

MHA
USER ACCESS REQUEST FORM

Employee Name: _____
 Position _____
 Program/Dept _____
 Direct Supervisor _____

Effective Date _____

<u>Initiated by:</u>	<u>Name</u>	<u>Date</u>
President & CEO		
COO		
HR VP		
DIV VP		
HR MANAGER		
HR DIRECTOR		

	<u>Add</u>	<u>Remove</u>	<u>Change</u>	<u>New Profile #</u>	<u>Authority/Process</u>
Building access: 995 ___ Magazine ___ Pine ___					HR/Properties see below
Network user access					IT
Terminal server user access					IT
VPN access					IT
Website user access					IT
Records Room access-Director/IT					Director/IT

<u>Program Groupings:</u>	<u>CC</u>	<u>Shared file</u>		<u>Email Grouping-Director/IT</u>		<u>Time Approver</u>		<u>APG W/O - Director/Prop Supervision</u>	
		<u>Add</u>	<u>Remove</u>	<u>Add</u>	<u>Remove</u>	<u>Add</u>	<u>Remove</u>	<u>Add</u>	<u>Remove</u>
Acute Care	14								
Annie's House	322								
Avon	11								
Broadway	67								
Burnett Road	560								
DDS Outreach									
Florida Street	18								
Forensic	187								
Forest Park Ave	15								
Glendale	44								
Granby	61								
Housing First	280								
Lloyd	2								
Longmeadow	41								
MH (CBFS) Outreach									
Parker Street	550								
Price	1								
Private Contract	83								
REACH I	38								
REACH II	88								
REACH III	182								
Respite/Woodmont	70								
Safe Havens	285								
Sheridan	63								
SHIP	87								
Sunrise	5								
Tenancy Preservation	86								
Westernview	4								
Williams	42								
YAP/Mill	13								
YIT/Maple	22								
YIT - Treetop	21								
Pay for Success	325								

Other Groupings	Add	Remove	Add	Remove	
APG					
Conference Rm File Access					Mgt Team, Nurses
DDS Supervisors					
Directors-Program					
Fiscal					
Homeless Outreach					
Human Resources					
Human Rights Officer					
Main Office					
Management Team					
MH Collaboration					MH PD's, MH Div Dir, Clinical Dir, QI
MH Outreach Management					MH Outreach PD's & Team Leaders
MH Program Directors					
MH Program Supervisors					
MH Residential Management					MH Residential PD's, Supervisors, & Shift Supervisors
MHA					
Nurses					
Office Other					
Program Directors					
Program Supervisors					
R&R					
Receptionist					
Safety Committee					
Senior Leadership Team					
User Access Team					

	Add	Remove	Change	ID# if app
Copier/Printers/Telephones				
Copier department code-OM				
Office telephone set up-IT				
Cell Phone - OM				
Telephone long distance code HR				
Mailbox- Set up in Mailroom OM				
Color Copier				

Mailbox codes-IT				
Mailroom				
Kitchen				
Upstairs				
Scanning-IT				
Mailroom				
HR				
Fiscal				
APG				
Kitchen				
Upstairs				

Color Printer-IT

Other Application Access	Add	Remove
Blackbaud- DF/IT		
Peachtree-DF/IT		
Sage Fixed Asset-DF/IT		
HRCheck-DF/IT		
One Site-DF/IT		
Remote Link (camera)-COO/IT		
IRA Server (key fob)-COO/IT		
Crystal Reports-COO/IT		
Virtual Gateway-COO		
Complete Payroll DF/IT		

995 Building Access Codes

17 General/everyone else
20 Administrators