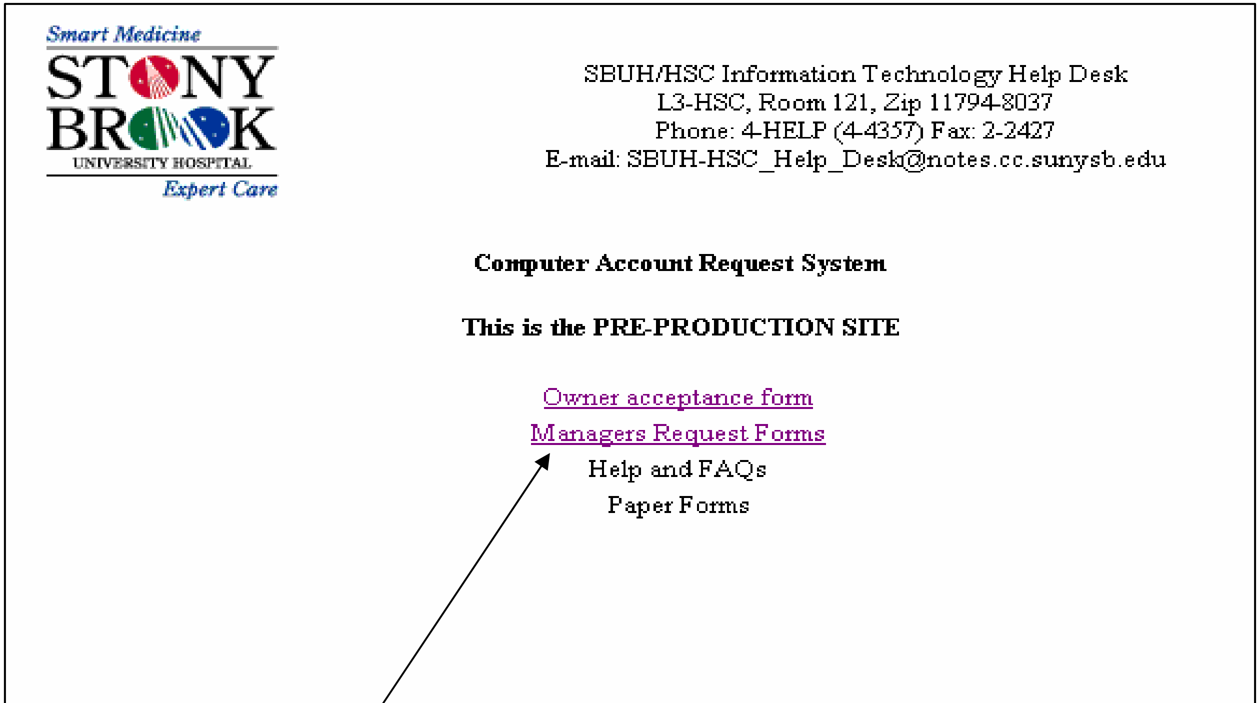
Smart Medicine
STONY BROOK
UNIVERSITY HOSPITAL
Expert Care

Computer Account Request System

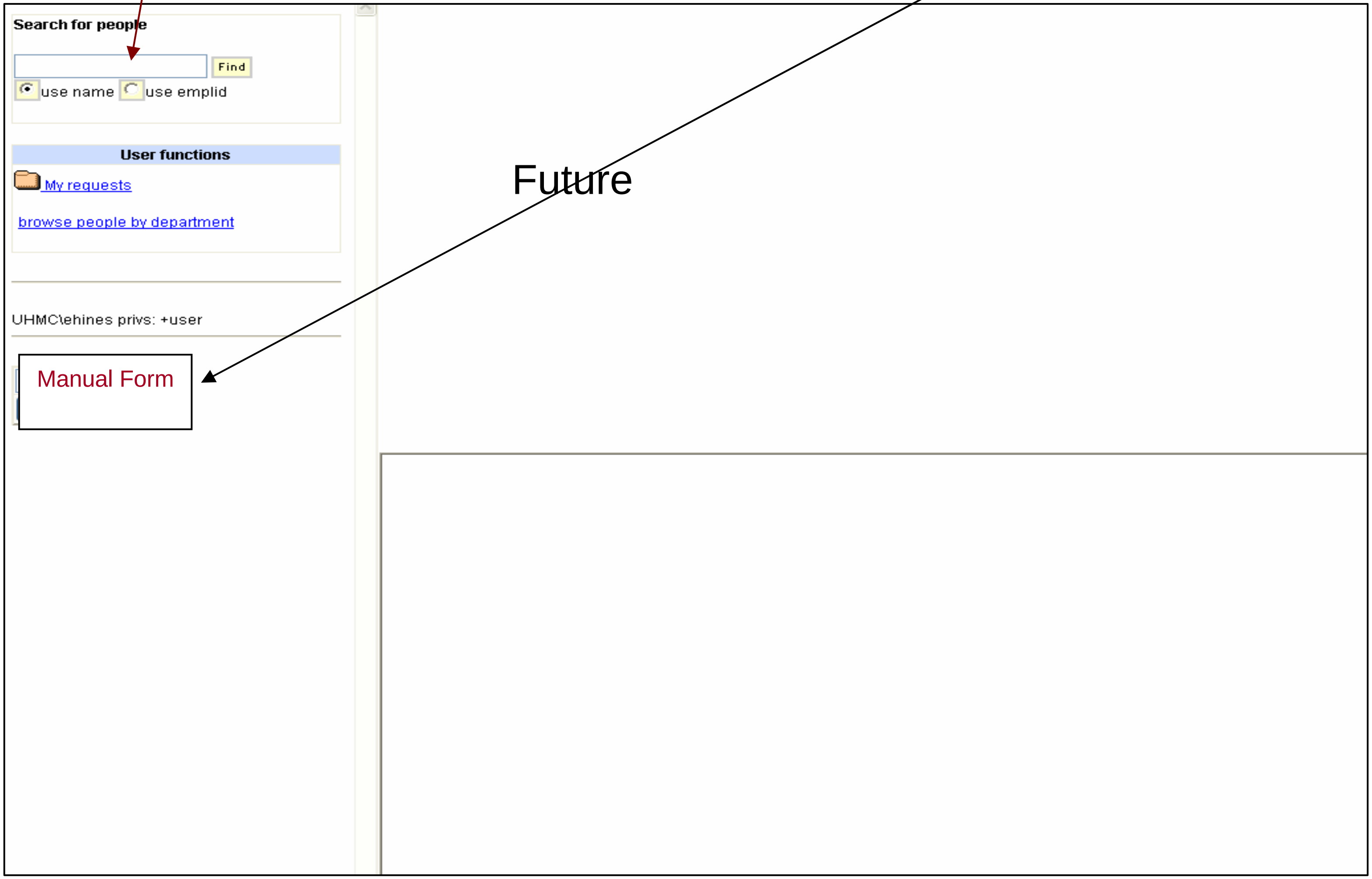
Log in Screen



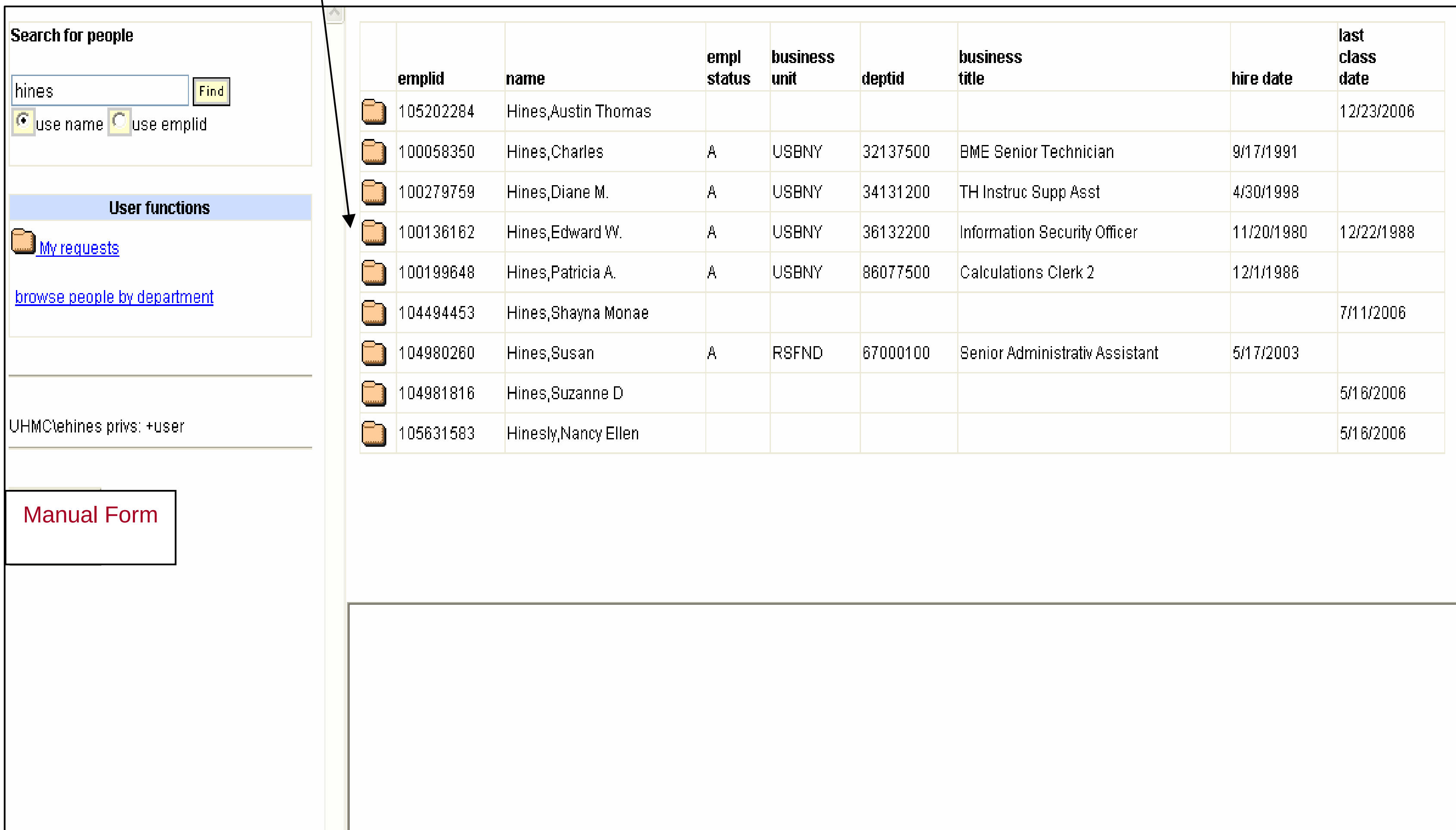
Click on Managers Request Forms above

Click here for access to System

- At this screen type in the last name of the person you are sponsoring or their SB Solar ID number.
- If they don't have a SB Solar ID number **Click** on Manual form button.



Click on folder along side of SBU ID of person you want to request access for



	emplid	name	empl status	business unit	deptid	business title	hire date	last class date
	105202284	Hines,Austin Thomas						12/23/2006
	100058350	Hines,Charles	A	USBNY	32137500	BME Senior Technician	9/17/1991	
	100279759	Hines,Diane M.	A	USBNY	34131200	TH Instruc Supp Asst	4/30/1998	
	100136162	Hines,Edward W.	A	USBNY	36132200	Information Security Officer	11/20/1980	12/22/1988
	100199648	Hines,Patricia A.	A	USBNY	86077500	Calculations Clerk 2	12/1/1986	
	104494453	Hines,Shayna Monae						7/11/2006
	104980260	Hines,Susan	A	RSFND	67000100	Senior Administrativ Assistant	5/17/2003	
	104981816	Hines,Suzanne D						5/16/2006
	105631583	Hinesly,Nancy Ellen						5/16/2006

- This screen shows the person selected and what access has been created or in process
- This screen will also show whether a person is active (see status column).
- If their People Soft status is other than a "A" a request cannot be processed.

  Please contact (e-mail) Information Security at "SBUH-HSC Information-Security"
- To request an additional or new access to systems Click on the new request button

Search for people

hines Find

use name use emplid

User functions

My requests

browse people by department

UHMC\ehines privs: +user

Manual Form

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	105631583	Hinesly,Nancy Ellen						5/16/2006

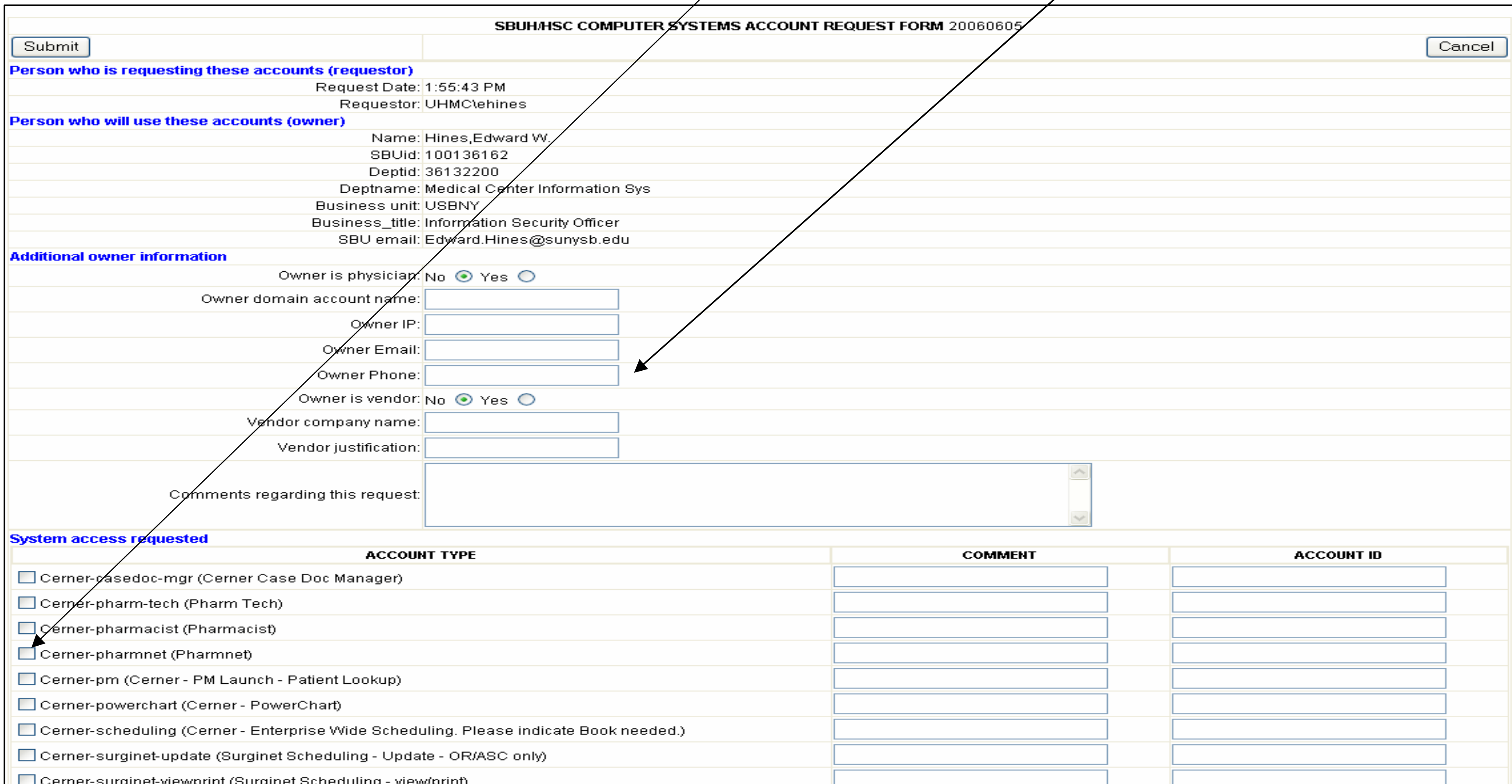
Name: Hines,Edward W. (100136162)
Dept: Medical Center Information Sys
email: Edward.Hines@sunysb.edu
phone: 444-6334

Refresh New request

ACCOUNT REQUESTS

	Name	Tracking no	Action date	Status	Type	Requestor
View	Hines,Edward W.	2344	6/21/2006 12:30:02 PM	Provisioning completed - email sent	VPN	UHMC\ehines
View	Hines,Edward W.	2344	6/21/2006 12:30:02 PM	Provisioning completed - email sent	Cerner-casedoc-mgr	UHMC\ehines
View	Hines,Edward W.	2343	6/21/2006 12:13:28 PM	Owner approved	VPN	UHMC\ehines
View	Hines,Edward W.	2328	6/21/2006 12:03:31 PM	Owner approved	Wireless	UHMC\ehines

- This is the access request screen. You can click the type of access and add any comments
- You can also add other information such as an outside phone number or e-mail, etc.
- When you have finished selecting accounts click on the Submit button.
- You will get a submitted box, just close such



SBUH/HSC COMPUTER SYSTEMS ACCOUNT REQUEST FORM 20060605

Submit | Cancel

Person who is requesting these accounts (requestor)

Request Date:	1:55:43 PM
Requestor:	UHMC\ehines

Person who will use these accounts (owner)

Name:	Hines,Edward W.
SBUid:	100136162
Deptid:	36132200
Deptname:	Medical Center Information Sys
Business unit:	USBNY
Business_title:	Information Security Officer
SBU email:	Edward.Hines@sunysb.edu

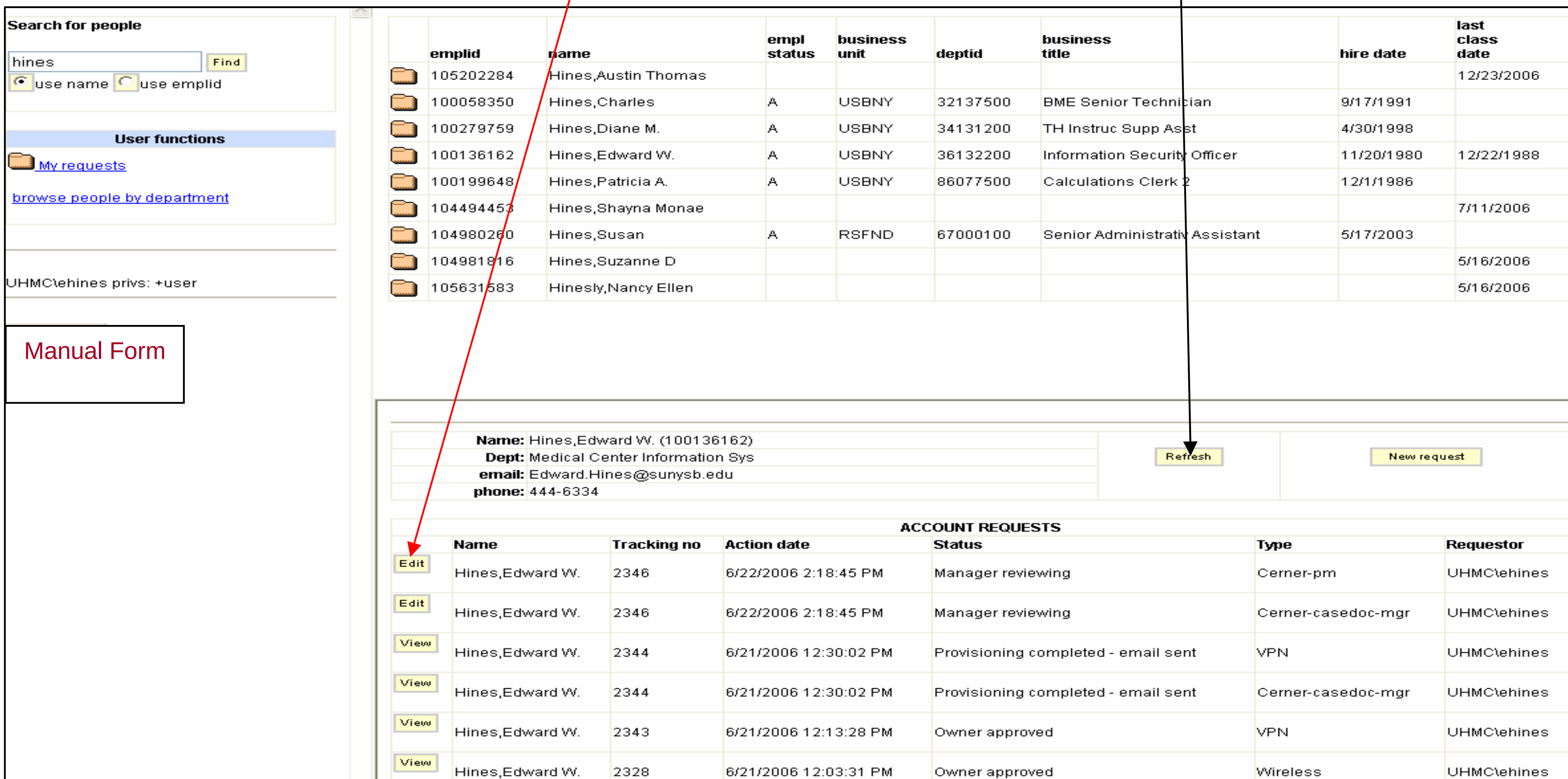
Additional owner information

Owner is physician:	No ◉ Yes ○
Owner domain account name:	
Owner IP:	
Owner Email:	
Owner Phone:	
Owner is vendor:	No ◉ Yes ○
Vendor company name:	
Vendor justification:	
Comments regarding this request:	

