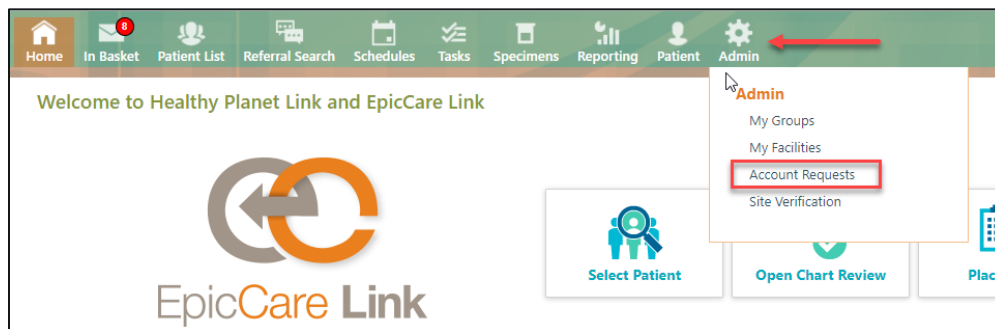


Add an EpicCare Link User to Current Site

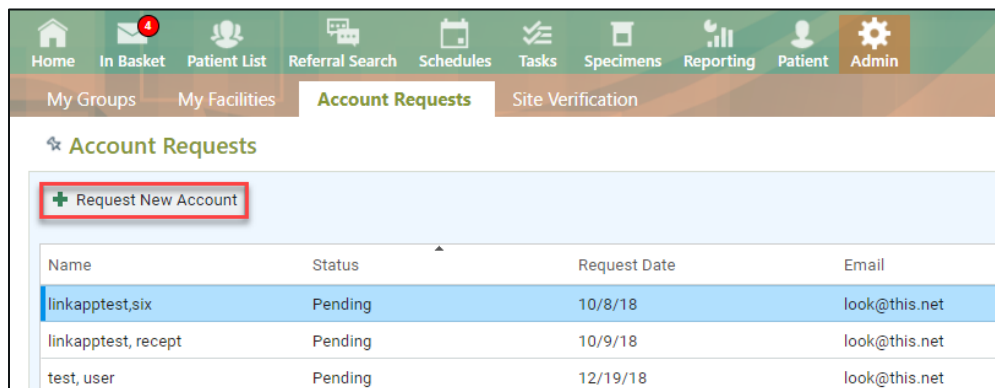
The steps below will walk a Site Administrator through requesting a login for a new user.

Try It Out

1. On the homepage **hover** over the **Admin** icon (top toolbar).
2. **Select Account Requests.**

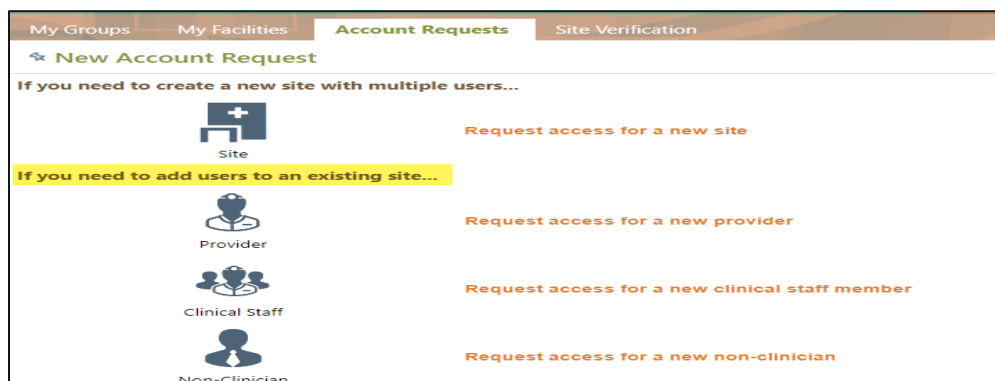


3. **Click the Request New Account** button.



4. **Select the appropriate option** under the heading of “add users to an existing site...”.

- i.e., Request access for a provider
- i.e., Request access for clinical staff



5. **Click Continue.**
6. **Complete the New Account Request form.**
7. Indicate if this user will also act as a Site Administrator. **Mark the checkbox for “Make this user a site administrator”.**

The screenshot shows the 'New Account Request' form in the Epic system. The form is titled 'New Account Request' and is for 'Clinical Staff'. It contains the following sections:

- User Information:** Name (Last,First): Epic2, Jenny
- Site Information:** User group: EHS LINK USERS
- Basic Information:**
 - Work e-mail: epic2@gmail.com
 - Work phone: 940-555-1212
 - User Address:
 - Address: 555 Highway Dr.
 - City (or ZIP): WICHITA FALLS
 - State: Texas
 - ZIP: 76301
 - County: WICHITA
 - Country: United States of America
- Associated Providers:** List the providers this user works with. Provider name: Add
- Other:** Comments:
- Site Administrator:**

A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.

☐ Make this user a site administrator

At the bottom right, there are two buttons: 'Submit Request' (green checkmark) and 'Cancel' (red X).

8. **Click Submit Request.**
9. **Print the Confirmation page for your records.**