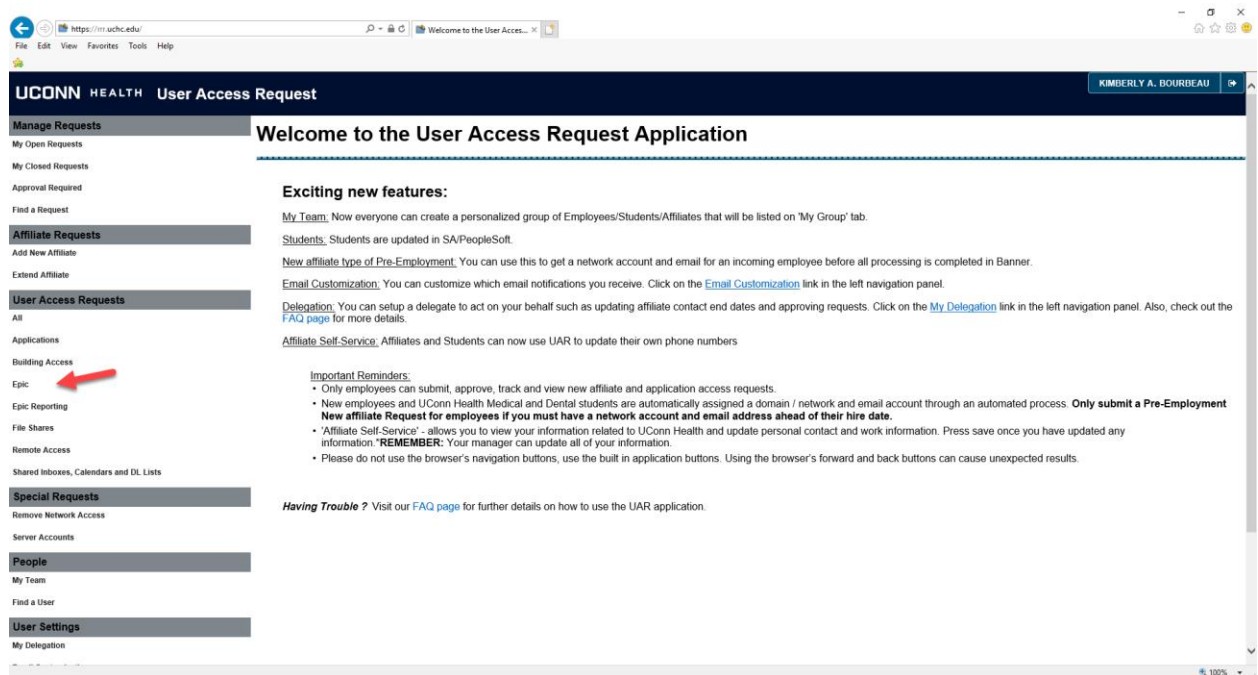# User Access Request (UAR) for UConn Epic

A request for access to Epic is submitted through the UConn Health User Access Request. The electronic submission can only be submitted by an UConn Health employee. Once a request is submitted, an approval is sent to the end user's Manager or alternate approver. Upon approval, the request will be sent to the Epic Training and IT Security teams for fulfillment.

- **A. Submit a New Request**
- **B. Withdraw or Change a Request**
  - **a. Change a Request**
  - **b. Withdraw a Request**
- **C. Remove Access**

A. SUBMIT A NEW REQUEST

1. Go to http://uar.uchc.edu/ and select the **Epic** tab.

2. Select **FIND A USER** and search for the end user by last name, first. Then select the **EPIC** tab.

3. Choose the **Role category** and the **Role** i.e. NURSING and Nurse, Emergency and select **OK**.

4. Complete the fields. The **Role Assignment** and **Business Justification** are required. Please choose an alternate approver if the manager is not available. Select **OK**.

5. The UAR home screen appears. Additional requests can be added by selecting the plus tab (▣). Otherwise, select **Summary.**

6. This screen allows you to review the request and you can make any changes. Review the request and select **SUBMIT**. The request has now been submitted for approval. An email will be sent to the requestor, the end user and the manager.

B. WITHDRAW OR CHANGE A REQUEST

To cancel a UAR, go to the *My Open Requests* screen, select the request to be changed or withdrawn.

Change a Request

1. **RECALL** offers the opportunity to change the request.

2. Click **RECALL** to change a request.

3. Enter the reason for the recall. Click **SUBMIT**.

4. The *My Open Requests* appears with a recall warning. Select the request.

5. The *Edit Returned/Recalled Application Request* screen appears. Make any changes and click
RESUBMIT.

Withdraw a Request

1. Go to the *My Open Requests* screen, select the request to be withdrawn or cancelled. Choose **WITHDRAW.**

2. Enter the reason for the withdrawal or cancellation of the request.

Click **SUBMIT**.