System access requested

ACCOUNT TYPE	COMMENT	ACCOUNT ID
☐ Cerner-casedoc-mgr (Cerner Case Doc Manager)		
☐ Cerner-pharm-tech (Pharm Tech)		
☐ Cerner-pharmacist (Pharmacist)		
☐ Cerner-pharmnet (Pharmnet)		
☐ Cerner-pm (Cerner - PM Launch - Patient Lookup)		
☐ Cerner-powerchart (Cerner - PowerChart)		
☐ Cerner-scheduling (Cerner - Enterprise Wide Scheduling. Please indicate Book needed.)		
☐ Cerner-surginet-update (Surginet Scheduling - Update - OR/ASC only)		
☐ Cerner-surginet-viewprint (Surginet Scheduling - view/print)		

- When you come back to the main access screen Click the Refresh button and the accounts you requested will be displayed.
- You at this point click the edit button to add a request, delete a request or approve.
- See the next slide.
- When the request is approved by you a screen will appear with a processing number



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Name: Hines,Edward W. (100136162)
Dept: Medical Center Information Sys
email: Edward.Hines@sunysb.edu
phone: 444-6334

Refresh New request

ACCOUNT REQUESTS

	Name	Tracking no	Action date	Status	Type	Requestor
Edit	Hines,Edward W.	2346	6/22/2006 2:18:45 PM	Manager reviewing	Cerner-pm	UHMC\ehines
Edit	Hines,Edward W.	2346	6/22/2006 2:18:45 PM	Manager reviewing	Cerner-casedoc-mgr	UHMC\ehines
View	Hines,Edward W.	2344	6/21/2006 12:30:02 PM	Provisioning completed - email sent	VPN	UHMC\ehines
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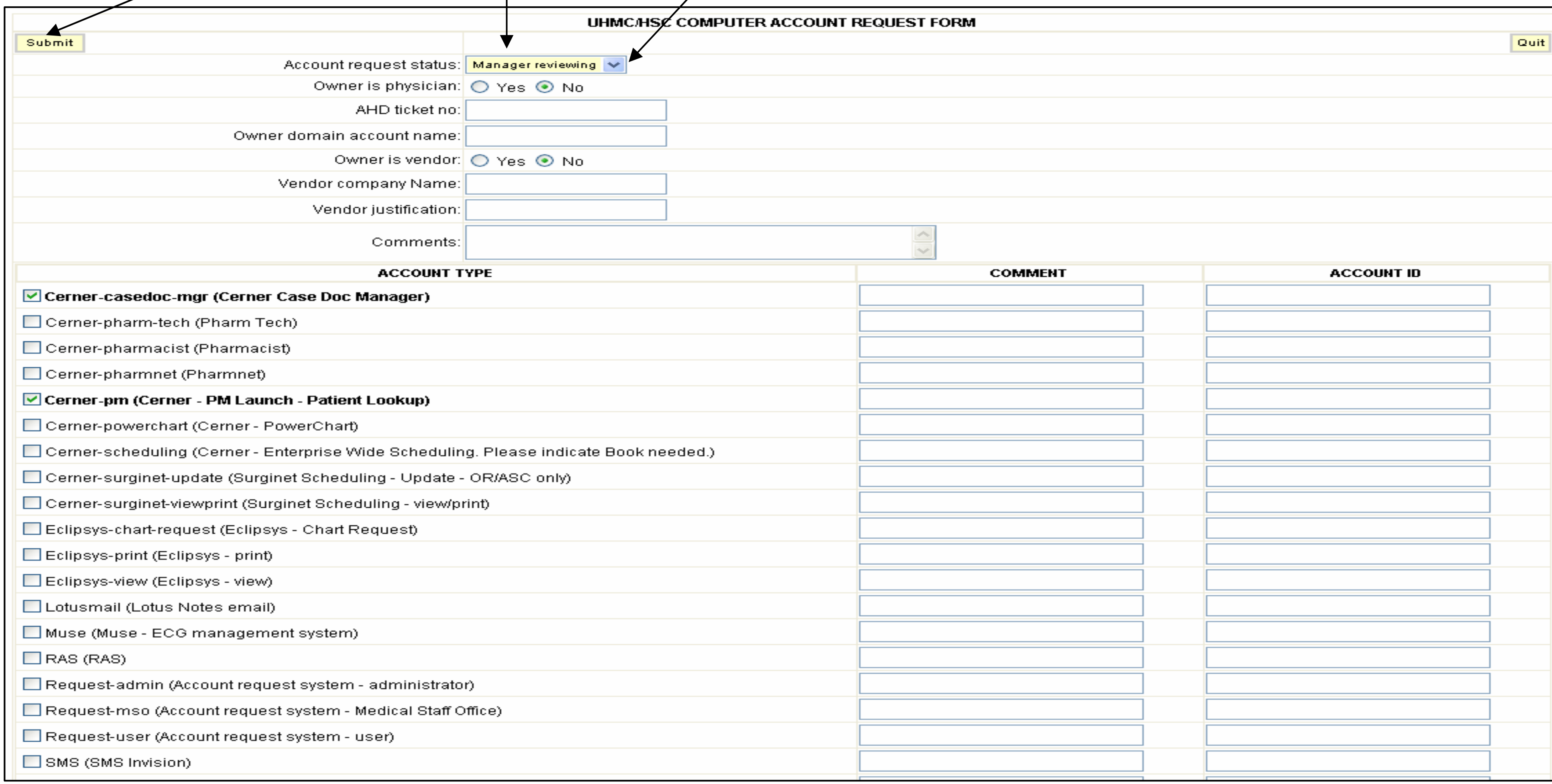
- At this next screen you can modify or add to the request.
- If there are no changes click on the down arrow and select Manager approved then click submit and you will get a processed pop-up



