**MEMORANDUM**

**NCLEAD USER ACCESS ACCOUNT REQUEST**

DATE: Click or tap here to enter text.

TO: **NCLEAD Help Desk**

|  |  |
| --- | --- |
| **SUPERVISOR NAME:** | **TITLE:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **PHONE:** | **EMAIL:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **AGENCY:** | **MAILING ADDRESS:** |
| Click or tap here to enter text. | Click or tap here to enter text. |

**I am requesting the creation of an NCLEAD account for the following individual:**

|  |  |
| --- | --- |
| **NAME:** | **TITLE:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **PHONE:** | **EMAIL:** |
| Click or tap here to enter text. | Click or tap here to enter text. |

**PLEASE SPECIFY WHY USER NEEDS ACCESS TO NCLEAD:**

|  |
| --- |
| Click or tap here to enter text. |

I acknowledge that the NCLEAD database contains protected health information and access to the system should not be shared or granted to unauthorized users. Users are responsible for protecting confidential medical information contained within the system and following proper user protocols. I will notify the NCLEAD Help desk when employment is terminated, or user no longer needs access to the system.

The Supervisor and Employee should review and agree to abide by the following:

**Safeguards Summary Guidelines** (Sign the Safeguards Summary Guidelines agreement form.)

**Acceptable Use for DHHS Information Systems** document (Sign the *last* page titled **User Certification of Notification and Agreement of Computer Use Policy**.)

**PLEASE return the completed USER REQUEST FORM and SIGNED documents BY EMAIL ATTACHMENT to** [**tena.hand@dhhs.nc.gov**](mailto:tena.hand@dhhs.nc.gov)and the **NCLEAD HELP DESK AT** [**LeadHelpDesk@lists.ncmail.net**](LeadHelpDesk@lists.ncmail.net).

In addition, the original signature documents should be mailed to:

NCLEAD, Children’s Environmental Health Program

Environmental Health Section, Division of Public Health

1934 Mail Service Center

Raleigh NC 27699-1934

Information, forms and the NCLEAD user manual are available on the NCLEAD website at: <http://ehs.ncpublichealth.com/hhccehb/cehu/lead/nclead.htm>.

For further assistance please contact the NCLEAD Help Desk at [**LeadHelpDesk@lists.ncmail.net**](file:///\\WV5DPHSIXFP01P.eads.ncads.net\SHARE_EH\EH%20Lead\NCLead\UserRequests\DocsForNewUserRequests\LeadHelpDesk@lists.ncmail.net).

**Phone: 888-251-5543 (M – F, 9 – 5 PM)**