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.

(a) the https://m.uchc.edu/	D = 🔒 C 📫 Welcome to the liter drove. 🗙	- 5 ×
File Edit View Favorites Tools Help		
UCONN HEALTH USER ACC	eess Request KIMBERLY A.	BOURBEAU 😝
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 affiliate 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 nevigation 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. Als FAQ page for more details.	o, check out the
Applications	Affiliate Self-Service: Affiliates and Students can now use UAR to update their own phone numbers	
Building Access Epic Epic Reporting Fair Shares Ememole Access Shared Inforces, Calendars and DL Lists Epecial Requests Remove Network Access	Important Reminders: • Only employees can submit, approve, track and view new affiliate and application access requests. • New employees and UConn Health Medical and Dental students are automatically assigned a domain / network and email account through an automated process. Only submit a Pre- 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 UConn Health and update personal contact and work information. Press save once you have updated any information: REMEMBER : Your manage: can update all of your information. Belief to UConn Health and update personal contact and work information. Press save once you have updated any information: REMEMBER : Your manage: can update all of your information.	ı-Employment
Server Accounts People Wy Team Find a User User Settings My Deligation		\$ 100% ·

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

() https://m.uchc.edu/UserAccessRequests/Asset?FK_C/	→ σ → ΔTEGORY-Epic&GroupingNam ρ → @ C M Request User Access × C → Ω	× @ @
File Edit View Favorites Tools Help		
\$		_
UCONN HEALTH USER Access	Request KimberLy A. BOURDEAU	• ^
Manage Requests	Request User Access	
My Open Requests		
My Closed Requests	To use this screen:	
Approval Required		_
Find a Request	1. USERS tab * Select one or more users for whom you are requesting access.	
Affiliate Requests	2. Epic tab* Select one or more roles.	
Add New Affiliate	3. SUMMARY table Review your request and then click on the SUBMIT button	
Extend Affiliate	 Use the -t tab to add or terrore application categories. To enable the SUBMIT button you must be on the SUBMARY (ab. 	
User Access Requests		
IIA	SUBM	ПΤ
Applications		
Building Access	USERS ¹¹ EPIC SUMMARY	
Epic		
Epic Reporting	MT LEAM FIND A USER	
File Shares	Find a user	
Remote Access	⊗ Selected Users	21
Shared Inboxes, Calendars and DL Lists	⊠Kimberty A. Bourbeau	
Special Requests	BOURBEAUGUCHC EDU APPLICATION ARCHITECT	
Remove Network Access	IT SECURITY	
Server Accounts		
People		
My Team		
Find a User		
User Settings		
My Delegation		
Email Customization		
Help		
FAQ		~
	₹,100	s • .

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**.

	entre advisord (construction of the construction of		- 0 X
File Edit View Favo			UU MI (\$3)
-			
		KIMBERLY A	A. BOURBEAU 🛛 🕀 🗖
	- the		
Manage Requests	Access to Epic including Imprivata, HDA, and remote access. Dragon must be requested separately.		
My Open Requests			
My Closed Requests	V Nurse, Emergency	^	
Approval Required	Alternate Approver		
Find a Request			_
Affiliate Requests	"Bele Assignment		
Add New Affiliate	Rule Assignment - select now inits access impacts provide access		
Extend Affiliate	E New Access C Replace Existing Access		
User Access Req			
All	*Business Justification - Enter the specific reason this user requires this level of access.	1*	SUBMIT
Applications	New staff nurse starting in the Emergency department.	·	
Building Access			
Epic		1	
Epic Reporting	Comment - Any additional information that would be helpful to process this request.		
File Shares			
Remote Access			
Shared indoxes, Calenc	· · · · · · · · · · · · · · · · · · ·	·	
Special Requests		·	
Remove Network Acces	Nurse, Employee Health Nurse, Elogt		
Server Accounts	Unitade, Notes		
People			
My learn	Nurse, Inpatient - Critical Care Float		
Harr Orthogram	□ Nurse, Inpatient → Obstetrics	~	
User Settings	(
my belegation			
Link		ON ONNOLL	
FAO			~
1702			R 100% 👻 🚽

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

C () https://m.uchc.edu/UserAccessRequests/As	effer CATEGORY-Applications Building P + 🔒 C 🔯 Remove therefores 🛛 x 📑
File Edit View Favorites Tools Help	
<u>\$</u>	
UCONN HEALTH User Acc	ess Request
Manage Requests My Open Requests	Request User Access
My Closed Requests	To use this screen.
Approval Required	to ase mis societi.
Find a Request	 USERS tab * Select one or more users for whom you are requesting access.
Affiliate Requests	 APPLICATIONS tab* Select one or more applications and enter the request details.
Add New Affiliate	BUILDING ACCESS tab "Select one building/location and specify a business justification for why access should be granted. ELE SUADE Select Senere dealer
Extend Affiliate	 The sharkes and "characterized procession of the shark share the share the shark share the shark share the share
User Access Requests	 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.
All	7. SHARED INBOXES, CALENDARS AND DL LISTS tab → Select one or more Outlook assets and enter the request details.
Applications	 SUMMARY tab + Review your request and then click on the SUBMIT button
Building Access	Use the tab to add or remove application categories.
Epic	• To enable the SUBMIT button you must be on the SUMMARY tab.
Epic Reporting	SUBMIT
File Shares	
Remote Access	USERS
Shared Inboxes, Calendars and DL Lists	
Special Requests	SUMMARY 0
Remove Network Access	V Epic
Server Accounts	Nurse, Emergency
People	
My Team	
Find a User	
User Settings My Delegation	
Email Customization	
Help	
FAQ	\$ 10% -

