Ardent Health has blocked external Outlook Website Access (OWA) / GroupWise for security reasons. However, we can allow exceptions on a limited basis where productivity, billing, or patient safety can be demonstrated by the requester. To request external Outlook Website Access / GroupWise, you must complete all fields below electronically, print, sign, scan and return to the IT Help Desk.

1. First Name: Click or tap here to enter text.
2. Last Name: Click or tap here to enter text.
3. Job Title: Click or tap here to enter text.
4. Department: Click or tap here to enter text.
5. Contact Phone Number: Click or tap here to enter text.
6. Email Address: Click or tap here to enter text.
7. Manager’s Name: Click or tap here to enter text.
8. Facility: Click or tap here to enter text.
9. Hospital or Physician Practice in which you are Associated with: Click or tap here to enter text.
10. Business Justification for External Outlook Website Access / GroupWise: Click or tap here to enter text.

By signing this form, you agree that you will protect your user credentials at all costs, and immediately report a potential breach (malicious account activity) to the IT Help Desk or Information Security Department. In the event of a breach of your credentials (malicious activity) there will be a security and HR review which could lead to termination. I further agree that, for the purposes of authorizing, my electronic signature has the full force and effect of a signature affixed by hand to a paper document.

**Please enter your Full name to be used as your electronic Signature:**Click or tap here to enter text.

**Date:** Click or tap here to enter text.