**Research: New Account Request**

# Log-In:

* To **log-in** to the Emory Healthcare Link site, visit [**https://carelink.emoryhealthcare.org**](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 (Non-OnCore/Non Epic Study Monitors should be submitted as an “Outside Auditor”.**



* Click on **Request access for a new site (This would be used for Study Monitors whose studies are not in OnCore and not in Epic) It should be submitted as an “Outside Auditor”. The naming convention for the study would be: Company name (space), Study name (space), ROI. \*\* Please note: Before you submit the Link request, please email the HIM Epic Analyst of the new site info (how the site should be named, i.e., company name (space), study name (space), ROI) so that it can manually be built it in Epic.**



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 N#** is your Emory Network ID
* **Requester Code** is REQ1234
* **Study ID** is found in ‘If for Research/Study, what is the study ID’
* **IRB ID** is found on the IRB form. At this time, it is not on the Epic Link Access Request From
* Click **Add files** to upload users Confidentiality Form (required)
* 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 for next upgrade)
* 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
* The **Requester** will receive the Research Monitors access information by e-mail within 3-4 business days

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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