



- VIRTUAL LIBRARY
- MANAGEMENT TOOLS
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SIMS: SUPPORT SERVICES

Network Access Request Form (NARF)

Help Desk: ext.4357

*mandatory field =view calendar

- Academic Practice (CAP)
- Finance
- Human Resources
- Infection Control
- Legal Affairs
- Medical Affairs
- Nursing
- Nutrition
- Occ Health & Safety
- Patient Relations
- Privacy Office
- Public Affairs
- Risk Management
- SIMS

Instructions

1. Complete this form. The request will be sent to your manager/supervisor's e-mail box.
2. The manager or supervisor must then forward the e-mail to HELP@uhn.ca
3. To access UHN's Clinical Desktop, please see [Clinical Desktop-Misys CPR Web Site](#) to apply.
4. Review [Monthly Charges](#) for PC and related assets.

For all **TRI Research\iDAPT NARF requests** please email idapt-helpdesk@uhn.ca and/or call the **iDAPT Help Desk** at x7874 with the request.

Select the access type you require

*** Access Type:**

UHN Employee, Physician, Contractor

Plexxus Employee

Request Type

Request Type

New User Access Reactivate User Account

Modify User Access Terminate User Account:

Request Software Install Disable

Urgent Disable

User Information

(If you are making a request on behalf of somebody else, please put their contact info in this section.)

*** Name:**

(First) (Last) (Middle Init)

Contact:

(Telephone) (E-mail)

*** Job Title**

*** Department:**

Network Username (T-id) if applicable:

Asset tag of PC:

Nursing Unit/Location

Access required for period:

(if temporary access) (if temporary access)

Start date (mm/dd/yyyy) End date (mm/dd/yyyy)

Please note that end dates are **not** applicable for Emails, VPN and BES. Separate NARF should be submitted for cancellation. Applicable charges will continue to be charged until cancellation NARF is received.

Manager/Supervisor or Designate Authorization

*** Manager, Supervisor or Designate's Name**

(First) (Last)

*** Contact:**

(Telephone) (E-mail)

* Job Title: COORDINATOR

* Functional Cost Centre/SAR #: N/A

All applicable costs will be charged to this FCC. Link for [Monthly Charges](#)

Department: MED ED

Services and Permissions Required

- * Computer Application Access and Services
 - PMH, TGH and TWH sites
 - TRI sites

UHN Services/Applications Required (Check all that apply)

- 12N Renal Patient Kiosks
- Employee Self Service
- Outlook e-mail
- Remote Access (to Corporate Intranet only)
- VPN (Complete VPN section below)
- Shared Directory Access
- Personal Storage Space (U:\ drive)
- SIMS Staff Portal
- APOLLO
- BDM - Pharmacy
- CAIS
- Clinical Message
- HRCM (DeLair)
- FVL
- GRASP
- OPIS
- PACS ACCESS (Coral and GTA West Viewer)
- ORSOS
- PARKLANE
- PHS
- RM&R
- Service-Now
- SIMS Whiteboard
- SAP (for e-req, fill out [e-req access form](#))
- Other (see Other Applications section below)

VPN - Instructions

- You must already have access to the Clinical Desktop within UHN to apply for remote access to the Clinical Desktop. See [Clinical Desktop-Misys CPR Site](#) to apply.
- Monthly Charge for VPN account is \$25.00

VPN - Access Type:

- * Select Access:
 - VPN access to the UHN network from a dedicated PC (VPN access requires you to install and configure special software on your PC)
 - VPN Token cancellation only (Once your VPN account is disabled you will be contacted by Access Devices team to drop off your token)
 - Remote access to the Clinical Desktop-Misys CPR from any PC with an Internet connection (PC must meet minimum requirements – see section 5)
- * Job Title:
 - Physician
 - Nurse - PMH
 - Nurse - TWH
 - Resident/Fellow
 - Nurse - TGH

Note: To access the Corporate Intranet **only**, please see: [Access the Intranet from Home](#).

VPN - Configuration

- Do you have an Internet Service Provider (ISP) for your home PC? Yes No
If no, you will need to sign up with an ISP first, before you can use this service from home
- Do you already have a UHN-issued "RSA SecurID token?" Yes. Please record your token serial number (on back of token):
 No. A token is required for these services. The cost is \$25/month. There is a \$100 replacement charge for lost tokens. Continue to fill out this form in order to obtain a token.
Please choose where you would like this token installed:
- * Soft Token Set-up:
 - UHN Laptop tag#: N/A
 - Blackberry tag#:

VPN - Remote Access to the Clinical Desktop-Misys CPR (Misys)

PC requirements

- Web Browser – Internet Explorer 5.5 or higher
- Operating System – Windows 2000 & XP
- High speed internet connection
- Cookies must be enabled
- User should be local administrator
- Up-to-date Antivirus software

Suggested requirement – Personal Firewall

* **Asset tag of PC at work:**

Clinical Desktop-Misys CPR log-in ID:

Access required for period:  
(for temporary access only)

Start date (mm/dd/yyyy)

End date (mm/dd/yyyy)

Comments:

Additional Information

Additional Information: