Complete Provincial Request for Access Form for New Employee

After HR Shared Services completes the initial SAP processing for a successful candidate, they will intiate the Onboarding process in SuccessFactors for applicable hires. Onboarding applies to:

- External hires
- Internal hires who must complete benefit forms

Org Chiefs receive an email notification from SuccessFactors when Onboarding is initiated, which provides a link to complete the Provincial Request for Access form. If Onboarding does not apply for an internal hire scenario, HR Shared Services will notify the org chief by email and include a link to the form.

The form should be completed to ensure that access to systems required to perform the employee's job duties (including network, email, clinical systems, SAP, etc.) is in place for the employee on the start date.

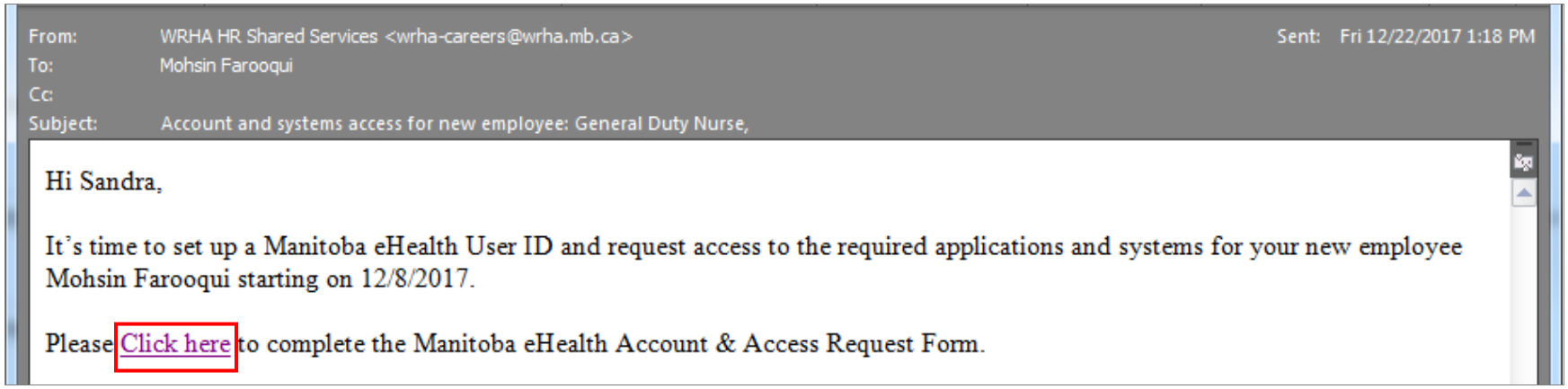
> **Note: If the employee already has the required network and systems access, and no updates are needed, you can omit this step. Otherwise, please complete the form, which includes any change to primary site location.**

Both the Network Digital Health Account and Email/Outlook Access options must be selected on the form for all new employees to gain access to SuccessFactors.

The form is submitted to Digital Shared Services, and includes all the information necessary for them to complete setting up network and other systems access for the new employee.

Procedure

1. **Click the link** provided in the account and systems access for new employee email notification.


From: WRHA HR Shared Services <wrha-careers@wrha.mb.ca> Sent: Fri 12/22/2017 1:18 PM
To: Mohsin Farooqui
Cc:
Subject: Account and systems access for new employee: General Duty Nurse,

Hi Sandra,

It's time to set up a Manitoba eHealth User ID and request access to the required applications and systems for your new employee Mohsin Farooqui starting on 12/8/2017.

Please Click here to complete the Manitoba eHealth Account & Access Request Form.

The *ITSM Self Service Portal* opens in a browser window. Click the Submit button to log in, and complete the Provincial Request for Access form.