

Mosaic e-Learning Completion Form	New User / Amendments to Current User Access Request
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*(To be completed by Operations Manager, Team Leader or Team Administrator)*

Please submit this form for new staff members

Section 1 provides details of the user and the access they will need. Section 2 confirms completion of the Mosaic e-Learning.

This form does not replace the New ID Request form which is used to request network, ESCR and email access. All sections must be completed to enable Care Systems to create the new user on Mosaic.

### Section 1

Authorised Requester Details			
Name		Job Title	
Date		Telephone No	
New Starter/ Amendment to Current User Details			
Name		Job Title & Start Date	
Email Address		Network ID	
Team/ Organisation Name		Team Code	
Office Address including postcode			
Specific Mosaic Role Required or Name of Worker to mirror access			
Date Access Required		Tel. No.	
Additional Access Requirements			
<p>Can Act For – please give details of the Workers this user Can Act For <i>(Eg if your team has a duty worker then they will need to be able to act for them)</i>.</p> <p>Substitutes – please give details of the Workers that will need Can Act For permission for this user</p>			

## Section 2

New staff must complete the relevant Mosaic training on WILMa for access to be provided:

Please highlight one of the options below to confirm that all elements have been completed.

<input type="checkbox"/>	I confirm that the new staff member above has completed the Information Compliance and relevant Mosaic e-Learning modules  I authorise this new user to be given Read Only access.
<input type="checkbox"/>	I confirm that the new staff member above has completed the Information Compliance and relevant Mosaic e-Learning modules  I authorise this user to be given full Mosaic access.
<input type="checkbox"/>	I confirm that the new staff member above has completed the CareFirst Archive Training.  I authorise this user to be given access to the CareFirst Archive

[Link to Mosaic Guidance which can be used as required once training is complete.](#)