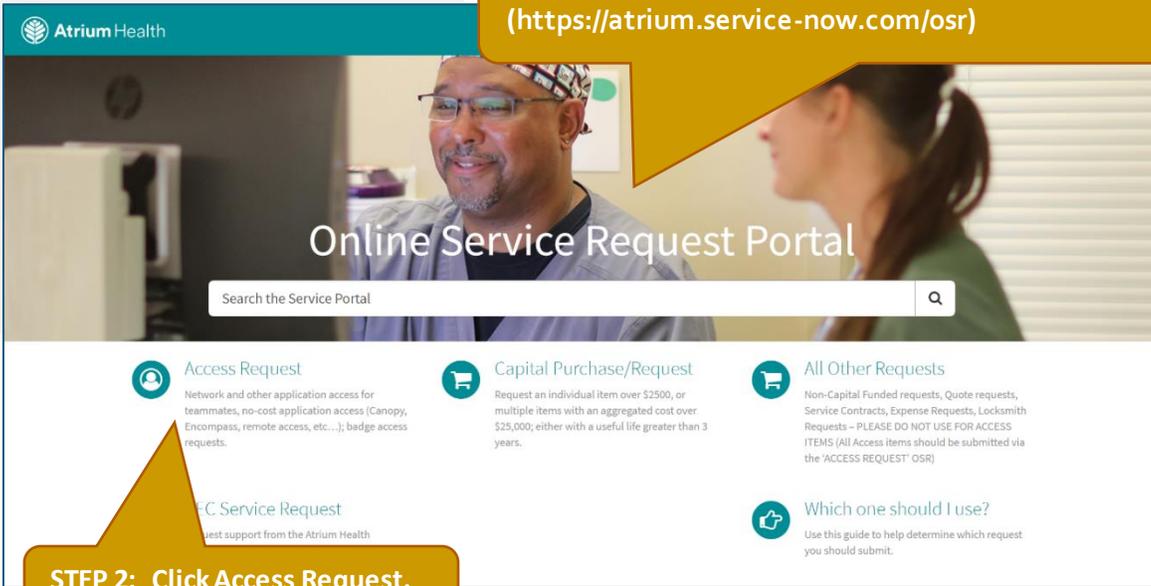


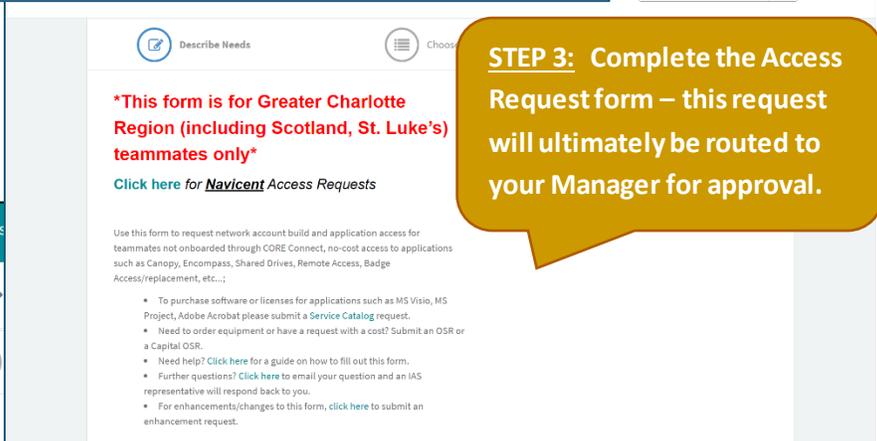


## Enterprise Research Application access request and @wakehealth.edu account creation

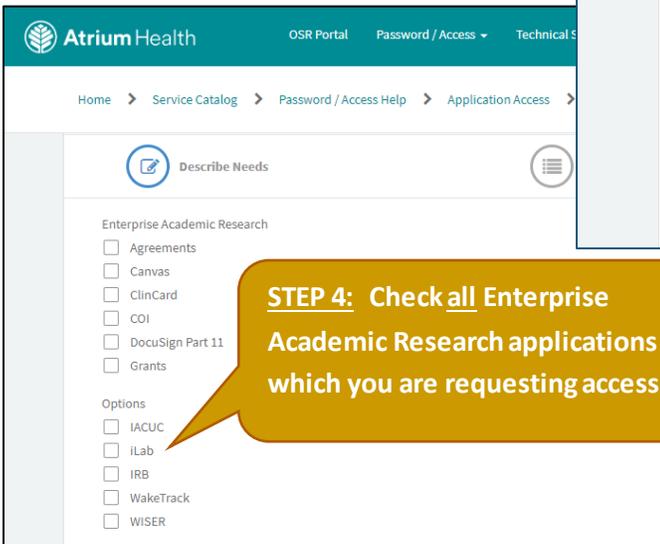
**STEP 1:** Browse to the Atrium Health's Online Service Request