

Please complete this form and email to your health authority SPR administrator.
Note: requests for access must be received from a designated health authority SPR administrator.
For more information call the SPR office at 250-519-5702 or email sproffice@phsa.ca.

Surgeons: use the surgeon access request form. Surgeon office staff: use the surgeon office staff access request form.

User group required:

<input type="checkbox"/> Health authority booking clerk
<input type="checkbox"/> Health authority analysis & decision support staff
<input type="checkbox"/> Health authority management
<input type="checkbox"/> Health authority SPR administrator
<input type="checkbox"/> Ministry of Health

Name:	
Health authority:	
Title:	
Phone:	
Email:	
Health authority username:	
Health authority domain:	

HA SPR admin or delegate:	
Date requested:	

Access required:

<input type="checkbox"/> New SPR user – SPR production
<input type="checkbox"/> New SPR user – SPR staging
<input type="checkbox"/> New SPR user – SPR test
<input type="checkbox"/> MS Data Mart – dashboard & report consumer
<input type="checkbox"/> MS Data Mart – Excel access to data cubes (requires Citrix access)
<input type="checkbox"/> MS Data Mart – report builder (requires Citrix access)
<input type="checkbox"/> Teamsite – read only
<input type="checkbox"/> Teamsite – contributor

Change to existing user access: please indicate the change(s) required in this section.

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<i>SPR central office use only</i>			
SPR manager or delegate:		Date received:	
Request form saved & filed		Requested access to active directory	
DataMart access request to PM&R		Master access list updated	
SPR access complete		Fan-out list	
Teamsite access complete		Distribution lists (HO)	
e-Form submitted (Citrix)		Report builder/Excel cube required	