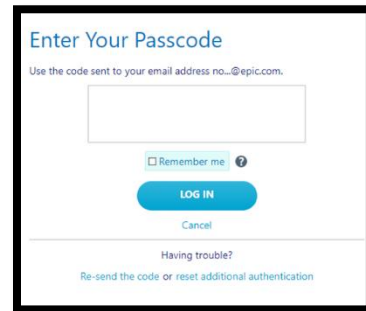
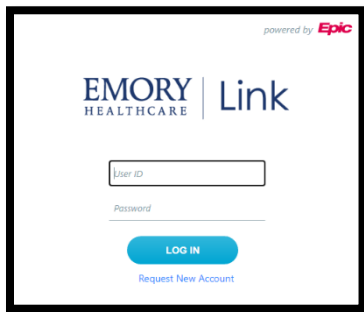


Entering New Account Request for a Study Coordinator

Log-In:

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



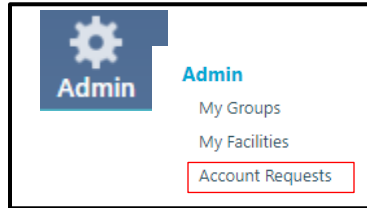
- User Id:** Emory Network ID aka N#
- Initial Password:** Your Emory Network Password

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

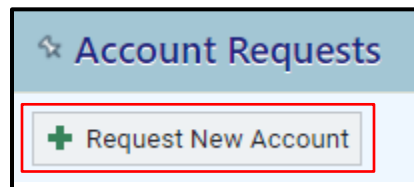


New Account Request via Site Admin Tool:

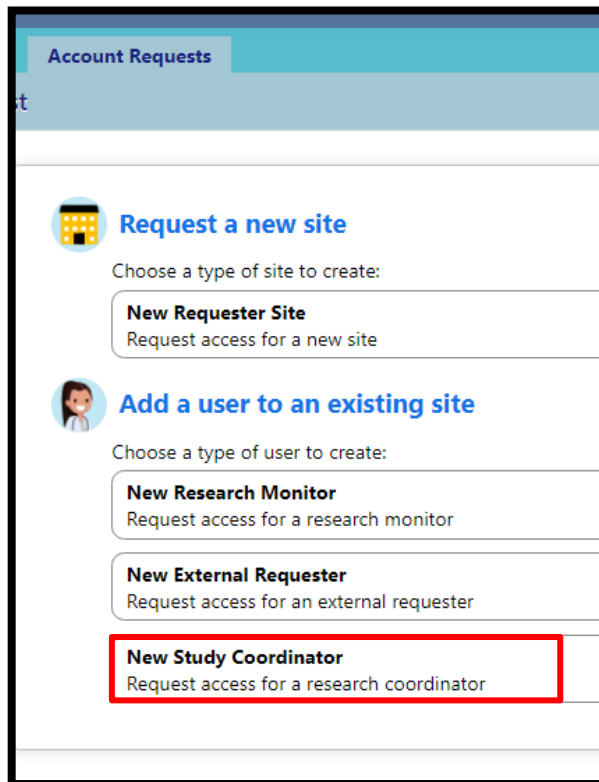
- Click on the **Admin** Icon located in the top tool bar.
- From the drop down, click on **Account Requests**.



- Click on **+Request New Account**



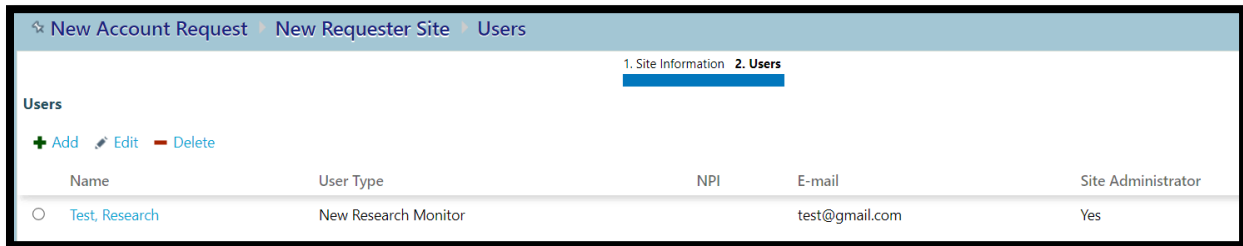
- Click on **Request access for a Study Coordinator**



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'
- 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
 - **Requester Name** is the name of the individual entering the request
 - **Requester Email** is the email of the Requester
 - 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 available.



- Click **Submit Request** located in bottom right hand corner



- **What to expect next:**
 - 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 Account 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

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