Portal (<https://atrium.service-now.com/osr>)



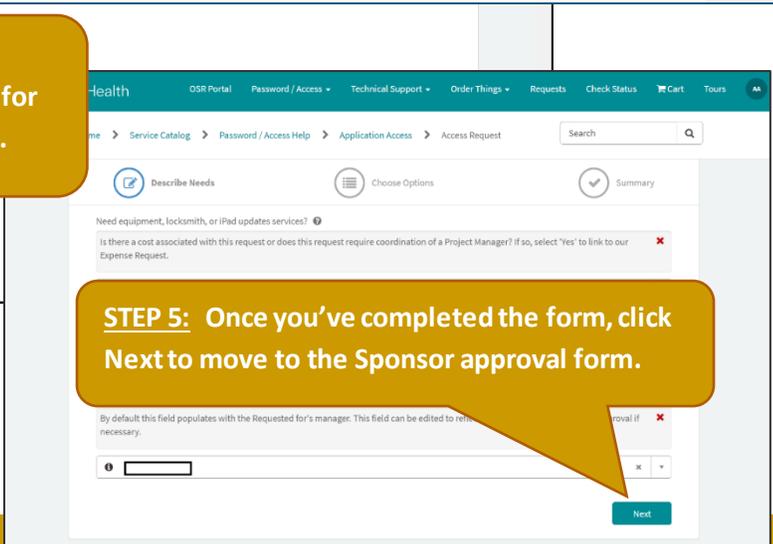
**STEP 2:** Click Access Request.



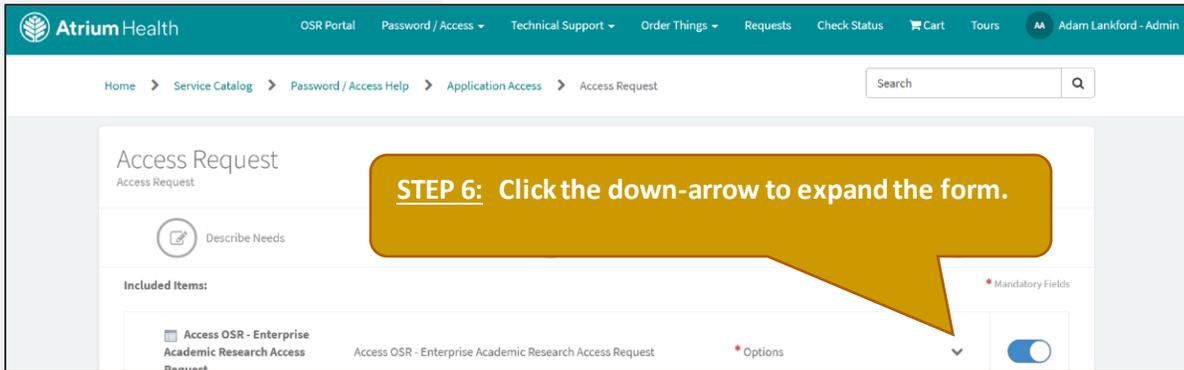
**STEP 3:** Complete the Access Request form – this request will ultimately be routed to your Manager for approval.



