

State of CT-Department of Public Health
WIC Program
(860) 509-8084
ctwic@ct.gov

Request for Adding/Changing/Deleting External Users in Active Directory

- Please use this form to request the creation/change/deletion of external user accounts in Active Directory for accessing **CT-WIC**.
- **Passwords:** Passwords for all external users will be prompted to change on a 60-daybasis.
- **Equipment:** If equipment is needed for this external user, please open a ticket with the DPH IT Helpdesk by emailing HelpDesk.dph@ct.gov. Be sure to include the staff name, WIC office location, and provide a list of the equipment that is needed.

Active Directory Request Type			
Create/Add	Change: Job Title	CT-WIC, Temp. Deactivate/AD Disable	
Other Access Type			
EPPIC	Yes	No	EPPIC access is limited to State WIC staff only.
O365	Yes	No	Microsoft O365: Web-based only. Includes an exchange mailbox, web-based Microsoft Word, PowerPoint, Excel, Teams and One Drive.
One Call	Yes	No	Access to One Call is limited to the LA Coordinator and/or designee per WIC permanent site.
WICSmart	Yes	No	WICSmart access is typically provided to a staff member who assigns and instructs participants on the use of WICSmart online education modules.
Previous WIC Employee?	Yes	No	Was this employee previously employed at any WIC office?
DPH Reporting Portal	Yes	No	Access to the DPH Reporting Portal is limited to management staff (Program Coordinators, Program/Site Nutritionists, BF Coordinators)
New External User Information			
First Name:	Middle Initial:		
Last Name:			
Title:	Select One		
Start Date:		End Date:	
Agency Name:	Select One		
Street:			
City:	State:	Zip:	
Telephone:		Email Address:	
Additional Instructions (or) Comments: <i>(Please specify)</i>			
Approval Signatures			
Requesting Manager:		Agency: Select One	
DPH Program Manager:		Date:	
To Be Completed by IT			
Technician Name:		Date Completed:	
User ID Assigned:			