

Entering New Account Request for a Study Coordinator

Log-In:

• To **log-in** to the Emory Healthcare Link site, visit <u>https://carelink.emoryhealthcare.org</u>. You will be prompted to utilize two-factor authentication which is required for log-in. Emorys' recommend two-factor authentication will work.



Use the code sent	to your email address no@epic.cor	m.
	Remember me	
	LOG IN	
	Cancel	
	Having trouble?	

- User Id: Emory Network ID aka N#
- Initial Password: Your Emory Network Password

Landing Page: Onced successfully logged in, you will reach the Emory Healthcare Link landing page aka Home page.





New Account Request via Site Admin Tool:

- Click on the Admin Icon located in the top tool bar.
- From the drop down, click on **Account Requests**.



• Click on +Request New Account



• Click on Request access for a Study Coordinator

t	count Requests					
	Request a new site					
	Choose a type of site to create:					
	New Requester Site					
	Request access for a new site					
	Revealed Add a user to an existing site					
	Choose a type of user to create:					
	New Research Monitor					
	Request access for a research monitor					
	New External Requester					
	Request access for an external requester					
	New Study Coordinator					
	Request access for a research coordinator					

Use the Epic Link Access Request Form and enter the required User information identified with

- Name [Last, First] is the 'Study Monitor/Outside User Information'
- Work e-mail is the 'Users email address'
- Work phone is the 'Company Phone'
- o Click Copy site address. This will pull in the site information that you entered in previous step



- User Birth Year is the 4 digit birth year; example 1996
- o Requester Name is the name of the individual entering the request
- Requester Email is the email of the Requester
- o Click Add files to upload additional supporting documents (optional)
- Click Accept in the bottom right hand corner
- User request review this screen then opens and gives you the opportunity to review the entry. Add, Edit and Delete buttons are availabe.

0	Test, Research	New Research Monitor			test@gmail.com	Yes	
	Name	User Type		NPI	E-mail	Site Administrator	
+ Add 🖋 Edit → Delete							
Users	Users						
	1. Site Information 2. Users						
% №	lew Account Request 🕨	New Requester Site	Users				

o Click Submit Request located in bottom right hand corner

← Site Information	✓ Submit Request	X Cancel Request

What to expect next:

- o A Confirmation page will open and display a Reference Number
- The Study Coordinator will receive an automated email when the account is created.
- The Study Coordinator will then have the ability to enter a New Acccount Request for Study Monitors.

Check Status of a New Account Request:

- Click the Admin tool icon in the top tool bar
- Click on the Account Request tab as in previous steps
- Status column populates the current request status
- Click on the users name for additional Account Request Status details

☆ Account Requests							
Request New Account							
Name	Status	Request Date	Email	Phone	Reference #		
farmer, donna	Pending	12/20/22	12@gmail.com	555-555-5555	53392		
farmer, donna	Denied	12/20/22	12@gmail.com	555-555-5555	53390		
Test, Research	Record Generation Completed	12/23/22	test@gmail.com	555-555-5555	53465		

© 2021-2022 Epic Systems Corporation. All rights reserved. PROPRIETARY INFORMATION - This item and its contents may not be accessed, used, modified, reproduced, performed, displayed, distributed or disclosed unless and only to the extent expressly authorized by an agreement with Epic. This item is a Commercial Item, as that term is defined at 48 C.F.R. Sec. 2.101. It contains trade secrets and commercial information that are confidential, privileged, and exempt from disclosure under the Freedom of Information Act and prohibited from disclosure under the Trade Secrets Act. After Visit Summary, App Orchard, ASAP, Beacon, Beaker, BedTime, Bones, Break-the-Glass, Bugsy, Caboodle, Cadence, Canto, Care Everywhere, Charge Router, Chronicles, Clarity, Cogito ergo sum, Cohort, Comfort, Community Connect, Compass Rose, Cosmos, Cupid, Epic, EpicCare, EpicCare Link, Epicenter, EpicLink, Epic Research, Garden Plot, Grand Central, Haiku, Happy Together, Healthy Planet, Hey Epic!, Hyperspace, Kaleidoscope, Kit, Limerick, Lucy, Lumens, MyChart, Nebula, OpTime, OutReach, Patients Like Mine, Phoenix, Powered by Epic, Prelude, Radar, Radiant, Resolute, Revenue Guardian, Rover, Share Everywhere, SmartForms, Sonnet, Stork, System Pulse, Tapestry, Trove, Welcome, Willow, Wisdom, With the Patient at Heart, and WorldWise are registered trademarks, trademarks, or service marks of Epic Systems Corporation in the United States of America and/or other countries. Other company, product, and service names referenced herein may be trademarks or service marks of their respective owners. Patents Notice: www.epic.com/patents.