

# Follow Me Desktop – Access Request

Before applying for Follow Me Desktop (FMD) access, please ensure you have *Line Manager approval* and they have access to their QLD Health email to approve the request.

**i** You will need to be on the QH network to complete these steps. This can be completed by a 3<sup>rd</sup> party on your behalf if you are not on the QH network. Cost centre, requestor's mobile phone number and authorising manager are required.

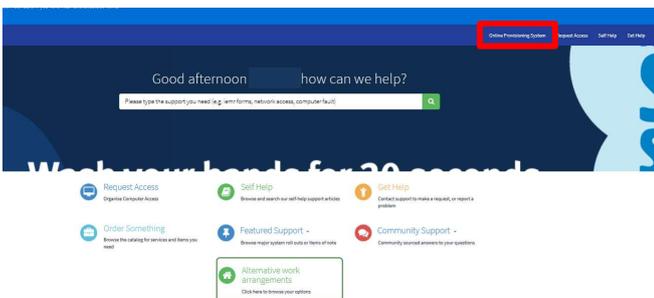
## Logging request for Follow Me Desktop

1. Click on the *Click Here* icon on your desktop to open the IT Support portal.

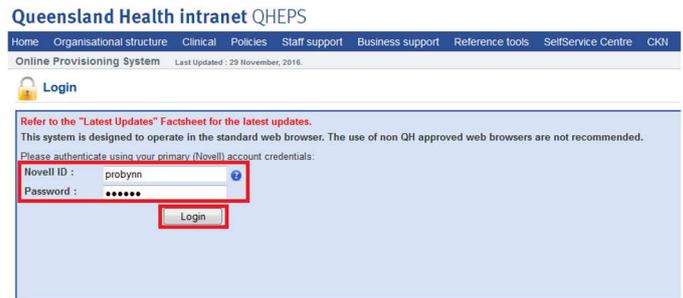


**i** If the *Click Here icon* is not displaying on your desktop, please click on the *start menu icon* (bottom left of your desktop) and choose *Online IT Support* to open the portal.

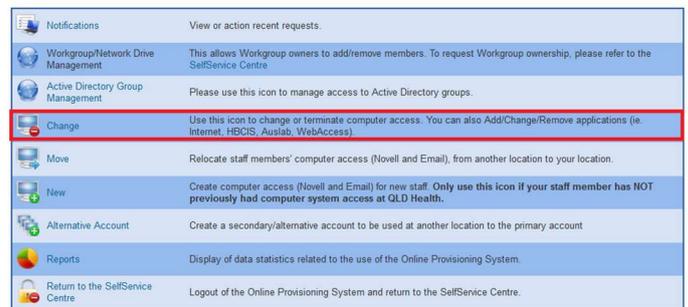
2. Click the *Online Provisioning System* option.



3. Log into the *Online Provisioning System*.



4. Click on the *Change* option from the right hand menu. Selecting Change from the main menu displays the **change user search box**.

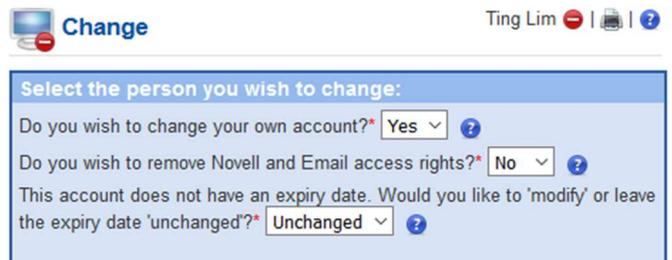


5. Select *Yes* to **Do you wish to change your own account?**

**i** If FMD access is for another user, Click *No* and search the relevant details.

6. Select *No* to **Do you wish to remove Novell and Email access rights?**

7. Select *Unchanged* to **Do you wish to modify or remove the finish date?**



# Follow Me Desktop – Access Request

- Find and nominate the *Authorising Manager* for the request.

**Find the Authorising Manager\***

You are not permitted to authorise your own access. Please nominate an authorising (Line) Manager to approve your request.

I am the Authorising Manager  I wish to nominate an Authorising Manager

Surname: musk Given Name: ste

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Please enter the details of the person for whom you are searching

Surname\* Given Name\*

Surname	Given Name	User name	Job Title	Telephone	Location	Department	Employee id	Email	
Musk	Stevan	MuskS	Team Leader	0771815242	Level 2, 108 Wickham St. F	Knowledge Base, Service Ma	219074	Stevan.Musk@health.qld.gov.au	<input type="button" value="Select"/>

- Click on *Next* once you have selected your authorising manager. The **Request for Applications** screen will appear.
- Select *Follow Me Desktop (VDI)* from the **Applications to add** drop-down menu.
- Ensure all fields are filled in (*Cost Centre*, *Internal Order Number*) then click *Next*.

Additional Information Required:

Cost Centre\*:

Internal Order or WBS Number:

 Follow Me Desktop service will incur an eHealth External Access Levy of \$33 per user/ per month.

- Click *Confirm* once you verify all the details.

Change

Your request for account change has been submitted successfully.

If your request requires authorisation from another party, an email will be sent to the individual(s). You can check the status of this authorisation by selecting the 'Notifications' option from the main menu. Any requested application access or further drive access has been logged and will be forwarded to the relevant groups. Please check 'Notifications' page for further information.

 Your request will need to be approved. Once your application has been successfully approved, follow the instruction to [Register your On-Demand Mobile Number](#) and setup up your *RSA On-Demand PIN number*.