QuitManager Guidance Note 17
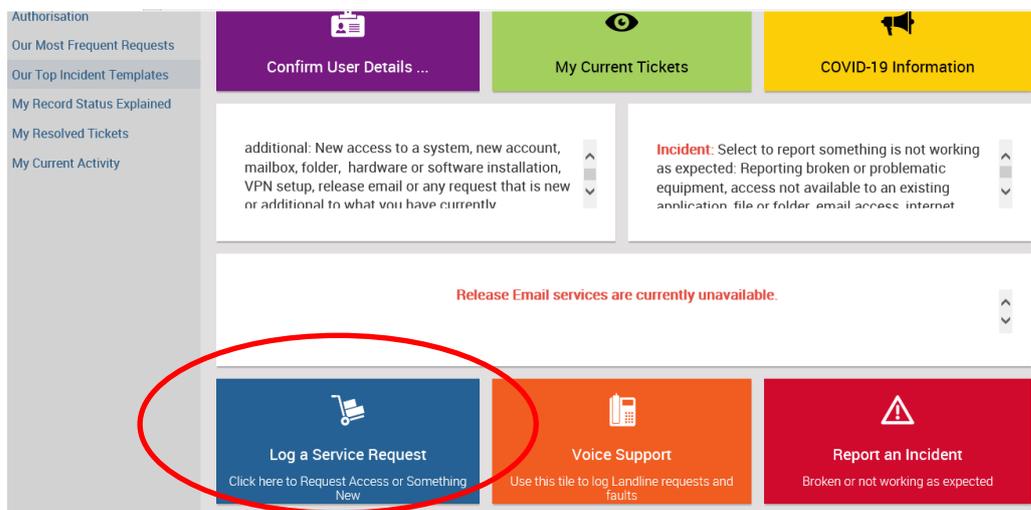# How to get set up as a Referrer on QuitManager
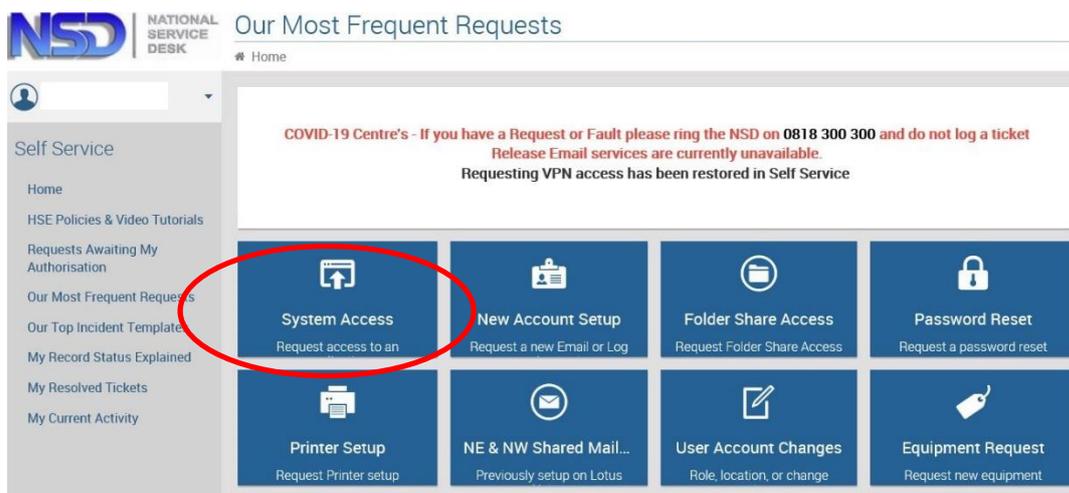
The Purpose

This Guidance sets out how to request access to QuitManager and get set up as a referrer on the system for HSE staff

1. Apply for System Access Request via Ivanti, following the steps below in the images
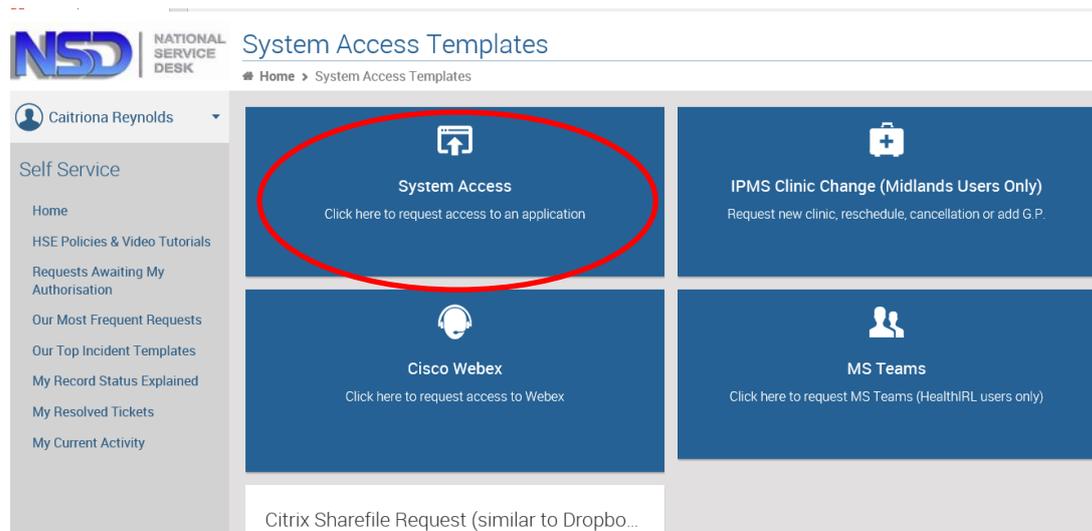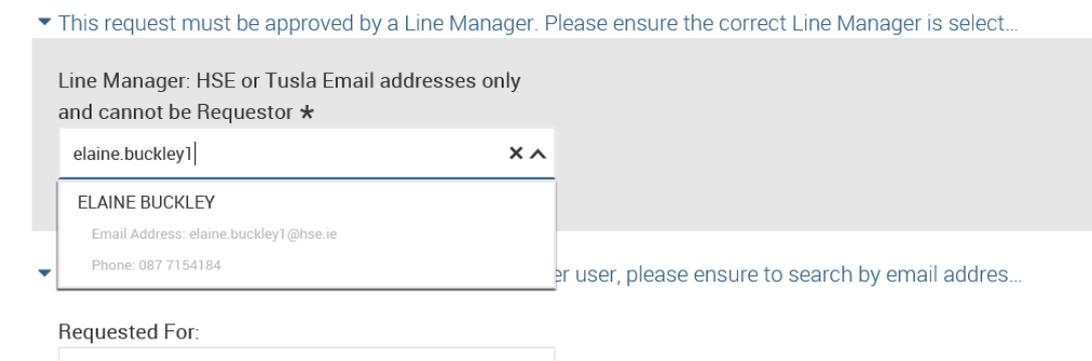
   a) Select Log a Service Request

   b) Then select System Access

c) Select System Access again

2. Complete form as per the instructions requested – it will require your asset tag/phone number etc. In the 'Request Details' box document that you want access to QuitManager.

3. Select **Elaine.buckley1@hse.ie** as line manager

4. The National Service Desk will notify you that your access to QuitManager has been approved and set up. You can then complete the *New Referrer Set-up Request Form* and email it to the SuperUser team on quitmanager.tfi@hse.ie.

5. You will be notified by the SuperUser team when you are set up as a referrer, at this point they will provide you with your log in details for the system and you can start referring to the Quit service.

Contact Us:

If you have any further queries please email quitmanager.tfi@hse.ie