex meetings only**. It is not required to join/attend meetings.

Recording Required: Yes   No

_____ If yes, I agree to record only for the purpose of Education + Admin. No client info will be recorded.
Initial

Approver's Information

Approver's Name: _____

_____
Work Phone Number

Approver's Signature: _____

I acknowledge the subscriber is permitted access to the selected services.

_____
Date (MM/DD/YY)

Approvers by Location:

Location	AHA	eHealth	MoH	SCA	SHA
Meetings	Manager*	Manager*	Director*	Director*	Director*
Chat	Manager*	N/A**	N/A**	N/A***	Manager*
* Includes any positions above ** No approval required *** Not available for location					

If you need assistance, please call the Service Desk 1-888-316-7446 (local 337-0600).
The most recent version of this form can be downloaded at: http://www.ehealthsask.ca/forms