

A job aid designed for New, Transfer and Terminated application access.

CAF 3.0 - What's New

- ✓ Simplified into one page
- ✓ Faster speed
- ✓ New Shopping Cart experience
- ✓ Review your order
- ✓ Improved email reminders

IT/REFCO SELF-SERVICE PORTAL

1. Continue accessing from the Wave via the [IT/REFCO Self-Service Portal](#).
2. Complete all of fields to submit for one application.
3. To add additional applications: click Add to Cart on the right panel for the first application. Return to the Application field, add another application, set role, and click Add to Cart for the second application.
4. Write **Comments** if needed.
5. Attached any needed files.
6. Click **Add to Cart**.
7. Review the CAF on the next page.
8. Click **Submit**.

Questions? Call Service Desk: 949-764-8600

How To Complete

Service Catalog > On Boarding Services > CAF
Computer Access Form

CAF Completion Instructions [here](#). Please submit one CAF per person.

Requested For Information

Requestor: [text] Account Type: -- None --

Requested For: [text] Type of Request: -- None --

Hoag ID Number: undefined Date Required: [calendar]

Job Title: undefined

Cost Center: [text]

Approvers Information

Reporting Manager: [text] Alternative CAF Approver (Optional): [text]

Applications

Application: [text] Set Role: -- None --

Comments (Optional): [text]

To add additional applications: click Add to Cart on the right panel for the first application. Return to the Application field, add another application, set role, and click Add to Cart for the second application.

Please call the IT Service Desk at 949-764-8600 to add an application if you don't see the requested application

Order this Item

Add to Cart

Shopping Cart Empty

Shopping Cart (Reminder: Returning to the cart at this point resets the form, but keeps the CAF open for submission.)

Are the contents of your cart correct? Please double check the items and remove and edit where appropriate

Item	Quantity
CAF - Computer Access Form	1