

Wake Forest University School of Medicine

TIP SHEET

Enterprise Research Application access request

and @wakehealth.edu account creation

Questions about this Tipsheet? Please contact Pamela Laws @ Pamela.Flaxlaws@atriumhealth.org

🛞 Atrium Health STEP 1: Browse to the Atrium Health's Online Service Request Portal (https://atrium.service-now.com/osr) **STEP 2: Click the Access Request** appropriate to your location. **Online Service Request Portal** arch the Service Portal Q Greater Charlotte Access A Atrium Hoalt Request о. d Income Party 3 Additional Assess 3 Access Property (marph Network and other application access for teammates, no-cost application access (Canopy, (m) requests. **STEP 3:** Complete the Access "This form is for Greater Charlotte **Request form – this request** Region (including Scotland, St. Luke teammates only? will ultimately be routed to Click here for Naxioest Access Requests your Manager for approval. 🛞 Atrium Health CORPORE A and Assess Home 🔰 Service Catalog 🔰 Pastword / Access Hulp 🗲 Application Access Describe bands **STEP 4: Check only the Enterprise** Enterprise Academic Research Academic Research application(s) for Agreements which you need access. ClinCard DocuSign Part 11 Grants 4 IACUC (1) --iLab IRB OnCore (Winston) STEP 5: Once you've completed the form, click Next. Atrium Health Wake Forest Baptist

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Academic / Nesearch Request	Academic	/ Research Access Request	* Options	•
Teammates should us note is that all applica	e this form to request accer tions except IRB require th	ss to one or more Enterprise Research Applica at you've a @wakehealth.edu account.	tions. Important to	
 If you do hav If you do not of this request p STEP 6: C 	e a Wake account, your acc have a Wake account rocess.	count will auto-populate in the "Wake Email" occurre an employee, you will automatically n Note that all applications exce	form field. eceive one as part pt IRB require that you'y	ve a @wakehealth.edu
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What happens next? Once your Atrium Manager has approved your order, if you are an employee and you do not yet have a Wake account, your request will automatically route to AHWFB's Security team who will create your Wake account, then send a Welcome Package to your Atrium email providing you with your Wake email address, MEDCTR ID, and a temporary password along with instructions on setting up your account in Outlook and installing authentication apps on your smartphone (note that this process may take up to 2 weeks). After your Wake account is created, <u>or</u> if you already have a Wake account, your request is automatically routed to AHWFB's Academic Applications (Research) team who will import your account into all requested Research applications. Once the import is complete, notifications are automatically sent to each Research Application Operational owner responsible to complete account configurations. Upon fulfillment of your order, you will receive an email notification confirming closure, at which time you'll have access to each of your requested Research application(s). If after two weeks you have <u>not</u> received your Welcome Package email (*if applicable*) or any status updates pertaining to your request, please call AHWFB's Service Center as 336-716-4357 for assistance and <u>provide them with your Service Now ticket number.</u>

