# 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 <u>http://uar.uchc.edu/</u> and select the **Epic** tab.

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File Edit View Favorites Tools Help		
UCONN HEALTH User Acce	ess Request	IRBEAU 🕞
Manage Requests My Open Requests	Welcome to the User Access Request Application	
My Closed Requests		
Approval Required	Exciting new features:	
Find a Request	My Team. Now everyone can create a personalized group of Employees/Students/Affiliates that will be listed on "My Group' tab.	
Affiliate Requests	Students, Students are updated in SA/PeopleSoft.	
Add New Affiliate	New affliate type of Pre-Employment. You can use this to get a network account and email for an incoming employee before all processing is completed in Banner.	
Extend Affiliate	Email Customization. You can customize which email notifications you receive. Click on the Email Customization link in the left navigation panel.	
User Access Requests	Delegation: You can setup a delegate to act on your behalf such as updating affiliate contact end dates and approving requests. Click on the My Delegation link in the left navigation panel. Also, cl FAQ page for more details.	heck out the
Applications	Affiliate Self-Service; Affiliates and Students can now use UAR to update their own phone numbers	
Building Access Epic Epic Reporting File Shares Remote Access Shared Inboxes, Calendars and DL Lists Epicelal Requests Remove Network Access	Important Reminders:  • Only employees can submit, approve, track and view new affiliate and application access requests. • New employees can submit, approve, track and view new affiliate and application access requests. • New employees and UCcom Health Medical and Dential students are automatically assigned a domain / network and email account through an automated process. Only submit a Pre-Em New affiliate Request for employees if you must have a network account and email address ahead of their hire date. • Affiliate Self-Service* - allows you to view your information related to UCcom Health and update personal contact and work information. Press save once you have updated any information. "RefMedBMER" your managor can update all of your information. • Please do not use the browser's navigation buttons, use the built in application buttons. Using the browser's forward and back buttons can cause unexpected results. Having Trouble ? Visit our FAQ page for further details on how to use the UAR application.	sployment
Server Accounts People My Team Find a User User Settings My Delegation		¥, 100% -
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2. Select **FIND A USER** and search for the end user by last name, first. Then select the **EPIC** tab.

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UCONN HEALTH User Access	s Request	A. BOOKBEAU
Manage Requests	Request User Access	
My Open Requests	-	
My Closed Requests	To use this screen:	
Approval Required		
Find a Request	USERS tab * Select one or more users for whom you are requesting access.     Epic tab * Select one or more roles.	
Affiliate Requests	2. Epic tab * select one of more roles. 3. SUMMARY tab * Review your request and then click on the SUBMIT button	
Add New Affiliate	<ul> <li>Journal At the " table was point to be a set of the set of the</li></ul>	
Extend Affiliate	To enable the SUBMIT button you must be on the SUMMARY tab.	
User Access Requests		
All		SUBMIT
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File Shares	Find a user	
Remote Access	☑ Selected Users	
Shared Inboxes, Calendars and DL Lists	Vilimberly A. Bourbeau BOURBEAUGUCHCEDU	
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Remove Network Access	II SEURIT	
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People		
My Team		
Find a User	_	
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Email Customization		
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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**.

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Find a Request			_
Affiliate Requests	'Role Assignment - select how this access impacts prior access		
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User Access Req			
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Applications	New staff nurse starting in the Emergency department.	·	
Building Access			
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Epic Reporting	Comment - Any additional information that would be helpful to process this request.		
File Shares			
Remote Access Shared Inboxes, Calend			
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Special Requests		·	
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	Nurse, GI Procedures		
People	Nurse, Infection Control		
My Team Find a User	Nurse, Inpatient - Critical Care Float		
	Nurse, Inpatient - Obstetrics	~	
User Settings	(		
My Delegation Email Customization		OK CANCEL	
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5. The UAR home screen appears. Additional requests can be added by selecting the plus tab (
. Otherwise, select **Summary.** 