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.

https://m.uchc.edu/UserAccessRequests/Asset?FK	CATEGORY=Epic&GroupingNam. D + 🔒 C 📑 Request User Access 🛛 🛪 🖸	
t View Favorites Tools Help		
- 8 46 N - 8-		
Aminate	Use the 🖶 tab to add or remove application categories.	~
Miliate	• To enable the SUBMIT button you must be on the SUMMARY tab.	
Access Requests		0110111
		SUBMI
ons		
Access		
orting	Kimberiy A. Bourbeau BourbeAu@uchc.EDU	
res	APPLICATION ARCHITECT IT SECURITY	
Access	Manager: Control J. Const	
nboxes, Calendars and DL Lists	Epic	
al Requests		
Network Access		
ccounts	Alternate Approver	
607	*Role Assignment - select how this access impacts prior access	
	New Access Replace Existing Access Add to Existing Access	
settings		
pation	" " " " " " " " " " " " " " " " " " "	
istomization	Dusiness dusting and the Experiment of the Experiment	*
	New stan nurse starting in the Emergency department.	^
		~
	Comment - Any additional information that would be helpful to process this request.	
		^
		~
	Approver	
	- Custor C. Colly of uncertained	

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.

← → Mttps://rrr.uchc.edu/M	lanageRequests/OpenRequests			→ 🔒 🖒 Search		- م	↑ ★	\$ 🙂
🌁 My Open Requests 🛛 🗙 🗋	1							
File Edit View Favorites Too	ls Help					x 📆 G	onvert 🔻 🖥	Select
🏠 🔻 🖾 🔻 🖃 🖶 🕶 Page 🔻	🗸 Safety 🔻 Tools 👻 🕢 🔻	i 🌞 📭						
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								~
							🔍 1009	i •

Change a Request

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



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

https://rrr.uchc.edu/ManageRe	kequests/Details/105507 🗸 🗎 C Search 🔎 🕇 🛧 🕉	: 🙂
Add Application Access ×		
File Edit View Favorites Tools Hel	ip ::∧ ™Convert ♥ Bits	elect
i i i i i i i i i i i i i i i i i i i		
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		
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	Date Rec *	
Shared Inboxes, Calendars and DL Lists		
Special Requests	Application	
Remove Network Access	and rem SUBMIT CANCEL	
Server Accounts	Role:	
People	Nurse, Emergency riease minor samanura smiur, rov.	
My Team	Available Actione	
Find a User		
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	
		~
	100%	T

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

8
^
~ ~
SUBMIT CANCEL

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

							-		
< i> https://rrr.uchc.edu/ManageRequ	ests/OpenRequests/105507			÷ ≜ ≎	Search		ନ• <u>ନି</u>	* # (9
🜁 My Open Requests 🛛 🗙 🎦									
File Edit View Favorites Tools Help						x	🔁 Convert 🖪	 Beler 	ct
🟠 🕶 🖾 👻 🚍 🖶 👻 Page 🕶 Safety 🕶	Tools 🔻 🔞 🕈 💭 🌼 🖏								
UCONN HEALTH USE	r Access Request					LAURIE	CAGNETTA	•	^
Manage Requests	My Open Beg	uacto							
My Open Requests	My Open Requ	uesis							
My Closed Requests	On this screen you can mana		mests Click on a reques	t to view its details or take furth	ar action				
Approval Required	on this screen you can manag	ge your opennee							
Find a Request									1
Affiliate Requests	Recall occurred su	ccessfully							
Extend Affiliate	ТҮРЕ	STATE	REQUESTED FOR	SUMMARY	DATE REQUESTED	T D	ATE RETUR	NED	L
	Add Application Access	Recalled	Cagnetta, Laurie	HealthONE:Nurse, Emergen	cy 2/22/2019	-			
User Access Requests	(1) PAGE 1 OF 1								1
All									1

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

A ttps://rrr.uchc.edu/UserAccessRe	auetvEditPresourceReauetids105557 → 🗟 Č Search D × 🗎 👌 📩
Edit Returned/Recalled App ×	
File Edit View Favorites Tools Help	× 📆 Convet 🔻 🖥 Select
🏠 🕶 🖾 👻 🖃 🖶 💌 Page 🕶 Safety 🕶	Tools • 🚱 • 💯 🔅 📆
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	◆ 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	Kequestea Application Kole: 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
	UCree UsaltOrderers Poleneida
	×4100/8 •

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		ICEL

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**.

