

Requesting Access to the LMS

PURPOSE: Some users, particularly those in Health Academics and HCI do not have automatic access to the LMS. In cases where the person needs to complete Epic Training, or RQI the access can be requested following these directions.

Who can complete the form?

The form can be completed by any employee. If you are a student, you will need to have someone from the department you are supporting complete it.

Use these steps to request access either for yourself or another user:

- 1. Go to id.utah.edu
- 2. Open the navigation menu on the top left and select Health Care >LMS General User Request



3. Enter in the uNID or name of person needing access and a help will pull up for you to select the person. It will run a series of checks on the user.



Use	er Informati	on		
uNI) *			
am	anda white		~	
A /	Amanda White u0020812@utah.e	edu		

a. Does the user need an affiliate form?

- The user must have an active uNID.
 If there is not an active uNID then you will not be able to find them in the user lookup.
- ii. In a few cases there is an active UNID but that user in not valid for this form unless a new affiliate is created for them.

LMS General User Request	
User needs to have an active	affiliation
Non-employees must have an active affilia request an affiliate for the user and try ag	ite status before requesting LMS access. Please ain.
User Information	

Requesting Access to the LMS

- b. Does this user already have access?
 - i. If they do, a message will appear. In this case, no further action is required.
- c. Does this user already have a pending request?

	User has	an active LMS account			
	Amanda Whit	te (U0020812) already has an active Hospital LMS	account.	You cannot request for additional accounts for users.	1
	User Info	ormation			
	uNID *				
-					
L	.MS Gene	eral User Request			
	LMS R	equest for this user alre	ady	exists	
	LMS R	equest for this user alre	ady	exists r approval. If the request hasn't been	
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4. Once all of the checks are passed, it will take you to the form. The form will populate what it can from the information in PeopleSoft.

User Information		Department *		Person Type *	
Rub South	~	00410 (Human Resources Management)	~		
Select the uNID of user needing	g access	Select the sponsoring department for the	user		
First Name		Middle Name		Last Name	
RO		0.		2474	
Preferred Name		Reason for Access *		Access Start Date *	
Rop Loose			~	11/11/2021	1
Access Duration *					
	~				

- 5. Complete the following Fields
 - a. **Department**
 - b. Person Type: Employee, Student, Volunteer, Other
 - c. Reason for Access: Epic, RQI, Other
 - i. If other, you must provide an "Other Reason"
 - d. Access Start Date
 - e. Access Duration: 3 months, 6 months, 9 months, 12 months
 - i. After this time period passes, you will need to request access again.

6. Click Request Access

- a. Access approval request will be emailed to the following:
 - i. User's immediate supervisor, if a current employee. Otherwise it will go to the Manager of the Department.

Requesting Access to the LMS

7. Approver will receive an email and Hospital LMS approval request pending for click on the link at the bottom NoReply@utah.edu Mon 11/8/2021 1:39 PM of the email to approve/reject To: Hi A request for to access the Hospital LMS has been submitted. As the employee's supervisor or Department Manager you are an approver for this access. As a reminder for employees outside of University of Utah Hospital and Clinics are only to use the Hospital LMS for following reasons. Complete Required Epic Training
 Complete RQI Training To Approve/Reject this request click here Reply Forward 8. Once approved the requestor Your request for was approved receives an email. NoReply@utah.edu Mon 11/8/2021 1:14 PM To: Hi , Your request for to have access to the LMS has been Approved. will have access to the system within 24 hours Reply Forward a. If access is rejected the Your request for was rejected requestor will receive NoReply@utah.edu an email with where it Mon 11/8/2021 1:19 PM To: was rejected. Hi , Your request for to have access to the LMS has been Rejected. Your request was rejected by

Reply Forward