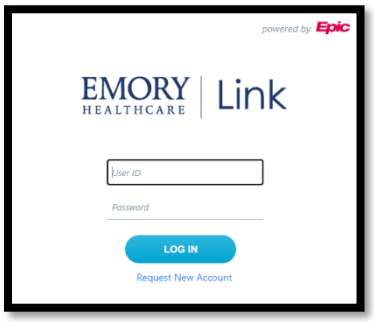
EMORY HEALTHCARE | Link

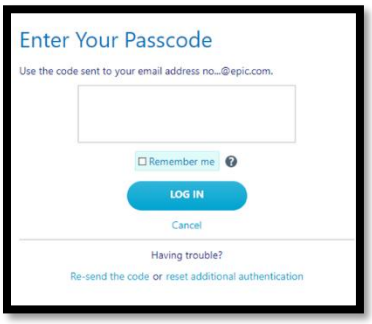
Tip Sheet

Entering a New Account Request for a Study Monitor

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 authenticaion will work.





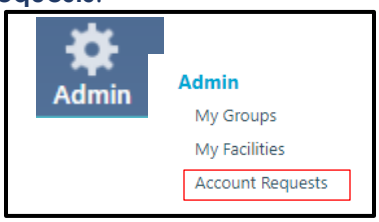
- **User Id**: Emory Network ID aka N#
- **Initial Password**: Your Emory Network Password

Landing Page:

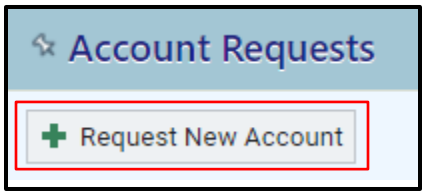
Onced successfully logged in, you will reach the Emory Healthcare Link landing page aka Home page.

New Account Request via Site Admin Tool:

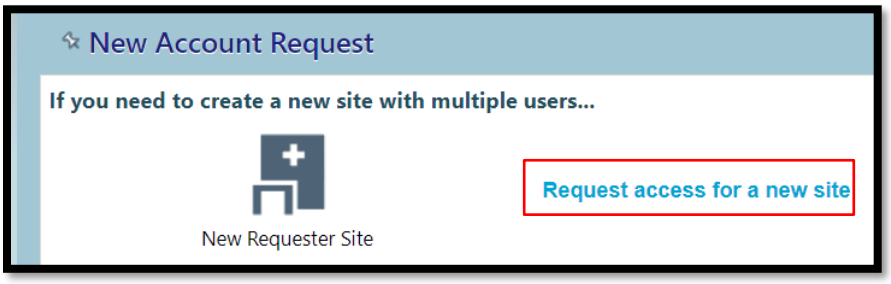
- Click on the **Admin** Icon located in the top tool bar.
- From the drop down, click on **Account Requests**.



- Click on **+Request New Account**



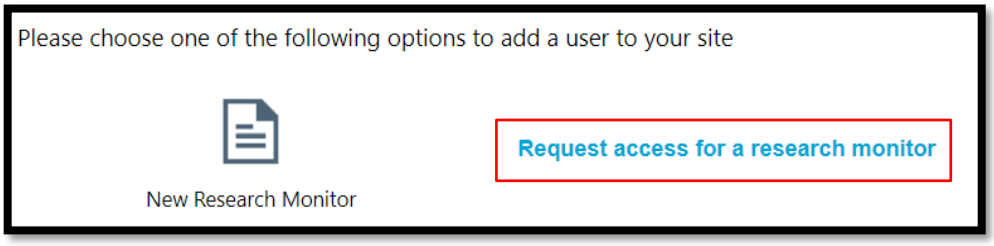
- Click on **Request access for a new site**



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

- **Site Name** is the 'Company requesting access to Emory Link'
- **Site Type** is 'Research Study Monitor' via the drop down
- **Phone, Fax, Address** is the 'Compnay Number & Mailing Address'
- Click **Next** located in bottom right hand corner