UHMC/HSC COMPUTER ACCOUNT REQUEST FORM

Submit | Quit

Account request status: Manager reviewing

Owner is physician: Yes No

AHD ticket no:

Owner domain account name:

Owner is vendor: Yes No

Vendor company Name:

Vendor justification:

Comments:

ACCOUNT TYPE	COMMENT	ACCOUNT ID
☑ **Cerner-casedoc-mgr (Cerner Case Doc Manager)**		
☐ Cerner-pharm-tech (Pharm Tech)		
☐ Cerner-pharmacist (Pharmacist)		
☐ Cerner-pharmnet (Pharmnet)		
☑ **Cerner-pm (Cerner - PM Launch - Patient Lookup)**		
☐ Cerner-powerchart (Cerner - PowerChart)		
☐ Cerner-scheduling (Cerner - Enterprise Wide Scheduling. Please indicate Book needed.)		
☐ Cerner-surginet-update (Surginet Scheduling - Update - OR/ASC only)		
☐ Cerner-surginet-viewprint (Surginet Scheduling - view/print)		
☐ Eclipsys-chart-request (Eclipsys - Chart Request)		
☐ Eclipsys-print (Eclipsys - print)		
☐ Eclipsys-view (Eclipsys - view)		
☐ Lotusmail (Lotus Notes email)		
☐ Muse (Muse - ECG management system)		
☐ RAS (RAS)		
☐ Request-admin (Account request system - administrator)		
☐ Request-mso (Account request system - Medical Staff Office)		
☐ Request-user (Account request system - user)		
☐ SMS (SMS Invision)		

- Click the Refresh button and the status is up-dated and at this point you are finished
- Or you can create another request for another person you are responsible for (or delegated)
- The next slide shows additional information so you can keep track of the status of the requests you created.

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[Refresh] [New request]

