

Steps to submit a New Network Account request

Below is a quick guide on how to complete this.

1. Head to Service Desk Portal: <https://servicedesk.wh.org.au/>



2. Select 'Login' in the top right corner

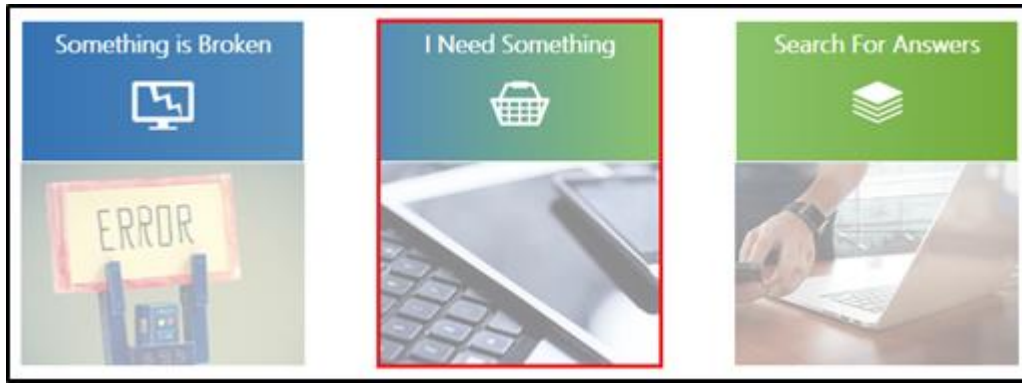


3. Log in with your network account details (the same details you use to log into a computer)

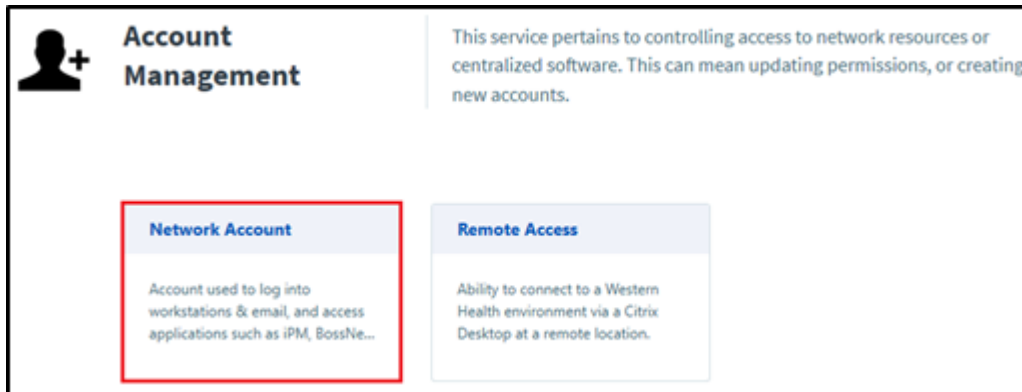
A screenshot of the 'Cherwell Web Portal' login page. At the top left is the Western Health logo. Below it is the text 'Cherwell Web Portal'. A message says 'Please enter your Western Health account details below:'. There are two input fields: 'User ID' with 'Network Username' entered, and 'Password' with 'Network Password' entered. At the bottom right are 'Cancel' and 'Log In' buttons.

*If you are unable to log in please call the Service Desk on 8345 6777

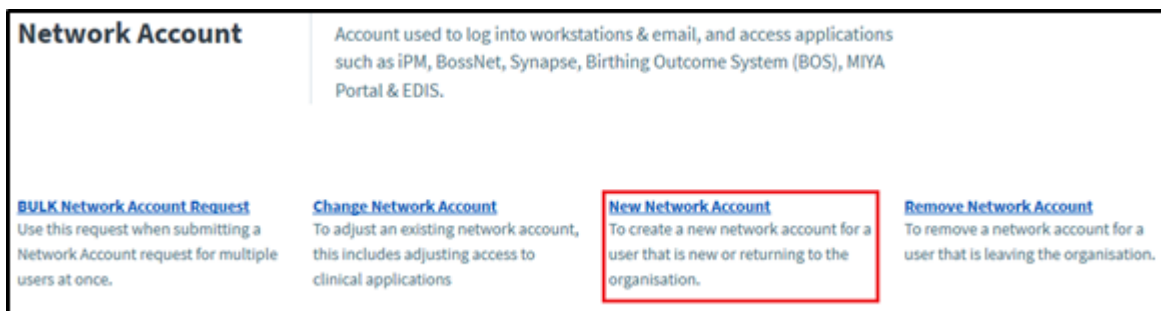
4. Select 'I Need Something'



5. Under the 'Account Management' section select 'Network Account'



6. Then click on 'New Network account'



7. Fill out the relevant details, select the application(s) the user requires access to and press 'Add to Cart'

8. On the next page select 'Submit Order'

We can then create the requested access for the user.

Requests can take up to 5 business days to be completed, please keep the Service Request number for your records if you would like to follow up on your request.