



Ochsner Health System
Pathology and Laboratory Medicine
Information Systems
Employee Clearance or Termination Request

First Name: M.I. Last Name:
Work Extension: Employee's 3 Initials:
Employee's Ochsner Network ID: Employee's Cost Center:
Job Title/Role Assignment: Site Location:
Department:
Start Date:
Employee name to use as model:
Should this employee have Supervisory Clearance? Yes No
Should this employee have clearance to cancel a test with results? Yes No

Access Being Requested

- SOFTLAB SOFTID SOFTBANK
SOFTDONOR SOFTHLA SOFTFLW
Soft ID SOFTMIC SOFTMEDIA
Soft Path Dx

If employee will need SoftID roles, state the location of the roles needed:

Employee Termination date:
Supervisor Requesting Clearance or Termination:
Date of Form Submission:

Note:

Employees granted access to the SoftLab LIS system will use their Ochsner network ID and password as their login credentials. This is what the employee uses for Outlook, Kronos, and other Ochsner affiliated programs. Employees granted access to Progeny will be assigned a temporary password of default1. Employees will be required to update their password upon immediate login and 60-90 days thereafter. Passwords must be at least 6 characters long and must contain an uppercase letter and a number. Password cannot contain special characters. The password cannot be the employee's name.

Use by Laboratory Computer Personnel Only:

SOFTLAB ID: PROGENY ID:
Clearance Assigned:
Clearance Inactivated:

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