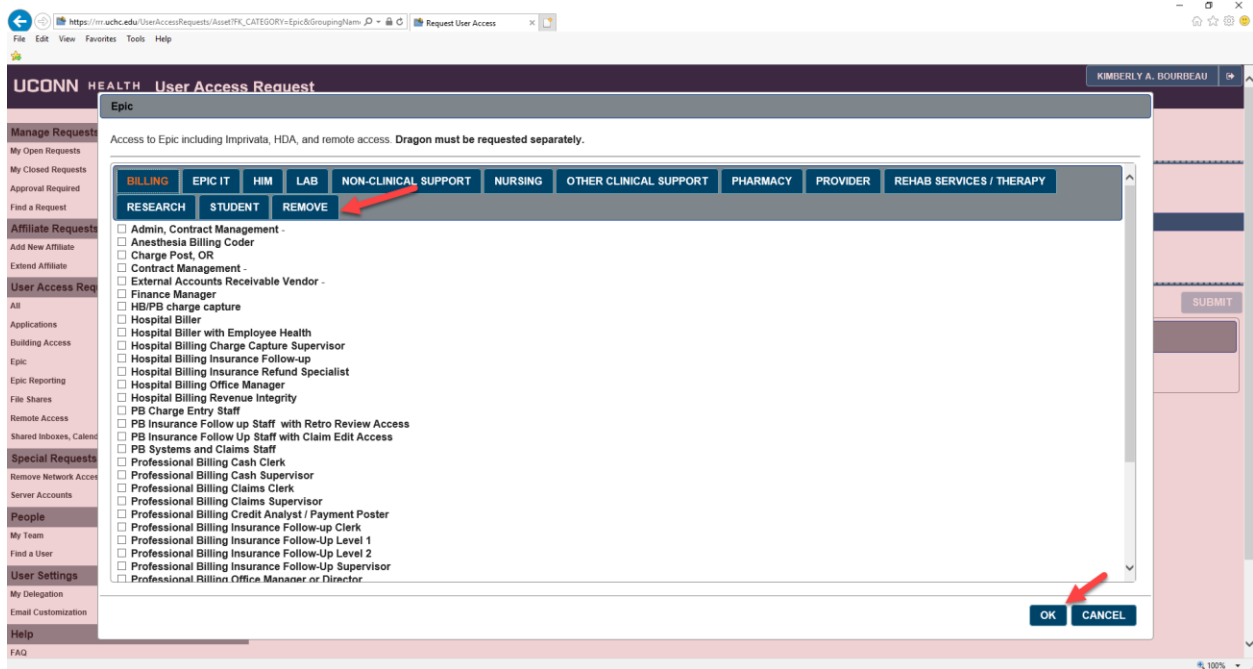3. The *Add Application Access* screen appears with a statement of successful withdrawal of request.

C. REMOVE ACCESS

1. Select **FIND A USER** and search for the end user by last name, first. Then select the **EPIC** tab.
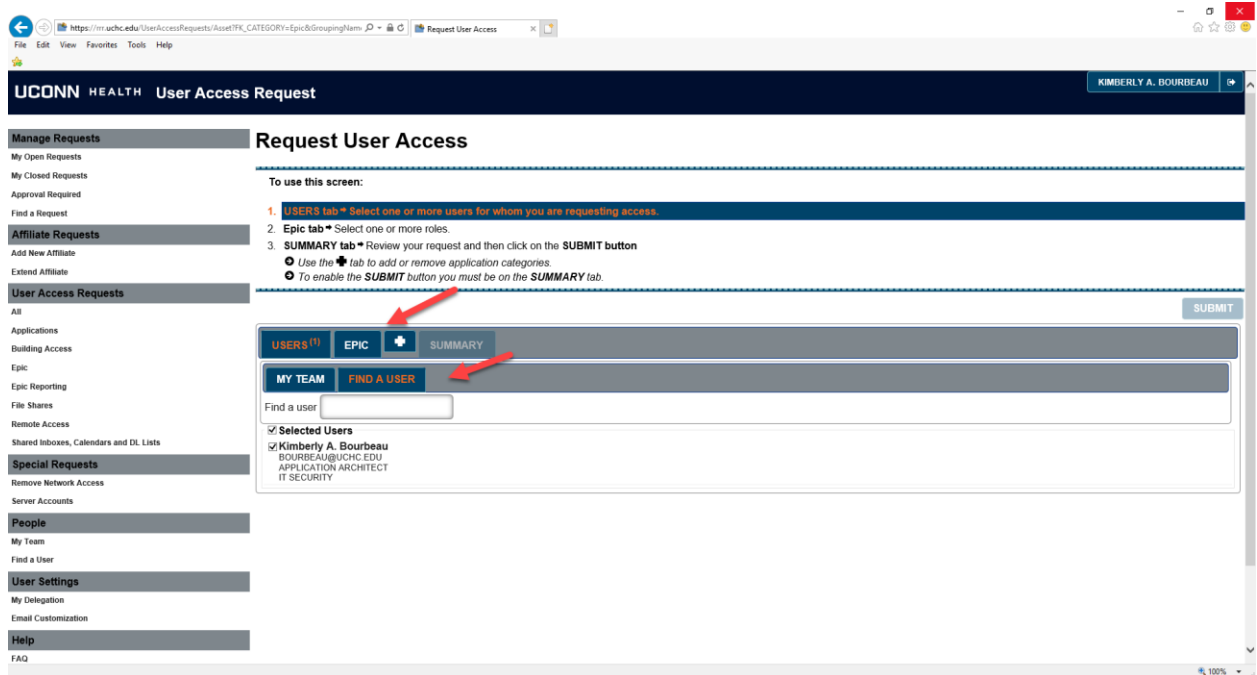
2. The category and role selection screen appears. Select the **REMOVE** tab and choose **OK**.

3. Fill out the removal request with the **Date** and **Comment** of why access is being removed. Choose **OK**.

4. The Request User Access screen appears. Select the **SUMMARY** tab.

5. Review request and Choose **SUBMIT**.