



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/Igama.

### **Request User Account Steps**

- 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.
- 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**

- 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



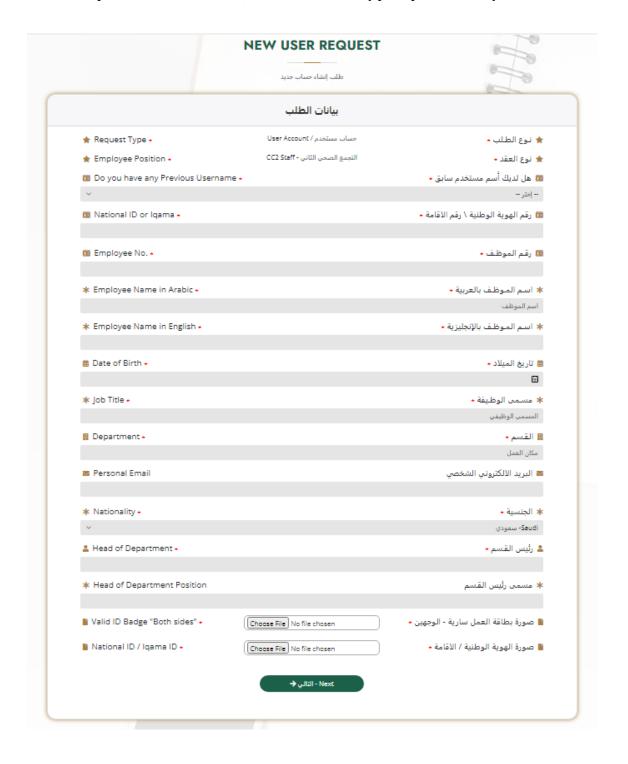
### **How to Request User Account**

- 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.



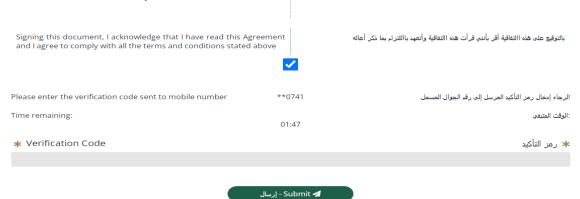


#### 3. Fill your Personal Data, and attach a copy of your NID/Iqama and Staff ID:





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



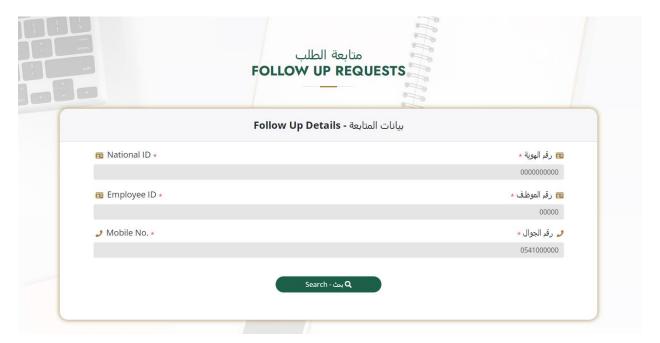
- 5. Your request will be reviewed, and SMS will be sent to your mobile once your request is completed.
- When you receive the SMS, you can visit the follow-up page to check your username

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



### How to track your request status

- 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:



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