- Click on **Request access for a research monitor**

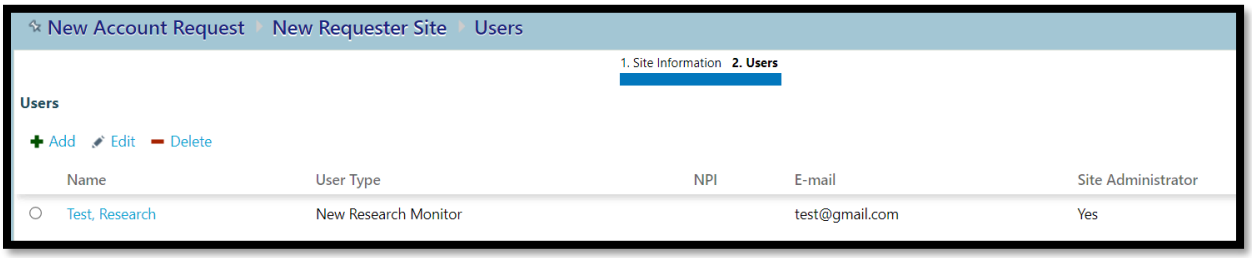


Use the **Epic Link Access Request Form** and enter the required **User** information identified with

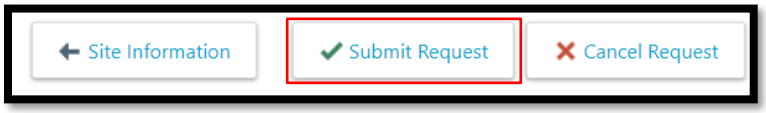
- **Name [Last, First]** is the 'Study Monitor/Outside User Information'
- **Work e-mail** is the 'Users email address'
- **Work phone** is the 'Company Phone'
- Click **Copy site address.** This will pull in the site information that you entered in previous step
- **User Birth Year** is the 4 digit birth year found in 'Full DOB'
- **Requester Name** is the name of the individual entering the request

- **Requester Email** is the Requesters email address
- **OnCore Protocol Number** enter the OnCore Protocol Number
- **IRB ID** is found on the IRB form
- Click **Add files** again to upload additional supporting documents (optional)
- Click on the box to the left of **Make the user a site administrator** (user will not be a site admin. an enhancement is in place)
- 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 avaialbe.



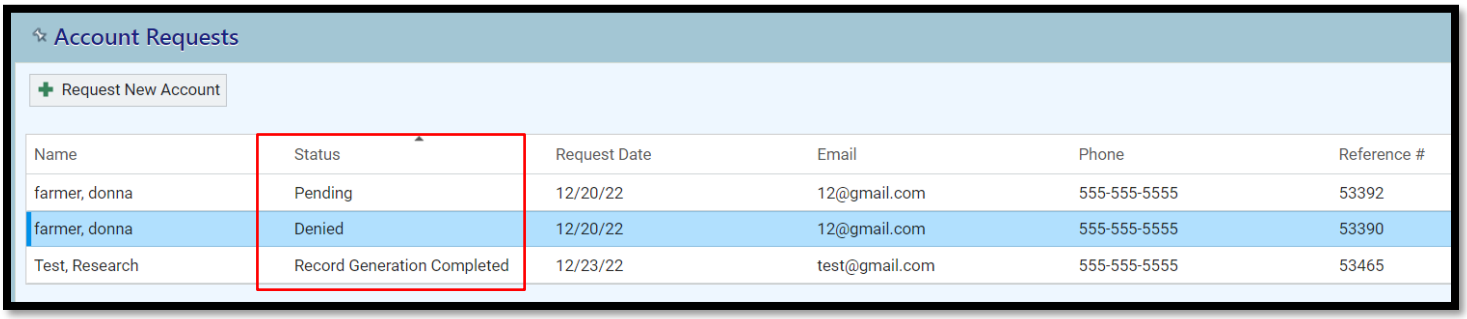
- Click **Submit Request** located in bottom right hand corner



- **What to expect next:**
  - A Confirmation page will open and display a Reference Number
  - Study Monitor will receive autogenerated email when account is created.
  - Study Coordinator will receive autogenerated email when account is created
  - Study Coordinator will receive email from Link Analyst documenting the Patient Group information in 5-7 business days. This will allow patients to be released.

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



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