



# RSA Hardware Token Application for User Registration

## Section A. User Instructions

- Attached is an application for User Registration for an RSA Hardware Token (also known as a fob) issued by Nightingale
- The application form consists of sections A,B and C, all of which must be completed in their entirety
- An application form has to be filled out for each user of Nightingale to receive a fob. Read each section carefully before filling out this document
- Each user can have a maximum of three (3) Fobs assigned to them at any time. (Specify the number of fobs you require in Section B.) Nightingale recommends that each clinic purchase additional floating fobs for emergency use.
- You must initial Section A of this document, and sign Sections B and C to complete the application form.
- Each organization is required to designate one RSA Security administrator for an office/location.
- Complete this form using a text editor and a standard font type.
- All applications must contain handwritten signatures.
- Fax or mail the printed and signed forms back to Nightingale (the return policy is detailed in the latter part of this section).
- The user is advised to keep a copy of the completed application form.
- Nightingale will send a confirmation email with the user information to the organization's designated RSA Security Administrator
- Any changes to be made to the information in the confirmation email must be forwarded to Nightingale immediately via support@nightingale.md or 1-888-207-4422.
- On approval of the application, a disabled fob will be mailed to the organization along with instructions on how to enable the fob for use with the Nightingale On Demand application.

### ***Completed Application Form Return Information***

#### **By Mail (Canada Post)**

Nightingale Service Desk, Nightingale Informatix Corporation  
3762 14th Avenue, Suite 100  
Markham, Ontario L3R 0G7

#### **Fax**

FOB Registration, Nightingale Informatix Corporation  
1 – 888 – 207 – 4422  
Fax: (905) 475-2114

### ***User Initials***

I have read and understood this section: \_\_\_\_\_

## Section B. User Registration

Part 1 – Organization Information			
Name of Company, Clinic, or Facility:			
If applies, name of affiliated hospital:		Number of physicians:	
Business Address:			
City:	Province:	Postal Code:	
Part 2 – User Information			
Last Name:	First Name:	Initial:	Title (Dr. Mrs. Mr. Ms.):
Position:		Full-time, Part-time, or Locum:	
If applies, please specify the Start date (DD/MM/YYYY):		End date (DD/MM/YYYY):	
Specialty:		Nightingale User ID login:	
Phone No.:	Fax No.:	Pager No.:	
E-mail Address:		Preferred method of communication:	
*Secret security question # 1: What is your favorite fruit or vegetable?		Prompt #1:	
*Secret security question # 2: What is your favorite candy?		Prompt #2:	
<p><b>*Note:</b> you must provide 2 security questions. These security questions will be requested by Nightingale Informatix Corporation to verify your registered information.</p> <p>Categories for prompts are: 1- Favorite fruit or vegetable, 2- Favorite candy</p>			
Part 3 – Signature			
I have read, understood and agree to comply with Nightingale Informatix Corporation Fob User Information and Policy as described on Section A of this Registration. I ensure that the information provided on this form true and accurate.			
Signature:		Date:	
Part 4 – RSA Security Officer (Only)			
I am the RSA Security Officer for this organization. I have been chosen by my fellow colleagues to be the point of communication for RSA SecurID Tokens between my organization and Nightingale Informatix Corporation. This duty entails certain responsibilities and I agree to pursue these responsibilities to Nightingale's specification.			
Signature:		Date:	
Part 5 – NUMBER OF FOBS REQUESTED			
Fill in the number of fobs that you require, the cost for each fob will be identified upon receipt of this form. Each user is allowed to have a maximum of 3 fobs at one time.			
Number of Fobs requested (3 max.):			

### Nightingale Informatix Corporation Use Only

Coordinator Review - Signature:	Date:
Management Approval - Print Name:	Signature:

# Section C. Fob User Policy

## Part 1 – Fob User Policy

As a Nightingale Informatix Corporation fob User, **I will not:**

1. Share the fob and Personal Identification Number (PIN) assigned by Nightingale Informatix Corporation with **anyone at any time.**
2. Divulge, share or compromise the User ID and PIN assigned by Nightingale Informatix Corporation.
3. Keep the fob in an unsecured location at any time (i.e. in open view at an unattended workspace).
4. Use Nightingale Informatix Corporation User ID and PIN for any other purpose other than those permitted specifically for my role.
5. Violate the confidentiality and security of any data accessed from the Nightingale Informatix Corporation or any data handled on behalf of Nightingale Informatix Corporation.
6. Release any information to any unauthorized people.
7. Fail to report a lost fob. I will immediately report a lost or stolen fob to the Nightingale Informatix Corporation Service Desk - **1-888-207-4422.**
8. Use the fob if it is no longer required. It will immediately be returned to a manager or officer of the organization.

Inappropriate collection, use or disclosure of personal data may result in disciplinary action and termination of your Nightingale Informatix Corporation access User ID. Nightingale Informatix Corporation may notify the relevant regulatory authorities of any misuse.

## Part 2 – Fob Return Policy

The fob must be returned to Nightingale Informatix Corporation if remote access to Nightingale Informatix Corporation is no longer required. **The fob remains the property of Nightingale and must be returned upon request.** Ensure the fob is properly packaged in a bubble wrap to avoid damage when returning it to the address detailed in Section A – Completed Application Form Return Information.

## Part 3 – User Signature

I have read and understood this section and I agree to follow the fob user policy and fob Return Policy.

Signature:	Date:
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\*RSA SecurID is a registered trademark of RSA Security Inc.