**Request administrator access**

1.Contact Email

Enter your answer

2.Contact Phone Number

Enter your answer

3.What is your deadline for this request?

Please input date (M/d/yyyy)

4.Which entities are affected?

Only LGH (Lancaster General Health)

Only PMPH (Princeton Health)

Only CCH (Chester County Hospital)

Only HUP (Hospital of the University of Pennsylvania)

Other Entities or All Entities

5.Which audience best fits this request?

Clinical

Non-Clinical

Indirect Clinical

All of the above or unknown

6.Please select the specific entities affected

CCA

CCH

CORP

CPUP

GSPP

HUP

LGH

PAH

PMAH

PMPH

PPMC

Other 

7.Is this request for nurses?

Only Nurses

Only Non-Nurses

A Mix (Nurses and Non-Nurses)

8.Please enter the NPDS or CNES name (Nursing Education Contact)

Required for nursing requests

Enter your answer

9.Name of New Administrator

Enter your answer

10.Name of Requester (Manager approving request)

Enter your answer

11.Administrator's Department

Enter your answer

12.Functions that the Administrator will perform (select all that apply)

Run Reports

Create Instructor-Led Items (Courses)

Create Online Items (Courses)

Create eLearning with Articulate/Storyline/Captivate

Create Classes (date/time/location) for enrollment

Enroll/Drop Users

Print Rosters

Record Completions/No-Shows

Other 

13.Additional Admin Request Comments (Optional)

Enter your answer