

Security External Forms Application

Resident/Medical Student -Internal Coordinator

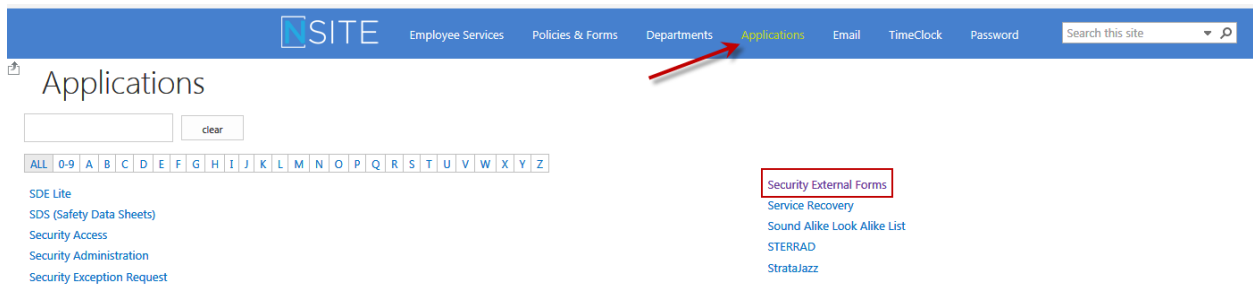
Workflow

Coordinators

Accessing Application

The Security External Forms application is a single destination to access external security forms for Norton Healthcare.

To access the application, choose “Security External Forms” from the Applications tab in NSite

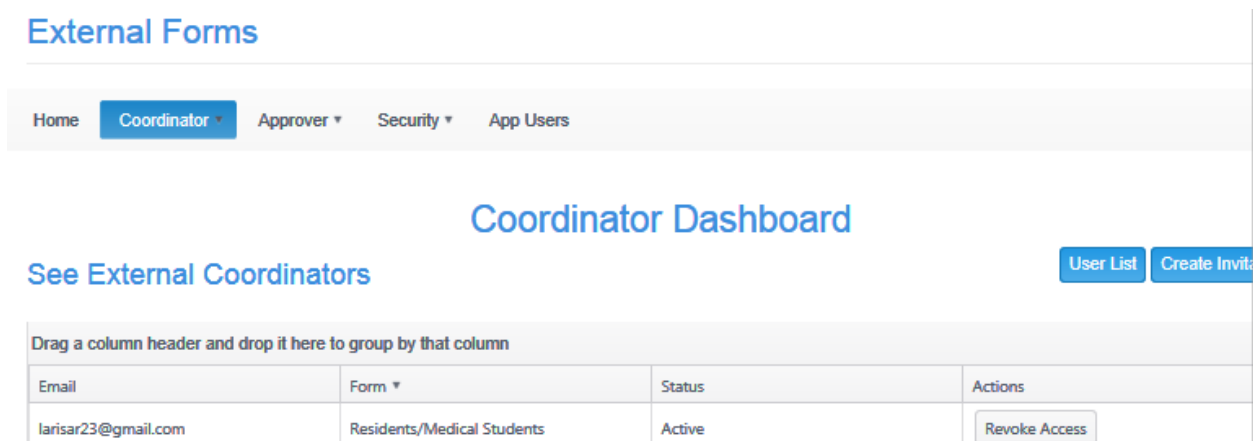


This Dashboard shows the External Coordinators that you have invited. Buttons provide quick access to invite other External Coordinators, Revoke Access for the Coordinators, and access the list of Users you have invited.