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View	Hines,Edward W.	2346	6/22/2006 2:54:11 PM	Manager approved	Cerner-casedoc-mgr	UHMC\ehines
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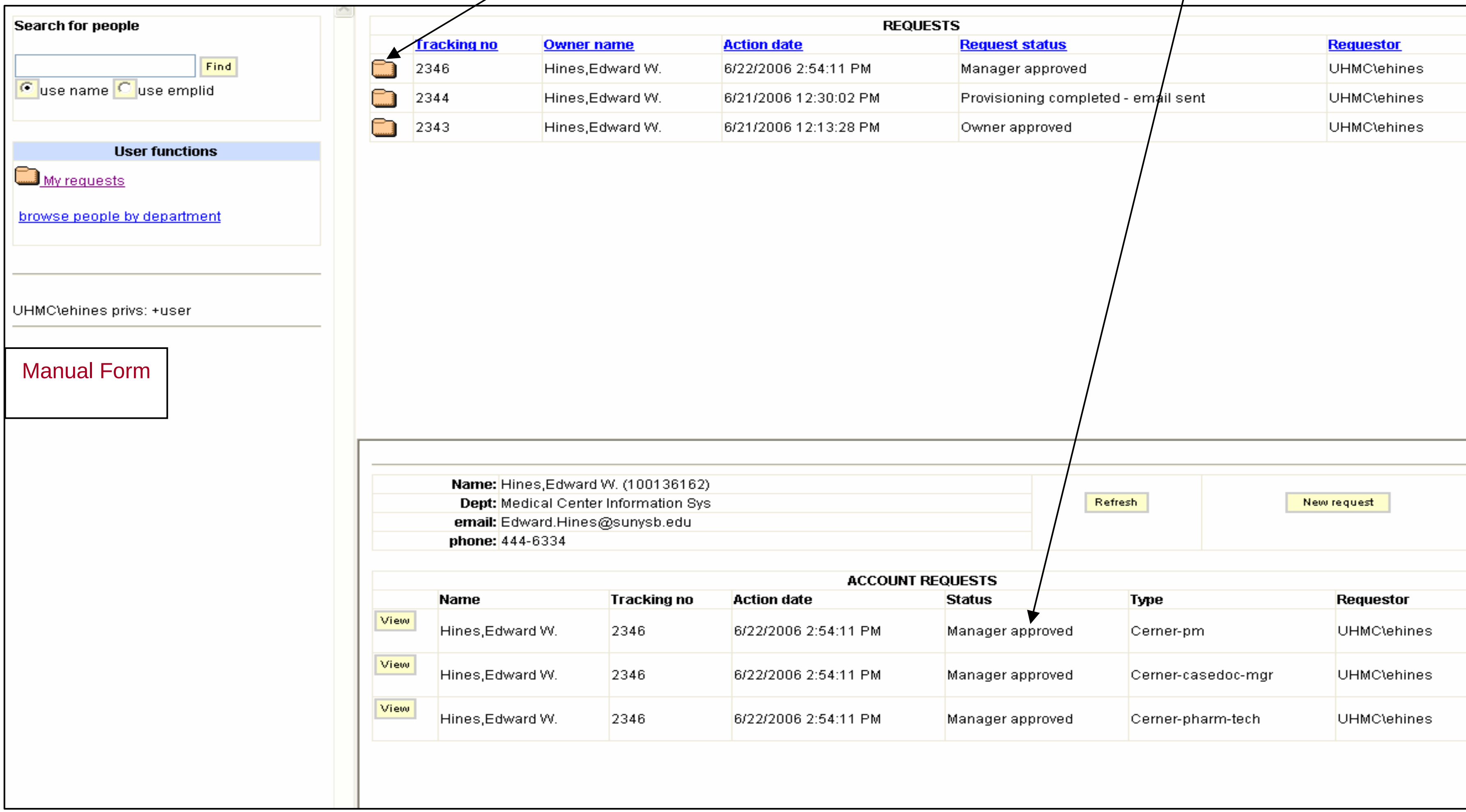
View						

- At this screen click on My requests
- This screen shows what requests you have created (with most recent at top) and status.
- When you click on the folder you will get a more detailed status update



User Owner/Manager Notification of Access Completion

- When the request for access is completed, an e-mail will be sent to the user/owner and the manager who requested access.
- The user/owner will need to have access to the Hospitals internal network to be able use the WEB Link below or have VPN access.

★	peter.sutherland	06/23/2006 12:40 PM	4,382	Computer Account request #2353 has been completed. Please notify the user.

Preview

From peter.sutherland@sunysb.edu To Edward.Hines,Peter.Sutherland

Subject Computer Account request #2353... cc

notification to Edward.Hines@sunysb.edu,Peter.Sutherland@sunysb.edu

The computer account request #2353 requested by Hines,Edward W. for Sutherland,Peter on 6/23/2006 12:40:08 PM has been provisioned. Please notify the user that they may accept their new account by logging on to http://uhmc-turf1/compacct/accept/