



菲臘牙科醫院
The Prince Philip Dental Hospital



Application for Windows & Email Accounts

Application form (PPDH1001)



For Applicant

- Download application form from [IT Support System](#);
- Complete every area of Part I of the [Application Form](#); **and**
- Read all the terms and conditions as mentioned in:
 - [Section E6 of the Human Resources Manual](#);
 - [Guidelines on Blocking the Websites containing Pornography, Inappropriate & Offensive Material](#);
 - [Guidelines on Third Party's Remote Access to Computer Systems and Network of PPDH](#);
 - Guidelines on the Use of Hospital's Windows, Email Accounts and Remote Desktop Connection

For Reporting or Countersigning Officer of the Applicant

- Critically assess the application before giving recommendations





Application form (PPDH1001)

For Approver

- Critically assess the application having regard to the job duties of the applicants.
- As a general principle, the following post holders shall be provided with Hospital email accounts:
 - Comptroller;
 - Officers of the Executive Officer and Accounting Officer grades;
 - Clerical Officer I and II;
 - Officers directly involved in the teaching of Hospital courses;
 - Nursing and Infection Control Officer;
 - (Assistant) Dental Technologists;
 - Coordinator (Dental Surgery Assisting);
 - Senior Certificated Dental Nursing Assistants;
 - Officers working in IT Office; **and**
 - Officers responsible for filing matters



Application form (PPDH1001)



For IT Office

- Before creation of a Windows account and/or an email account or provide network share access, IT Office should make sure the [Application Form](#) has been duly completed and signed with no incomplete areas, particularly, the approval of the approver.

To create an email account

- IT Office should only use the following standard format:
 - **Users with Christian name:** Christian name + last name@ppdh.org.hk (e.g. peterchan@ppdh.org.hk)
 - **Users without Christian name:** initial of their given name + last name@ppdh.org.hk (e.g. CHAN, Tai-man's email should be constructed as tm@ppdh.org.hk)





菲臘牙科醫院
The Prince Philip Dental Hospital



Application for accessing the email through PED



Application form (PPDH1041)

For Applicant

- Download application form from [IT Support System](#);
- Complete every area of Part I of the [Application Form](#); **and**
- Read all the terms and conditions in
 - [Section E6 of the Human Resources Manual](#);
 - [Guidelines on Blocking the Websites containing Pornography, Inappropriate & Offensive Material](#);
 - [Guidelines on Third Party's Remote Access to Computer Systems and Network of PPDH](#);
 - Guidelines on the Use of Hospital's Windows, Email Accounts and Remote Desktop Connection





Application form (PPDH1041)

For Approver

- Critically assess the application having regard to the job duties of the applicants. The approval should be granted based on **his/her job role** **or** **administrative convenience**.
- Role based approval:
 - All officers of the Executive Officers, Accounting Officer, staff members of IT Office, Coordinator (Dental Surgery Assistant), Senior Certificated Dental Surgery Assistants, Nursing and Infection Control Officer grade are eligible to grant the use of Hospital email accounts on Portable Electronic Devices due to their job nature.
- Administrative Convenience:
 - Hospital staff members who need to work in a remote location; **or**
 - Hospital staff members who need to work irregular working hours; **or**
 - Hospital staff members who need to sustain the normal operation of the Hospital under adverse situation.



Points to remember



For Applicant

- Backup a job-related email to your reporting supervisor.

For IT Office

- Disable the email accounts of the departed Hospital staff members **within two working days** upon receipt the notification from General Office;
- Complete and sign Part V of the [Application Form 1001](#) and Part IV of the [1041](#) (if applicable).

