



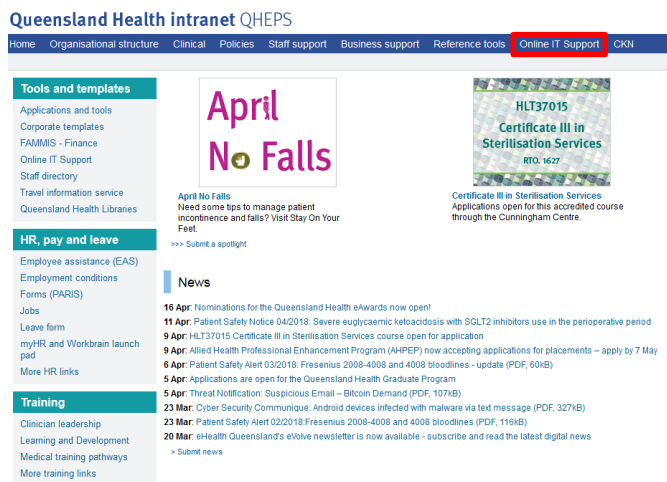
ieMR Advanced

## How to apply for Follow Me Desktop/ Rapid Access Workstation Service

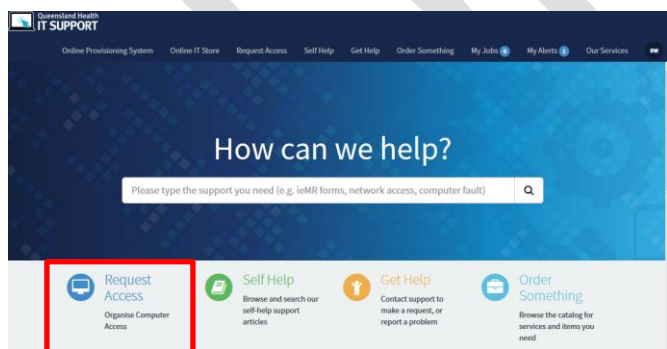
### Quick reference guide

Requests for access to Follow Me Desktop (FMD) and/or Rapid Access Workstation Servicer (RAWS) readers must be made via the Online Provisioning System using the steps below:

#### 1. Open to QHEPS Home Page and select Online IT Support



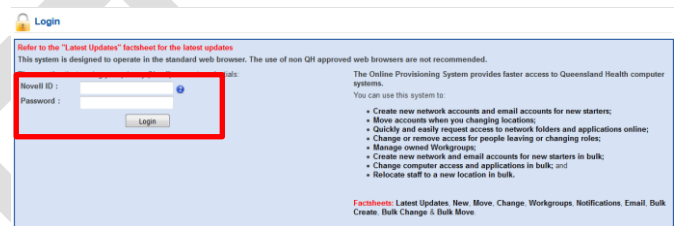
#### 2. Select Request Access



#### 3. Select Online Provisioning System



#### 4. Log in using your Novell username and password



#### 5. Select Change

	Notifications	View or action recent requests.
	Workgroup/Network Drive Management	This allows Workgroup owners to add/remove members. To request Workgroup ownership, please refer to Online IT Support
	Active Directory Group Management	This allows Active Directory group managers to add/remove members.
	Change	Use this icon to change or terminate computer access. You can also Add/Change/Remove applications (ie. Internet, HBCIS, Auslab, WebAccess).
	Move	Relocate staff members' computer access (Novell and Email), from another location to your location.
	New	Create computer access (Novell and Email) for new staff. Only use this icon if your staff member has NOT previously had computer system access at QLD Health.
	Alternative Account	Create a secondary/alternative account to be used at another location to the primary account
	Reports	Display of data statistics related to the use of the Online Provisioning System.
	Return to Online IT Support	Logout of the Online Provisioning System and return to Online IT Support.



6. Select **No** from the drop down and **search** for the staff member

7. Complete the **mandatory fields** and note the **Cost Code** placing yourself as the **Authorising Manager**

8. Select the **FMD application** from the drop down (ensure you select the **LCCH and Office 2010**) and complete the mandatory fields

9. Scroll down and add another application for **RAWS**

10. Enter the HHS

Select Next & Confirm

