DIGITAL METRO NORTH

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 <u>Online Provisioning System</u>.
- 2. Enter your Novell ID and password, click Login.

Online Provisioning System	
The access provisioning portal for Queensland Health	Refer to the "Latest Updates" factsheet for the latest updates.
	Please login using your computer login details. e.g. SmithJ
Creating a user? Moving a user to a new location? Updating contact details?	Sign In
Guides on applications and network drives	Username
Getting or removing access to an application? Getting access to a network drive? Managing members of a network drive?	Passward
CUIDES DURING BULK INTAKE	logit
NEWS • Hot tips on the latest updates	Back to the Online IT Support Bost viewed in 👹 😥

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

٩	Notifications	View or action recent requests.
0	Workgroup/Network Drive Management	This allows Workgroup owners to add/remove members. To request Workgroup ownership, please refer to Online IT Support
0	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).

- 4. To request access as an Employee, complete the **Change** tab as shown below.
 - a. Select Yes
 - b. Select No
 - c. Select Unchanged



Quick Reference Guide

 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).*

Applications to add:	
And in the Maria	
Please select an option from below	A
follow	٩
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'.

Is this for Clinical use*:	a
Justification for access*:	Ь
Authorising Manager*: Cost Centre Code*: Internal Order or WBS Number: Please click Next to proceed	c
Application Name Please select an option from below	Access Required
Additional Information Required: Hospital & Health Service*: Select HHS	e

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.



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Requesting FMD for an Employee

- 1. Login to the Online Provisioning System.
- 2. Enter your Novell ID and password, click Login.

Online Provisioning System	
The access provisioning portal for Queensland Health	Refer to the "Latest Updates" factsheet for the latest updates. Please login using your computer login details. e.g. SmithJ
Course on user Provisionale Creating a user? Moving a user to a new location? Updating contact details?	Sign In
Guides on applications and network drives	Username
Getting or removing access to an application? Getting access to a network drive? Managing members of a network drive?	Password
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NEWS - Hot tips on the latest updates	Back to the Online IT Support Bast viewod in 👹 🧔

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

٩	Notifications	View or action recent requests.
\bigcirc	Workgroup/Network Drive Management	This allows Workgroup owners to add/remove members. To request Workgroup ownership, please refer to Online IT Support
\bigcirc	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).

- 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**.

а	Do you wish to change your own account' Surname: Giv	nge: [•] No v en Name: - OR - User Name: Search	
		b	
	5. Select the	employee from the results box.	

Sun	name	Given	Name	- OR - User Na	ame						
blo	99	10				Search					
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	Uniy search r	ny area									
	Uniy search r	ny area									
	Surname	Given Name	User name	Employee Id	Job Title	Telephone	Location	Department	Email		
	Surname	Given Name	User name	Employee Id	Job Title	Telephone	Location	Department	Email		Calara
	Surname Bloggs	Given Name Joe	User name bloggsj	Employee Id	Job Title	Telephone	Location	Department	Email		Select
	Surname Bloggs	Given Name Joe	User name bloggsj	Employee Id	Job Title	Telephone	Location	Department Primary Account	Email	 Inactive 	Select Account

- 6. Follow the steps below then click Next.
 - a. Select No.
 - b. Select No.
 - c. Select Unchanged.

а	Lefect the person you wish to change. De you wish to change you one account? The Conception of the Con
b	Do you wish to remove Novell and Email access rights?" (to e)
	Canoel Heri

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

Find the Authorising Manager
You are not permitted to authorise your own access. Please nominate an authorising (Line) Manager to approve your request.
Tam the Authorising Manager ● Twish to nominate an Authorising Manager ○
By selecting yourself as the Authonising Manager you are acknowledging that you are authorised to approve system access for an individual. If at a later time it is identified that you idd not have the authority to approve system access then disciplinary action will be taken.
* Once satisfied, please press 'Next' to proceed to the application page to continue the request. Cancel Next

8. Select Follow me Desktop(VDI).

A selication Mana	
Application Name	
Please select an option from below	*
follow	Q,
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.



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