

## REPORTING ACCESS REQUEST FORM

Use this form to request **access to existing reports** produced & published by eHealth Business Intelligence Services.

Call the Service Desk 1-888-316-7446 (local 306-337-0600) if you are unclear about any fields below.

The Service Desk will complete the request within five business days from receiving the request.

Email to: [servicedesk@ehealthsask.ca](mailto:servicedesk@ehealthsask.ca)

### User Information

Type of Request (check one): ☐ New User ☐ Change in User Access ☐ Remove

Full Name Printed:

User Name:

Working Title:

Work Phone #:

Email Address:

Facility Name:

Former Health Region:

Organization:

### Reporting Access Information (This section should be completed by the reporting program's authorized approver)

What report/project does the user require access to (i.e. SCI, CDM-QIP, MDS-LTC): \_\_\_\_\_

Delivery Platform: ☐ Power BI ☐ MicroStrategy ☐ SharePoint

☐ Other \_\_\_\_\_ ☐ Unsure

Type of Access: ☐ View Reports ☐ Create/Modify Reports\* ☐ UAT Testing\* \*Note: licensing costs may be incurred

Request Access To: ☐ Production ☐ UAT

**Additional Notes:** Please include a link to the report you want if you have one.

(Please indicate any specific details to ensure your request can be completed in a timely manner)

### Service Authorization (IMPORTANT: Obtain authorization prior to submitting requests to the Service Desk)

*If you need the name of an authorized approver, please call the Service Desk 1-888-316-7446 (local 306-337-0600)*

### Authorized Approver's Information:

Name: \_\_\_\_\_  
(Please Print)

Work Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (YY/MM/DD)