



REPORTING ACCESS REQUEST FORM

Use this form to request **access to existing reports** produced & published by eHealth Information & Analytic 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

User's Full Name Printed: Work Phone #:

Working Title: Email Address:

Facility Name: Health Region:

Organization:

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

Does user have an existing myeHealth (IDM/LDAP) account? Yes No I'm not sure

If Yes, please specify the user name assigned: _____

If No, please register at myeHealth for your account.

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

Delivery Platform: Power BI MicroStrategy SharePoint
 Other _____ I'm not sure

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

Request Access To: Production UAT

Additional Notes (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>