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Manage Requests My Open Requests	Request User Access
My Closed Requests	To use this screen:
Approval Required	to use uns screen.
Find a Request	<ol> <li>USERS tab * Select one or more users for whom you are requesting access.</li> </ol>
Affiliate Requests	<ol> <li>APPLICATIONS tab<sup>+</sup> Select one or more applications and enter the request details.</li> </ol>
Add New Affiliate	3. BUILDING ACCESS tab <sup>-</sup> Select one building/accetor and specify a business justification for why access should be granted.     4. FLE SHARES tab <sup>-</sup> Enter the requested tetals.
Extend Affiliate	<ul> <li>The other table state and the regress relations.</li> <li>Epic table state concer more relations.</li> </ul>
User Access Requests	6. REMOTE ACCESS tab • Select the type of remote access needed. If you need to add an applicatin to your Citrix profile, then select Citrix. If you need full remote access via VPN, select VPN.
IIA	<ol> <li>SHARED INBOXES, CALENDARS AND DL LISTS tab + Select one or more Outlook assets and enter the request details.</li> </ol>
Applications	8. SUMMARY tab * Review your request and then click on the SUBMIT button
Building Access	Use the V tab to add or remove application categories. To enable the SUBMIT button you must be on the SUMMARY tab.
Epic	V To enable the SUBMIT button you must be on the SUMMARY tab.
Epic Reporting	SUBMIT
File Shares	
Remote Access	USERS APPLICATIONS BUILDING ACCESS EPIC <sup>(1)</sup> EPIC REPORTING FILE SHARES REMOTE ACCESS SHARED INBOXES, CALENDARS AND DL LISTS
Shared Inboxes, Calendars and DL Lists	• SUMMARY <sup>(1)</sup>
Special Requests	- SUMMART <sup>10</sup>
Remove Network Access	Ø Epic
Server Accounts	Nurse, Emergency
People	
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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.

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Access	Manager: Carrie D. Gray	
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	New staff nurse starting in the Emergency department.	~
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	Approver	
	<ul> <li>Carrie D. Gray or atternate</li> </ul>	
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# 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.

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UCONN HEALTH	User Access	Request				LAURIE CAG	GNETTA	•
Manage Requests My Open Requests	My Open F	Requests	;					
My Closed Requests Approval Required	On this screen you car	n manage your op	en requests. Clicl	k on a request to view its	details or take	e further actio	n.	
Find a Request Affiliate Requests	ТҮРЕ	STATE	REQUESTED FOR	SUMMARY	DATE R		DATE Returne	D
Add New Affiliate Extend Affiliate	Add Application Access	Awaiting Approval	Cagnetta, Laurie	HealthONE:Nurse, Emergency	2/22/20	)19 -		
User Access Requests	(1) PAGE 1 OF 1							
All								
Applications								
Building Access								
File Shares								
HealthONE								
Remote Access								
Shared Inboxes, Calendars and DL								~
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#### **Change a Request**

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



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

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Add Application Access ×		
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UCONN HEALTH US	ser Access Request	•
Manage Requests My Open Requests	Add Application Access	
My Closed Requests		
Approval Required	On this screen you can view the details of the selected application request, and take further action (if applicable).	
Find a Request		
Affiliate Requests	1 BACK	
Add New Affiliate	DETAILS HISTORY	
Extend Affiliate		
User Access Requests	Aurie Cagnetta	
All	O Awaiting Approval	
Applications		
Building Access	Request ID: Approvers:	
File Shares	Request Why are you performing this action?	
HealthONE	Laurie C	
Remote Access	2/22/20	
Shared Inboxes, Calendars and DL Lists		
Special Requests	Appleation	
Remove Network Access	HealthC store to submit CANCEL	
Server Accounts	Role:	
People	Nurse, Emergency Frease minor samantia smini, rux.	
My Team	Available Actions	
Find a User	RECALL WITHDRAW	
User Settings		
My Delegation		
Email Customization		
Help		
FAQ		
	Send questions and/or comments about this application to HelpDesk@uchc.edu	
	UConn Health Disclaimers, Privacy & Copyright	
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# 3. Enter the reason for the recall. Click **SUBMIT**.

