

CF6C
CAREFIRST USER ID REQUEST FORM
New Login & Training Request

This form is to be used when an employee changes job/team
and may also require Change of Access

For a Change of Name, Please just email the Carefirst Team with the Details

Name of employee		Carefirst Personal ID	
Previous designation <i>(e.g. Social Worker/Team Manager)</i>			
New designation <i>(If different from Previous Designation)</i>			
Previous main team employee works for <i>(e.g. QCA3=Older People, CFAR=Child Care Duty)</i>			
New main team employee works for <i>(If different from previous main team)</i>			
Location/Address (e.g. KHCC / Southbank) <i>(if different from previous Location/Address)</i>			
Record of changes to be made & reason for the changes <i>(e.g. Transfer of Team / Location / Change of Job Title or No longer Requires Access to Carefirst)</i>			
Please fully detail below what the reasons and changes are including any additional functionality such as CP, LAC, individual Finance Modules etc.			
If you are unsure, phone the Carefirst Team for assistance before completing this form.			
Date change to take effect <i>(Actual date - NOT ASAP)</i>			
Is training required?		Yes	No
Does employee have a laptop?		Yes	No
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
-------------------	------