

# St. Elizabeth Healthcare

## Nursing Student System Access Request Process

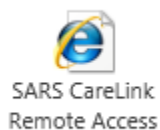
Please see the instructions below for requesting, terminating and updating your users.

Please log on to Remote.StElizabeth.com with the username and password that was sent to you.

If you are not already using a version of Citrix, you may need to download a Citrix receiver app. Click the green INSTALL button as shown below.



If you already have a citrix receiver app installed on your computer, you may click the Skip to Log on option. Once you have successfully logged on, you will click the icon for SARS Carelink Remote Access



The first time you log in, you will be asked to complete the Site Admin Setup



### Complete Site Admin Setup

Now that your organization has been approved, you must complete your user setup by choosing a new password and reviewing your demographic information.

First Name\*

Phil

Last Name\*

Stinson

DOB\* (##-##-####)

SSN\* (Last 4 Only)

Employee Type\*

--Select One--

Clinical Title / Job Role\*

Home Street 1\*

Home Street 2

Home City\*

Home State\*

--Select One--

Home Zip Code\*

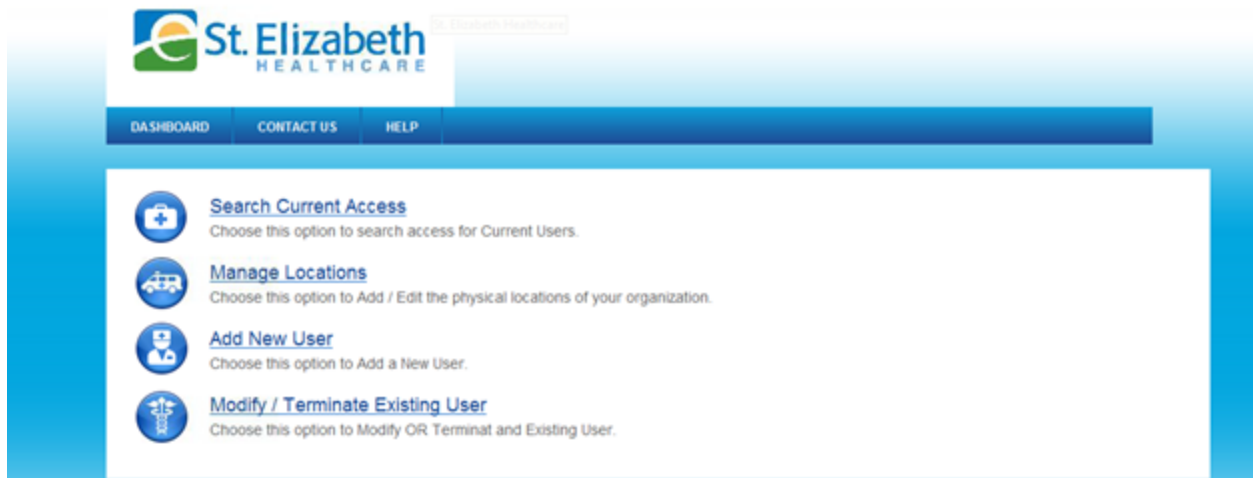
Work Phone Number\*

Work Email Address\*

CONTINUE >>

CANCEL REQUEST

From here, you will be at your dashboard where you can manage your locations and people.



To add a user, click on the ADD NEW USER link

This will bring you to the form that will need to be filled out for each user. Please be prepared with the user's name, date of birth, last 4 of SSN, clinical title/job role and home address.

The image shows a screenshot of the "New User Access" form. At the top left is a circular icon with a person and a plus sign. To its right is the title "New User Access" and a sub-header "Please complete the following form to request an additional user be added to your organization's access." Below this is a horizontal line. The form contains several input fields: "First Name", "Last Name", "DOB (##-##-####)", "SSN (Last 4 Only)", "Clinical Title / Job Role", "Home Street 1", "Home Street 2", and "Home City". Each field is represented by a rectangular text box.

Choose the appropriate employee type of Nursing Student or Nursing Student Instructor.

**Employee Type\***

The image shows a dropdown menu for "Employee Type". The menu is open, showing three options: "--Select One--", "Nursing Student", and "Nursing Student Instructor". The menu is enclosed in a rectangular box with a blue header bar.

A start and end date will be required for all access. Access to St. Elizabeth systems will automatically terminate on the Access End Date.

Access Begin Date

Access End Date

To **modify or terminate** access for a current user, click on the MODIFY/TERMINATE EXISTING USER link and choose the user you would like to modify or terminate from your list.

The screenshot shows the St. Elizabeth Healthcare user management interface. At the top, there is a navigation bar with links for "NEW USER", "MANAGE USERS", and "MANAGE LOCATIONS". Below this is the St. Elizabeth Healthcare logo and a secondary navigation bar with "DASHBOARD", "CONTACT US", and "HELP". The main content area is titled "Search Current Access" and includes a search box and a "SEARCH" button. Below the search area, there is a grid of user cards, each containing a user icon and their name: Jessica Detrick, Sara Noble, Jerry Christen, Julie Dunn, MICHELLE VEAZEY, MICHAEL DOMET, W MARK GUTOWSKI, and STEVEN MAGARY.

To **terminate** a user, click on the TERMINATE ACCESS button.

If you have questions please direct all support questions to: (859) 301-2541 or email, the Help Desk @ [helpdesk@stelizabeth.com](mailto:helpdesk@stelizabeth.com)