

CF6A
CAREFIRST USER ID REQUEST FORM
New Login & Training Request

This form is for New Users ONLY

Please note that training CANNOT be given if the User does not have IT access & a laptop

Name of employee					
Designation <i>(e.g. Social Worker/Team Manager)</i>					
Please state whether the employee is	Permanent		Temporary		Agency
Service employee works for	Social Work		Shared Services		Health
	Other (please state)				
Location/Address <i>(e.g. KHCC / Southbank)</i>					
Main team employee will work for <i>(e.g. Older People, Child Care Duty, Shared Services)</i>					
Employee start date <i>(Date employee commences work)</i>					
Will employee be issued with a laptop?	Yes		No		(If No – Please contact the Carefirst Team)
If Yes – Date employee will receive laptop? <i>(If unknown, give an estimated date based on discussion with ICT)</i>					
<p>Level of Access Required: Please fully detail below what you want the user to be able to do on Carefirst including additional functionality such CP, LAC and any of the individual Finance Modules etc. Remember to include Team Manager access including the different team desktops etc., if this is applicable.</p> <p>If you are unsure, phone the Carefirst Team for assistance before completing this form.</p>					
Requested by					
Designation					

Once the form has been completed, please email one of the following Service Managers for authorisation:

- Interim Service Manager Adult Social Work; Joint Older Peoples Service Manager; Resources & Registered Services Manager
- Fieldwork Service Manager; Resources Service Manager; Criminal Justice Service Manager.

In the absence of the above Service Managers please email one of the following Heads of Service:

- The Head of Children's Services and Criminal Justice
- The Head of Community Health and Care Service
- The Head of Adult Services/Chief Social Work Officer
- Depute Chief Social Work Officer (in the absence of the above).

Authorised by		Date	
Designation			

Following Authorisation please **email** the form to: The Carefirst Team Mailbox

Task Completed By		Date	
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