

تجمع الرياض الصحي الثاني
Riyadh Second Health Cluster 

إنشاء حساب في نطاق تجمع الرياض الصحي الثاني
Create a domain account in Riyadh Second Health
Cluster

Request New User Account on R2 Domain

This service allows the staff at Riyadh Second Health Cluster to request R2 Domain Account in order to benefits from the cluster services and resources.

Requirements

- The employee must be working in Riyadh Second Health Cluster.
- The employee must have a valid Staff ID badge.
- The employee must have a valid National ID/Iqama.

Request User Account Steps

1. Visit the website of applying a request for new user account
<https://hr.rc2.med.sa/Pages/NewUser.aspx>
2. Fill your information to verify your data.
3. Complete your Personal Information, and attach a copy of your NID/Iqama and Staff ID.
4. Accept the Non-Disclosure Agreement (NDA), and enter the verification code sent to your mobile.
5. Your request will be reviewed, then you will receive SMS once it's completed.

Request Workflow

1. Once you submit your request, it will be sent to your Human Resources Manager for approval.
2. After the manager approval, the request is sent to the Cybersecurity Administration for approval.
3. Then your account will be created by the Access Management Team and you'll receive your password by SMS.
4. To get your username and follow up on your request, you can visit the request follow-up page.
<https://hr.rc2.med.sa/Pages/FollowUp.aspx>

Important Notes

- If a message appears that your information is not available or incorrect, please send us your full name, ID, job number, mobile number and workplace to the email R2-HR@rc2.med.sa
- For help and support you can contact us at **8001277000** and press 8 for technical support services

How to Request User Account

1. Visit the website of applying a request for new user account
<https://hr.rc2.med.sa/Pages/NewUser.aspx>
2. Enter your National ID/Iqama, Employee ID and Mobile Number to retrieve and verify your information, then Click Next.

طلب حساب جديد
NEW USER REQUEST
طلب إنشاء حساب جديد

Request Details - بيانات الطلب

National ID * رقم الهوية *

Employee ID * رقم الموظف *

Mobile No. * رقم الجوال *

Next - التالي ->

3. Fill your Personal Data, and attach a copy of your NID/Iqama and Staff ID:

NEW USER REQUEST

طلب إنشاء حساب جديد

بيانات الطلب

★ Request Type •	User Account / حساب مستخدم	★ نوع الطلب •
★ Employee Position •	CC2 Staff - التجمع الصحي الثاني	★ نوع العقد •
Do you have any Previous Username •		هل لديك أسم مستخدم سابق •
		-- اختر --
National ID or Iqama •		رقم الهوية الوطنية \ رقم الإقامة •
Employee No. •		رقم الموظف •
* Employee Name in Arabic •		* اسم الموظف بالعربية •
		اسم الموظف
* Employee Name in English •		* اسم الموظف بالإنجليزية •
Date of Birth •		تاريخ الميلاد •
* Job Title •		* مسمى الوظيفة •
		المسمى الوظيفي
Department •		القسم •
		مكان العمل
Personal Email		البريد الإلكتروني الشخصي
* Nationality •		* الجنسية •
		Saudi - سعودي
Head of Department •		رئيس القسم •
* Head of Department Position		* مسمى رئيس القسم
Valid ID Badge "Both sides" •	<input type="button" value="Choose File"/> No file chosen	صورة بطاقة العمل سارية - الوجهين •
National ID / Iqama ID •	<input type="button" value="Choose File"/> No file chosen	صورة الهوية الوطنية / الإقامة •

→ التالي - Next

4. Accept the Non-Disclosure Agreement (NDA), and enter the verification code sent to your mobile:

Signing this document, I acknowledge that I have read this Agreement and I agree to comply with all the terms and conditions stated above

بالتوقيع على هذه الاتفاقية أقر بأنني قرأت هذه الاتفاقية وأتعهد بالالتزام بما ذكر أعلاه



Please enter the verification code sent to mobile number

**0741

الرجاء إدخال رمز التأكيد المرسل إلى رقم الجوال المسجل

Time remaining:

01:47

الوقت المتبقي:

* Verification Code

* رمز التأكيد

إرسال - Submit

5. Your request will be reviewed, and SMS will be sent to your mobile once your request is completed.
6. When you receive the SMS, you can visit the follow-up page to check your username

<https://hr.rc2.med.sa/Pages/FollowUp.aspx>

How to track your request status

1. Visit Account Request Follow-up Page
<https://hr.rc2.med.sa/Pages/FollowUp.aspx>
2. Enter your National ID/Iqama, Employee ID and Mobile Number to retrieve and verify your information, then click Search:

متابعة الطلب
FOLLOW UP REQUESTS

بيانات المتابعة - Follow Up Details

National ID * رقم الهوية *
0000000000

Employee ID * رقم الموظف *
00000

Mobile No. * رقم الجوال *
0541000000

Search - بحث

3. You can check the request details and status, and you can also find your username once it is created:

متابعة حالة الطلبات - Requests Status Follow Up

Request ID	Username	Manager	Status	Comments	Request Time
147					06/10/2021 08:37 AM
153	fal		Pending by Cluster Team Approval		10/10/2021 01:23 PM
154	Em		Rejected By Cyber Security		11/10/2021 08:12 AM

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