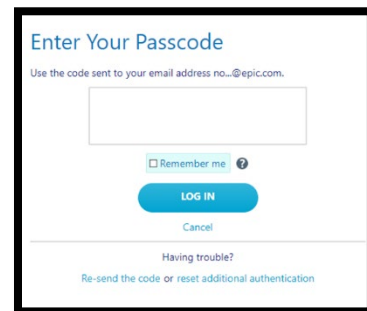
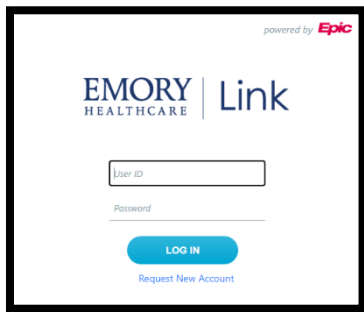


New Account Request for a Study Monitor

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' recommended two-factor authentication is Duo; however, any two-factor authentication will work.



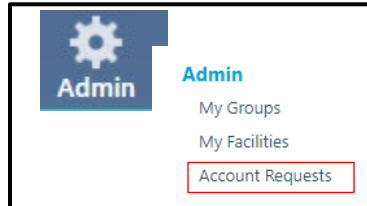
- User Id:** Emory Healthcare Network ID (N#)
- Initial Password:** Your Emory Healthcare Network Password

Landing Page: Once successfully logged in, you will reach the Emory Healthcare Link landing page, also referred to as the Home page.

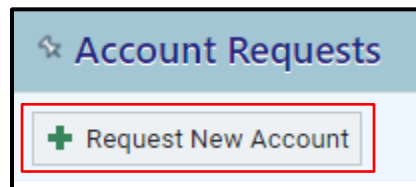


Submitting a New Account Request (NAR) via Site Admin Tool:

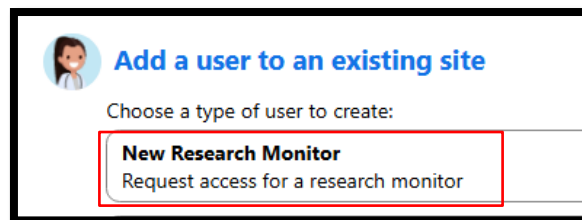
- Click on the **Admin** Icon located in the top tool bar.
- From the drop down, click on **Account Requests**.



- Click on **+Request New Account**



- Click on **New Research Monitor**



- **Use the Epic Link Access Request Form** and enter the required **User & Study** information:
 - **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 Requester's email address
 - **Enter User Context Name. IF it is not available, enter the OnCore Protocol ID:**
 - **To locate the User Context Name of a study, log into Hyperspace:**
Research Study Maintenance--> Users and Providers section ---> Study Monitors.
Enter this into the Emory Healthcare Link New Account Request.
 - **To find the OnCore Protocol ID of a study, locate the Study Code in Epic.** Enter this into the Emory Healthcare Link New Account Request.
 - **Enter Patient Group Name. IF it is not available, enter the IRB ID:**
 - **To locate the Patient Group name of a study, log into Hyperspace**
Research Study Maintenance--> Users and Providers section ---> Study Monitors.
Enter this into the Emory Healthcare Link New Account Request.
 - **To locate the IRB ID of a study, locate the IRB document.**

The screenshot displays the 'Study Maintenance' interface in Epic. The 'Study Monitors' tab is selected and highlighted with a red box. A red arrow points to this tab from the left-hand navigation menu. The 'Study Monitors' section shows a message: 'Patient charts can be Released to study monitors who have the user context below.' Below this, there are two entries: 'Patient Group: STUDY 12345678 Test Nova Note 883150 Study Record MONITOR GROUP [153]' and 'User Context: 12345678 Test Nova Note 883150 Study Record [4977]'. There are also checkboxes for 'Primary care provider', 'Admitting provider', 'Attending provider', and 'All of treatment team', along with a field for 'Treatment Team Types'. The interface is in English and shows various system navigation elements at the top and bottom.

- New Account Request

New Requester Site

Users

1. Site Information

2. Users

Users

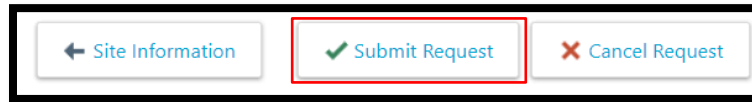
+ Add

Edit

Delete

	Name	User Type	NPI	E-mail	Site Administrator
☐	Test, Research	New Research Monitor		test@gmail.com	Yes

- 3



- **What to expect next:**
 - A confirmation page will open and display a Reference Number. Record the reference number in case you need to follow-up on the request as it is being processed.
 - The Study Monitor will receive an autogenerated email when the account is created.
 - The Study Coordinator will receive an autogenerated email when account is created.
 - For existing studies where the OnCore Protocol ID and the IRB ID were entered, the Study Coordinator will receive email from Link Analyst documenting the Patient Group information in 5-7 business days. **The Study Coordinator will need to release the patients.**
 - For new studies where the User Context and Patient Group information was entered, the Study Coordinator & Study Monitor will receive automated email in 5-7 business days stating the account has been generated. **The Coordinator does not have to release the patients.**

To Check the Status of a New Account Request (NAR):

- 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

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