File Edit View Fave	nræðhæðu Urenkonseil Fris CATEGORY - Epickölinouping Nami, P + 🏛 C j 📸 Request User Access 🛛 🗶 🚺		- @ @ @ @
HICONN H	EALTH User Access Request	KIMBERLY A	A. BOURBEAU 🕞 🔨
UCONN H Manage Request My Coden Request Approval Required Tenda Required Tenda Required Approval Required Code Request Add New Affiliate Code Request Add New Affiliate Code Request Add New Affiliate Code Request Code Request C	EALTH User Access Request Epic Access to Epic Including Imprivata, HDA, and remote access. Dragon must be requested separately.		SUBMT
Email Customization	ок с	ANCEL	
FAQ			€ 100% -

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

<) https://r	muchcedu UsesAccessRequests/AsselTFK, CATEGORY=Epic&GroupingNam, 🖉 - 🔒 🖒 🔛 Request User Access 🛛 🗙 🚺	- 口 <mark>×</mark> 合☆戀☺
File Edit View Fav	crottes Tools Help	
UCONN H	EALTH User Access Request	I. BOURBEAU 🛛 🕀 👗
Manage Requests	Request User Access	
My Closed Requests	Epic	
Approval Required		
Find a Request	Access to Epic including Imprivata, HDA, and remote access. Dragon must be requested separately.	_
Affiliate Requests		
Add New Affiliate	BILLING EPICIT HIM LAB NON-CLINICAL SUPPORT NURSING OTHER CLINICAL SUPPORT PHARMACY PROVIDER REHAB SERVICES / THERAPY	
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	12/0//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	· · · · · · · · · · · · · · · · · · ·	
Server Accounts		
People		
Find a User	OK CANCEL	
User Settings		_
My Delegation		
Email Customization		
Help		
FAQ		Ý
		💐 100% 👻 🚽

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

() https://m.uchc.edu/UserAccessRequests/Asset?FK	CATEGORYI-ÉpickGroupingNem 🔎 = 🏛 C 📑 Request User Access 🛛 🗙 📑	- o × 6 ☆ ® @
File Edit View Favorites Tools Help		
UCONN HEALTH User Access	s Request	KIMBERLY A. BOURBEAU 🛛 🚱
Manage Requests My Open Requests	Request User Access	
My Closed Requests Approval Required	To use this screen:	
Find a Request	USERS tab Select one or more users for whom you are requesting access. Epic tab Select one or more roles.	
Add New Affiliate Extend Affiliate	3. SUMMARY tab • Review your request and then click on the SUBMIT button O Use the • tab to add or remove application categories. O To enable the SUBMIT button you must be on the SUMMARY tab.	
User Access Requests All		SUBMIT
Applications Building Access	USERS ⁽¹⁾ EPIC ⁽¹⁾ SUMMARY ⁽¹⁾	
Epic Epic Reporting File Shares	S Epic Remove - Please note that removal of Epic is **F i N A L** and will remove **A L L** access to the application.	
Remote Access Shared Inboxes, Calendars and DL Lists		
Special Requests Remove Network Access		
Server Accounts People My Team	I and the second se	
Find a User User Settings Wr Delegation	I Contraction of the second	
Email Customization Help		
FAQ	-	R 100% 👻

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

the second	snetFR_CATEGORY/sépic&GroupingNam, D + 🗎 C 🚺 🏙 Request Use Access 🛛 X 🚺	? (ŝ) (
sed Requests	To use this screen:	
val Required		
Request	 USERS tab + Select one or more users for whom you are requesting access. 	
ite Requests	2. Epic tab [®] Select one or more roles.	
w Affiliate	3. SUMMARY Tap ~ Keylew your request and then click on the SUBMI button	
Affiliate	Ose in the sub of reinver application caregories. O To enable the SUBMIT builton you must be on the SUMMARY tab.	
Access Requests		
	SUB	ΜΙΤ
ations		
g Access	USERS (1) EPIC (1) SUMMARY (1)	
		_
porting	SKimberly A. Bourbeau BOURBEAu@uchc.EDU	
ires	APPLICATION ARCHITECT IT SECLIPITY	
Access	Manager:	
Inboxes, Calendars and DL Lists	Carrie D' Gray	
ial Requests	Demove - Please note that removal of Enic is **E I.N.A.I ** and will remove **A.I.I ** access to the annihilation	711
e Network Access		
Accounts		
le		
m		
User	Effective Date - After APPROVAL, date to complete request (leave blank for completion of request on APPROVAL)	
Sattinge	12/07/2020	
aution	Comment - Any additional information that would be helpful to process this request.	
untomitation	Transferring to a job role that no longer requires Epic access.	
ustomization		
	Approver Cararie D.Gray or atternate	
	1	