

Requesting Access to the LMS

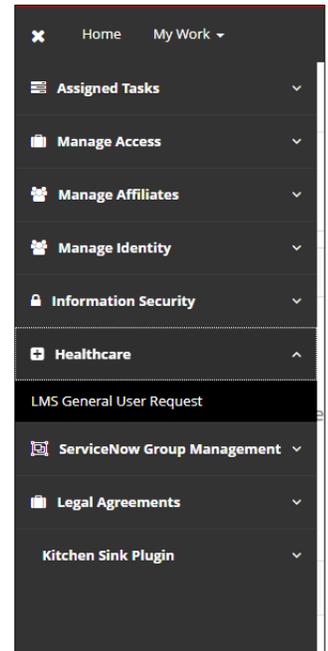
PURPOSE: Some users, particularly those in Health Academics and HCI do not have automatic access to the LMS. In cases where the person needs to complete Epic Training, or RQI the access can be requested following these directions.

Who can complete the form?

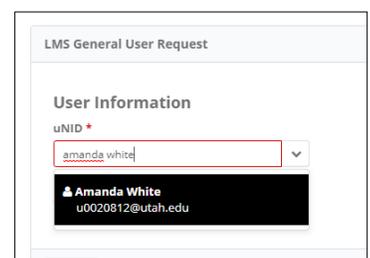
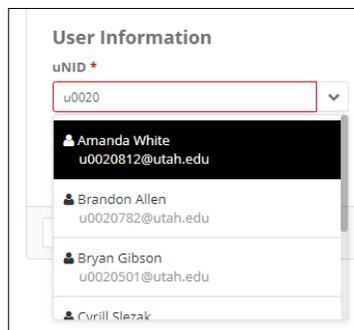
The form can be completed by any employee. If you are a student, you will need to have someone from the department you are supporting complete it.

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

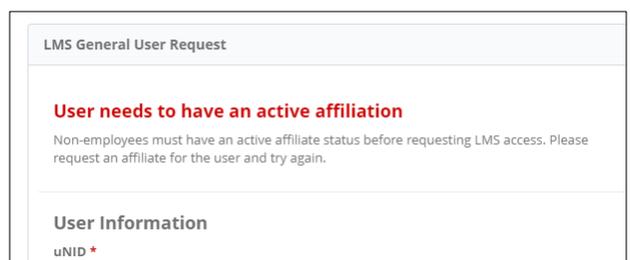
1. Go to id.utah.edu
2. Open the navigation menu on the top left and select Health Care ->LMS General User Request



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.



- a. **Does the user need an affiliate form?**
 - i. 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 is not valid for this form unless a new affiliate is created for them.



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

LMS General User Request

User has an active LMS account
Amanda White (U0020812) already has an active Hospital LMS account. You cannot request for additional accounts for users.

User Information
uNID *

- c. **Does this user already have a pending request?**

LMS General User Request

LMS Request for this user already exists
This user already has a pending request waiting for approval. If the request hasn't been approved yet, please contact user's manager and/or department manager for approval.

User Information
uNID *

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.

LMS General User Request

User Information

uNID *
Person Type *

Department *
00410 (Human Resources Management)

Select the uNID of user needing access
Select the sponsoring department for the user

First Name
Middle Name
Last Name

Preferred Name
Reason for Access *
Access Start Date *

Access Duration *

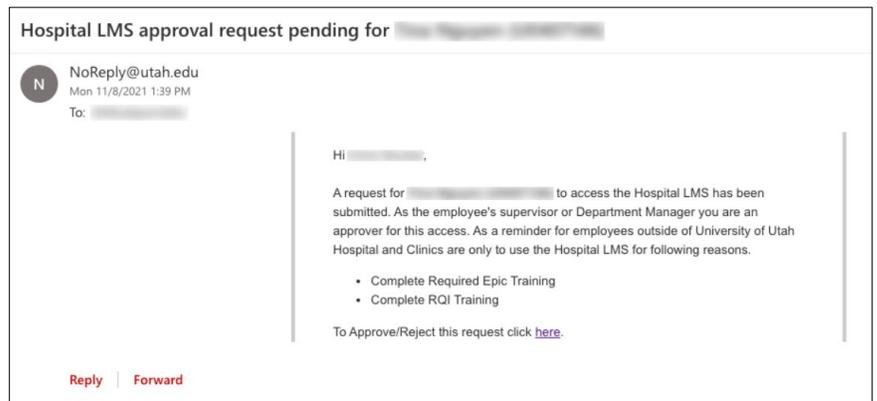
11/11/2021

Cancel Request Access

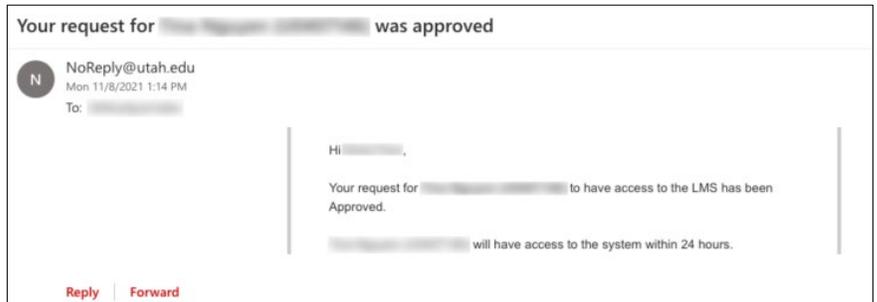
5. Complete the following Fields
 - a. **Department**
 - b. **Person Type**: Employee, Student, Volunteer, Other
 - c. **Reason for Access**: Epic, RQI, Other
 - i. If other, you must provide an "Other Reason"
 - d. **Access Start Date**
 - e. **Access Duration**: 3 months, 6 months, 9 months, 12 months
 - 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.

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7. Approver will receive an email and click on the link at the bottom of the email to approve/reject



8. Once approved the requestor receives an email.



- a. If access is rejected the requestor will receive an email with where it was rejected.