The “Coordinator” menu at the top of the screen provides another option for viewing the information:

- Resident/Medical Students – Invite External Coordinator: invite someone to become an External Coordinator (aka Non-Norton Point of Contact). This allows them to start Resident / Medical Student user requests.
- External Coordinator List: see the list of External Coordinator that you have invited

External Forms



Security External Forms Application

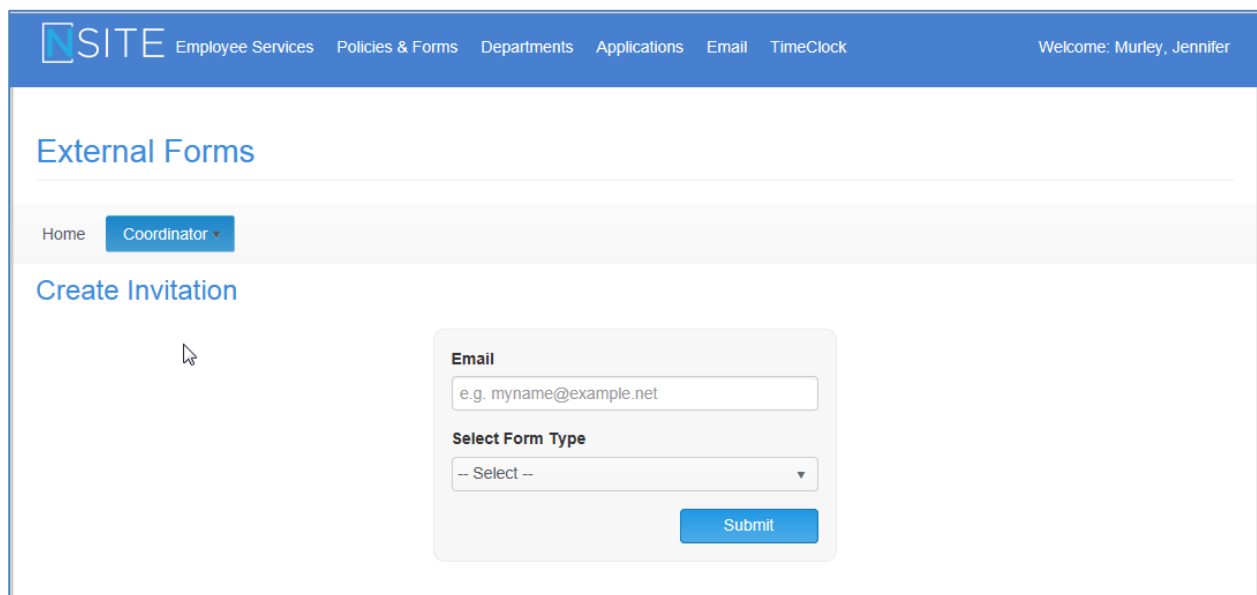
Resident/Medical Student -Internal Coordinator

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Send Invitation to External Coordinator

Program coordinators are the points of contact at the school of medicine who will manage the residents' and medical students' access requests. After creating the account to access the Security External Forms application, he/she will be able to send requests to residents and medical students within their programs for the Norton Security team to provision, pending approval.

From the dashboard click "Create Invitation" or from the top menu, click "Resident/Medical Students – Invite External Coordinator" to bring up the Create Invitation screen.



The screenshot displays the 'Create Invitation' interface. At the top, the 'N-SITE' logo is followed by navigation links: Employee Services, Policies & Forms, Departments, Applications, Email, and TimeClock. A user greeting 'Welcome: Murley, Jennifer' is visible on the right. The main content area features a breadcrumb trail 'Home > Coordinator'. Below this, the heading 'External Forms' is followed by a sub-heading 'Create Invitation'. The form includes an 'Email' input field with the placeholder text 'e.g. myname@example.net', a 'Select Form Type' dropdown menu currently showing '-- Select --', and a blue 'Submit' button.

1. Enter the email address of the External Coordinator
2. Select "Residents/Medical Students" from the Select Form Type drop down
3. Click Submit

Once this is submitted, the External Coordinator will receive an email inviting them to set up an account. **Creating this account will not create a request for a Norton Healthcare network access.**

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[View List of your External Coordinators](#)

To see a list of external coordinators you have invited, click the Coordinator button and select “External Coordinator List”.

If they no longer need access to send EpicLink user invitations, you can Revoke Access by clicking the button at the end of their row.

External Forms

Home **Coordinator** Approver Security App Users

Coordinator Dashboard

[See External Coordinators](#) [User List](#) [Create Invitation](#)

Drag a column header and drop it here to group by that column

Email	Form	Status	Actions
larisar23@gmail.com	Residents/Medical Students	Active	Revoke Access