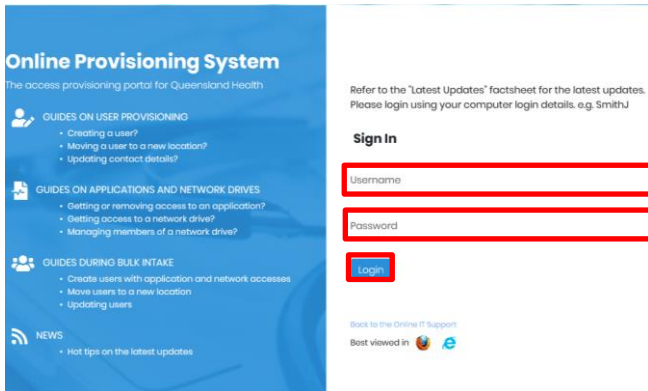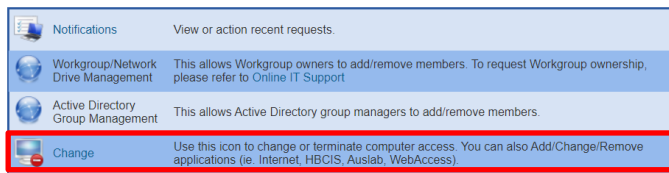# Requesting Follow Me Desktop (FMD)

How to request access as an Employee and as a Line Manager for Follow Me Desktop.

Request FMD as an Employee

1. Login to the Online Provisioning System.

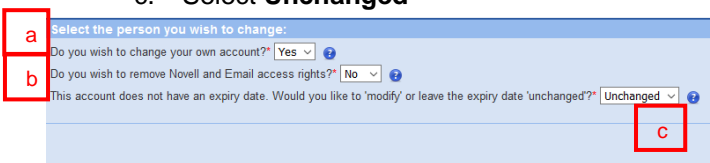2. Enter your Novell ID and password, click **Login**.

3. On the right-hand menu click on **Change**.
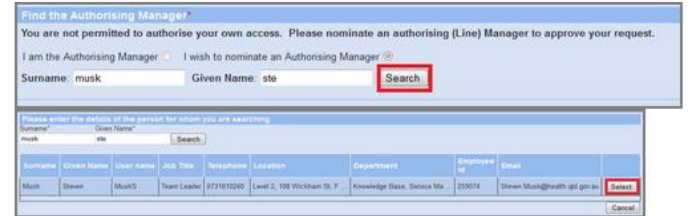

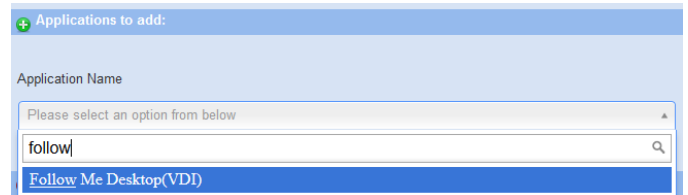4. To request access as an Employee, complete the **Change** tab as shown below.

    a. Select **Yes**

    b. Select **No**

    c. Select **Unchanged**

5. Click **I wish to nominate an Authorising Manager**, enter your Line Manager by Surname and Given Name and click **Search**. Find your Line Manager listed and click **Select**.

6. Under Applications to add, from the drop-down select *Follow me Desktop(VDI).*

7. In the application you will be required to:

    a. Confirm if Follow Me Desktop is required for 'Clinical use'.

    b. Include a 'Justification for access'.

    c. Enter 'Authorising Manager'.

    d. List a 'Cost Centre Code'.

    e. Select your 'Hospital and Health Service'.
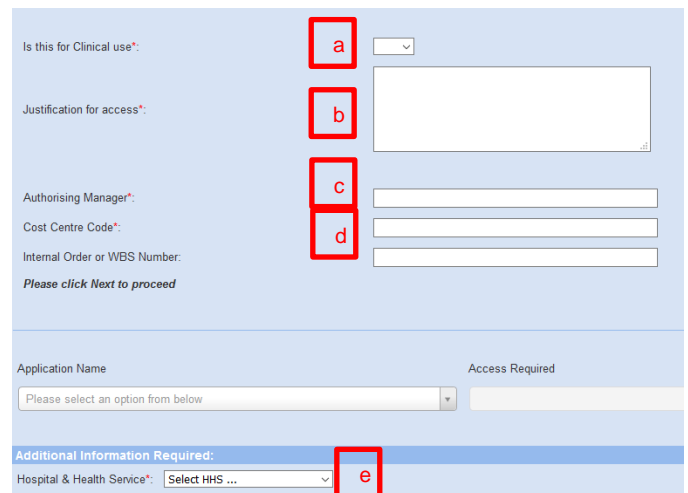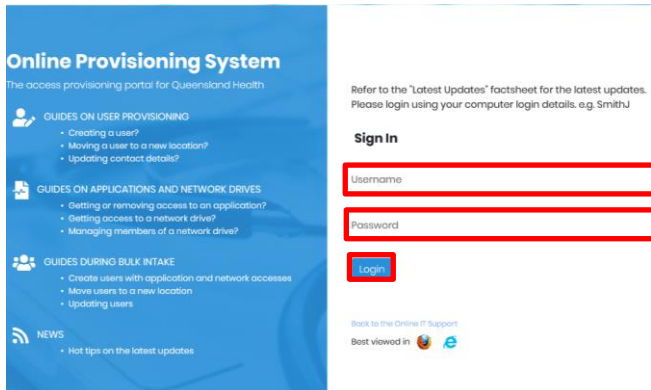