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SUBMIT CANCEL

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

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Extend Affiliate	Add Application Access	Recalled	Cagnetta, Laurie	HealthONE:Nurse, Emergency	2/22/2019	-
User Access Requests	(1) PAGE 1 OF 1		3 ,	-,,		
All						

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

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UCONN HEALTH USER	
Manage Requests	Edit Returned/Recalled Application Request
My Open Requests	
My Closed Requests	Please update the information for the new application request and click "Resubmit" to submit the request. The request will be sent to "Approver" for approval.
Approval Required	
Find a Request	A BACK
Affiliate Requests	*=INDICATES A REQUIRED FIELD.
Add New Affiliate	
Extend Affiliate	REQUEST DETAILS HISTORY
User Access Requests	Laurie Cagnetta
All	Recalled
Applications	
Building Access	Requested Application:
File Shares	HealthONE
HealthONE	Requested Application Role: Nurse, Emergency
Remote Access	Alternate Approver
Shared Inboxes, Calendars and DL Lists	Kimberly A. Bourbeau
Special Requests	
Remove Network Access	*Business Justification* - Enter the specific reason this user requires this level of access.
Server Accounts	New RN working in the Emergency Department needs access to Epic ASAP.
People	
My Team	✓
Find a User	Comment - Any additional information that would be helpful to process this request.
User Settings	Please mirror Sam Smith, RN.
My Delegation	
Email Customization	~
Help	
FAQ	
	RESUBMIT WITHDRAW
	Send questions and/or comments about this application to HelpDesk@uchc.edu
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#### 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.

aurie Cagnetta	Withdrawing	
Recalled	Why are you performing this action?	
Requested Applic HealthONE	Access no longer needed.	^
Requested Applic Nurse, Emergency		~
Alternate Approve		
Kimberly A. Bo	SUBMIT	CANCEL

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**.

INN HE	KMM	BERLY A. BOURBEAU
Requests	Access to Epic including Imprivata, HDA, and remote access. Dragon must be requested separately.	_
Requests		<u>^</u>
Required	RESEARCH STUDENT REMOVE	
Requests	Admin, Contract Management -	1
Affiliate	Anesthesia Billing Coder	
liliate	Charge Post, OR	
cess Requ	Contract management -     Contract mana	
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etwork Acces	Professional Billing Cash Supervisor	
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ttings	Professional Billing Insurance Follow-Up Supervisor	~
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3. Fill out the removal request with the **Date** and **Comment** of why access is being removed. Choose **OK**.

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Extend Affiliate	RESEARCH STUDENT REMOVE	
User Access Req	S Remove - Please note that removal of Epic is **F IN A L** and will remove **A L L** access to the application.	SUBMIT
Applications	Alternate Approver	
Building Access		
Epic		
Epic Reporting	Effective Date - After APPROVAL and to complete request (leave blank for completion of request on APPROVAL)	
File Shares	12/07/2020 -	
Remote Access	Comment - Any additional information that would be helpful to process this request.	
Shared Inboxes, Calend	Transferring to a job role that no longer requires Epic access.	
Special Requests		
Remove Network Acces	· · · · · · · · · · · · · · · · · · ·	
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People My Team		
Find a User	OK CANCEL	
User Settings		
My Delegation		
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4. The Request User Access screen appears. Select the **SUMMARY** tab.

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UCONN HEALTH User Acco	ess Request	
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My Closed Requests	To use this screen:	
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Find a Request	<ol> <li>USERS tab</li></ol>	
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5. Review request and Choose **SUBMIT**.

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