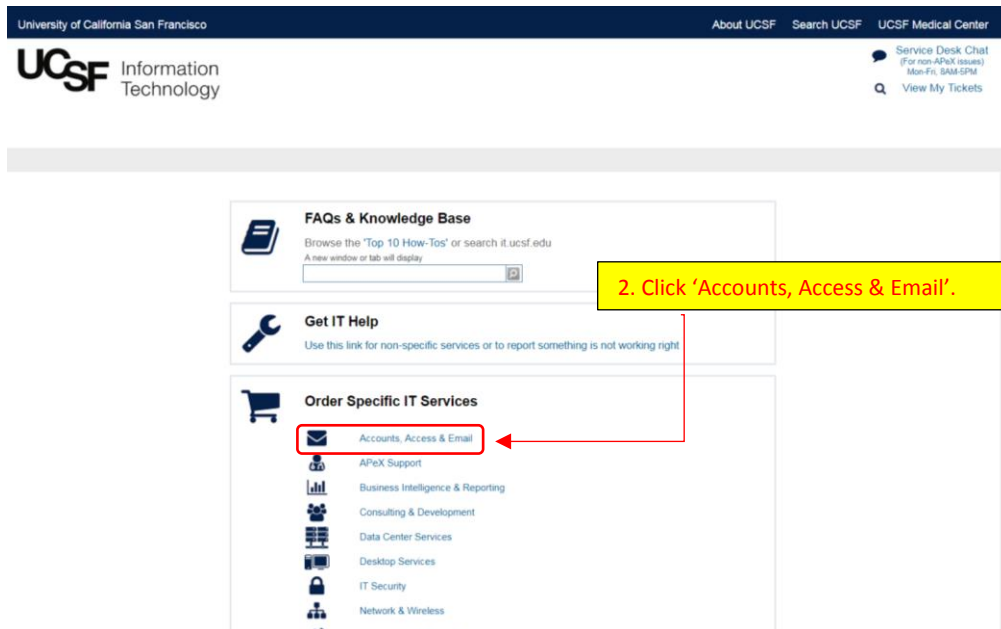


Instructions to Request a New Halogen Account

1. Go to <https://ucsf.service-now.com/ess/home.do>
2. Click on Account, Access & Email
3. Click on ARF (Account Request Form / Campus, SOM, ZSFG/SFGH)
4. Complete the required info in 'Requested By' and 'Requested For' sections
5. Scroll to 'Account Request Type' and select 'DPH Access Request Only – DPH access only when no UCSF access is needed'
6. Scroll to "For ZSFG/DPH users only
7. Click on DPH Halogen account requested
8. Click blue 'Order Now' button

Feel free to direct inquiries regarding adding UCSF employees to Jeanine Craven in the Dean's Office.



The screenshot displays the UCSF Information Technology Service Now portal. At the top, there is a navigation bar with links for 'University of California San Francisco', 'About UCSF', 'Search UCSF', and 'UCSF Medical Center'. The UCSF logo and 'Information Technology' are on the left, and 'Service Desk Chat (For non-APeX issues) Mon-Fri, 8AM-5PM' and 'View My Tickets' are on the right. The main content area is divided into three sections: 'FAQs & Knowledge Base', 'Get IT Help', and 'Order Specific IT Services'. The 'Order Specific IT Services' section is expanded, showing a list of services. A red box highlights the 'Accounts, Access & Email' link, and a yellow callout box with a red arrow points to it, containing the text '2. Click 'Accounts, Access & Email'.'

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3. Click 'ARF: Account Request Form'.

Home » Accounts, Access & Email

ARF: Account Request Form (Campus, SOM, ZSFG/SFGH)
Request a new Network/Email Account, change or delete an existing account, or setup/change Fileshare access.
▶ preview

ARF: Account Request Form (Medical Center only)
Request Medical Center network and application accounts, including APeX, UCare, Email, Flowcast and Picas.

ARF: Active Directory Resource Account Request (Campus only)
Request a new active directory resource account for conference rooms, equipment and mailbox entities (for campus users only).
▶ preview

Active Directory Email Activation Request (Campus only)

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Account Request Type

- Select **Create New Account** for new Network Accounts.
- Select **Modify Existing Account** for any changes to the Network Account including access to Network Shared Drives.
- Select **Delete Existing Account** to request an account to be deleted. Please note that separating employee accounts will be automatically disabled on the night of their last day of affiliation. If you need an immediate deletion of an account, please submit the form and call 415-514-4100 to request the request be expedited.
- Select **DPH Access Request Only** when ZSFG access is requested and UCSF access is not needed.

* Account Request Type

Create New Account - Use when someone is brand new to UCSF or when they have returned after a leave

Modify Existing Account - Use when someone has access, but needs something different

Delete Existing Account

ITFS Subscription Enrollment or Change Existing Subscription Only

DPH Access Request Only - DPH access only when no UCSF access is needed

5. Select 'DPH Access Request Only'.

Network Shares

Network Shares

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Network Shares

Network Shares

Create personal/home network drive

Grant access to network/work-group shares

For ZSFG (SFGH)/DPH users only

ZSFG Accounts

DPH AD account requested

DPH Halogen account requested

DPH Remote Access Token requested

DPH ID Badge for Standard Building Proximity access requested

Additional Details for ZSFG (SFGH)/DPH Users Only

Contact your MSO/Division Admin if you do not have this information.

For additional DPH application access (CHN Number, Invision/LCR, CareLinkSF/eCW, VDI, etc), please call the DPH Help desk at (415) 759-3577, or use the DPH Account Request Wizard <http://in-sghweb03.in.sfdph.net/NewReportRegistry/IDRequest> (you must be on the ZSFG/DPH network to access this link).

Start date

Building

Room

Professional License Number

* 4 digit Payroll Title Code

* UCSF Job Title

5. Select 'DPH Halogen account request' and complete all requested information fields.

Check here if you cannot find your authorized approver

Notes/Special Instructions

Notes/Special Instructions

▼ More information

This form is for account requests, fileshare a new access after an existing account.

get IT Help form link. Please note, that we are unable to model any

5. After all requested information is entered, click the blue 'Order Now' button to submit account request.

Add attachment

Order this item

Order Now