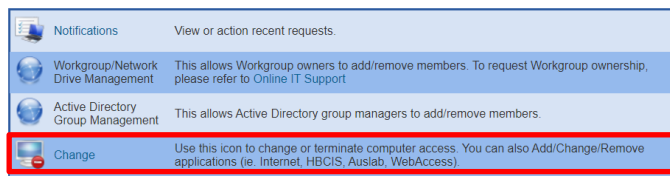8. Click **Next** and then review the confirmation page and click **Confirm.**

    An email will now be sent to the approver, once approved you will be emailed the next steps.

Queensland Government
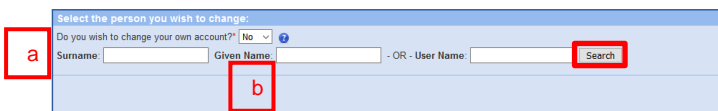
Requesting FMD for an Employee

1. Login to the [Online Provisioning System](#).

2. Enter your Novell ID and password, click **Login**.

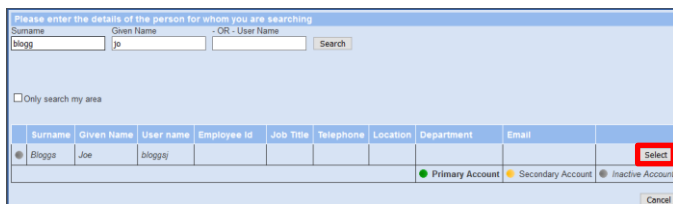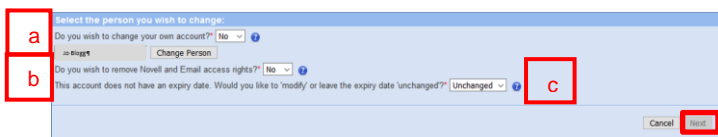
3. On the right-hand menu click on **Change**.

4. To request access for an employee:

    a. Select **No** from the drop-down.

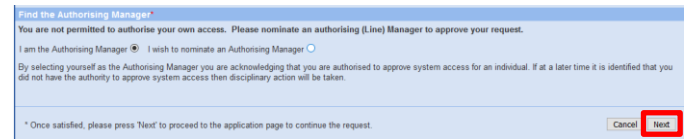   b. Enter the Employee by Surname and Given Name and click **Search**.
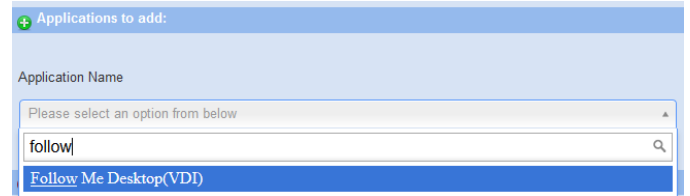

5. **Select** the employee from the results box.

6. Follow the steps below then click **Next**.

    a. Select **No.**

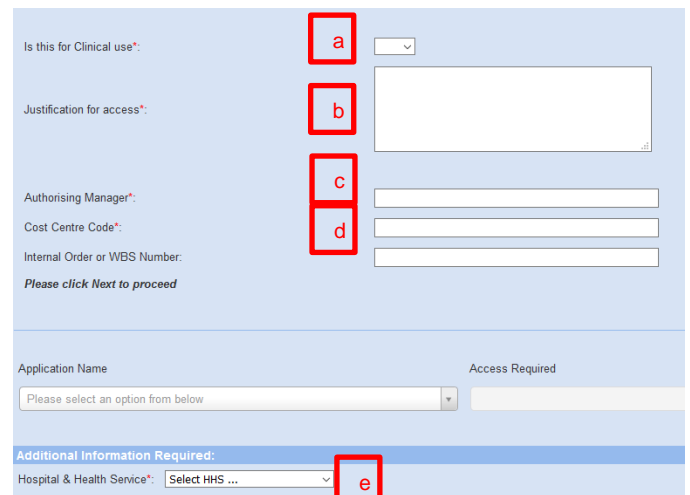   b. Select **No.**

    c. Select **Unchanged.**

7. Select **I am the Authorising Manager** and click **Next.**

8. Select **Follow me Desktop(VDI)**.

9. You will be required to:

    a. Confirm if *Follow Me Desktop* is required for 'Clinical use'.

    b. Include a 'Justification for access'.

    c. Enter 'Authorising Manager'.

    d. List a 'Cost Centre Code'.

    e. Select your 'Hospital and Health Service'.

9. Click **Next** and then review the confirmation page and click **Confirm.**

10. An email will now be sent to the Employee that you have confirmed the request.