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 Teams **only**

   (Collaboration solution, messaging, file sharing)

○ Webex Meetings* - *Webex Teams 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*
Teams	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

April 2021