**STEP 4:** Check all Enterprise Academic Research applications for which you are requesting access.

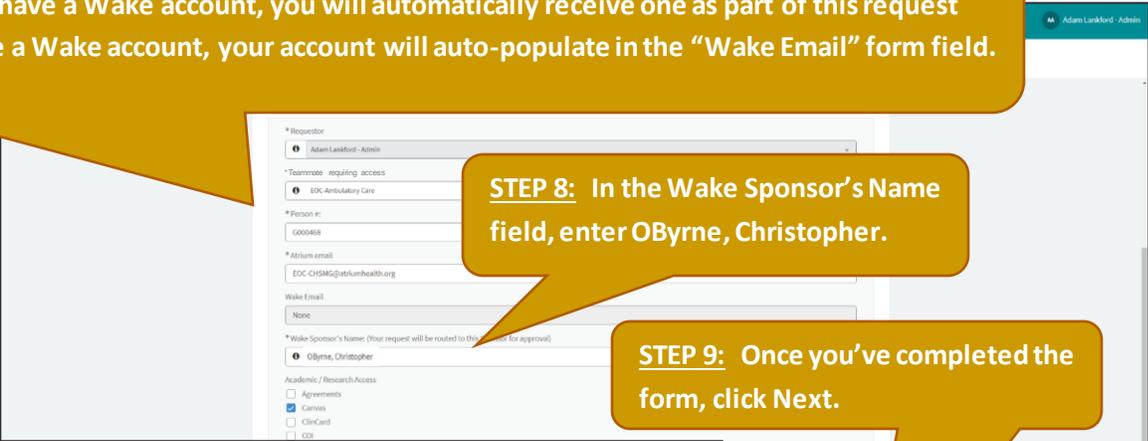


**STEP 5:** Once you've completed the form, click Next to move to the Sponsor approval form.



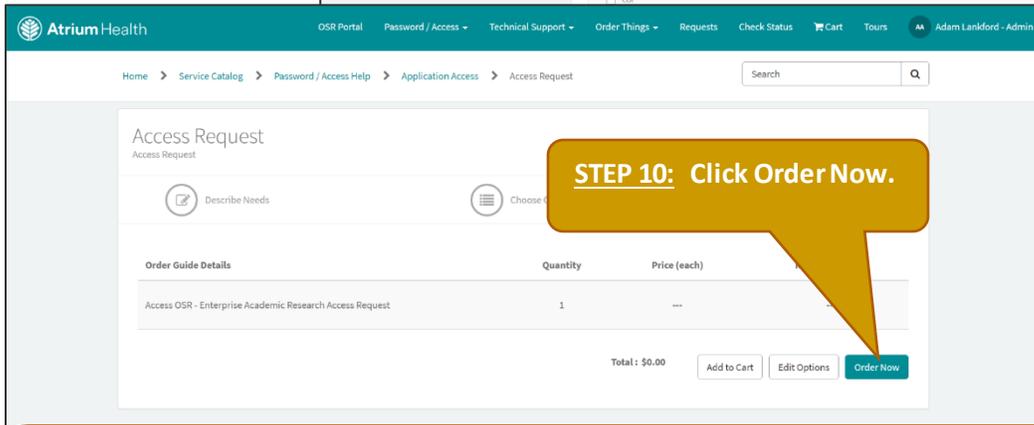
**STEP 6:** Click the down-arrow to expand the form.

**STEP 7:** Complete the form. Note that all applications require that you've a @wakehealth.edu account. If you do not have a Wake account, you will automatically receive one as part of this request process. If you do have a Wake account, your account will auto-populate in the "Wake Email" form field.



**STEP 8:** In the Wake Sponsor's Name field, enter OByrne, Christopher.

**STEP 9:** Once you've completed the form, click Next.



**STEP 10:** Click Order Now.

**What happens next?** Once your Atrium Manager and Wake Sponsor have approved your order, if you do not yet have a Wake account, your request will automatically be routed to AHWFB's Contingent Workforce 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. After your Wake account is created, or if you already have a Wake account, your request is routed to AHWFB's Academic Applications (Research) team who will import your account into all requested Research applications. Once the import is complete, a notification is sent to each of the Research Application Operational owners who'll then configure your account. Upon fulfillment of your order, you'll receive an email notification, at which time you'll be able to access your requested Research application(s). If after two weeks you have not 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 provide them with your Service Now ticket number.