

## Electronic Security Request Forms

Security Network Resource Request forms are transitioning from paper to electronic beginning March 12, 2018. Additions or changes to existing access for all applications can be requested using this new process. New vendors, consultants, and volunteer accounts can also be requested using this application.

### Accessing the Application

To access the new application (**Security Access Request Forms**)

Visit **NSite**, select **Applications**, click on **Security Access Request Forms**



**NSITE** Employee Services Policies & Forms Departments **Applications**

### Applications

ALL 0-9 A B C D E F G H I J K L M N O P Q R **S** T U V W X Y Z

- SDE Lite
- SDS (Safety Data Sheets)
- Security Access
- Security Access Request Forms** ←

- Security
- Service
- Sound
- STERRA
- Strata



**Need Help?** Please call the Norton Service Center at (502) 629-8911 or submit a Self Service Incident at <https://support.nortonhealthcare.org/>

## How to add access or change access to an existing user's account

Click on "Change Request"

1. Enter the employee's ID (AHSN, VEND, etc)
2. For AHSN users, this will populate data from Lawson.
  - Other user types you will be required to manual input of all fields
3. Please note - **all fields are required**
4. Click Request Type:
  - Job Transfer
  - Additional Access Needed
  - Name Change
5. A list of applications will be available to select (except Name Change)

*\*\* If the application you need access for is not listed - check the box for the Shared drive/folder and it will open up a free text box that you can type the application information into*

6. Check the box beside each application needed
  7. Click Submit
- An email will be sent to the employee, requestor, and employee's manager.
  - A work order will be sent to IS Security for the request

<b>Employee/Network ID</b>	AHSNXXXX	Search
<b>First Name</b>	Jane	
<b>Middle Name</b>	Q	
<b>Last Name</b>	Demo	
<b>NHC Department Name</b>	315654-Preop/Postop	
<b>NHC Department Phone</b>	(502) 629-1111	
<b>NHC Department Facility</b>	Norton Hospital	
<b>Job Title</b>	RN	
<b>Requestor Name</b>	Larisa Russell	
<b>Requestor Phone</b>	(502) 222-2222	
<b>Manager Name</b>	Joe Manager	
<b>Manager Employee Id</b>	AHSNVVVV	
<b>Request Type</b>	Choose one... Job Transfer Additional Access Needed Name Change	

## Request a new vendor, consultant, or volunteer account

Click “Coordinator” and select Network Resources then either New Vendor/Consultant Account or New Volunteer Account

1. Enter the user’s information
2. The email address should be a business address whenever possible
3. Click Job Type (Vendor/Consultant Form Only) to select the category that most closely fits the role of the user:
  - Clinical
  - Environmental Services
  - Food & Nutrition Services
  - Information Systems
  - Security Officer
  - Billing/Collections
  - Auditor
  - Coder
  - Scribe
  - Registration
  - Other
4. A list of job appropriate applications will display

*\*\* If the application you need access for is not listed - check the box for the Shared drive/folder and it will open up a free text box that you can type the application information into*

5. Check the box beside each application needed
  6. Click Submit
    - “Your invitation has been sent” message will display
  7. An email will be sent to the user to electronically sign the Security Agreement.
- A work order will be sent to IS Security for the request

### User Information

#### First Name

#### Middle Name

#### Last Name

#### Email

#### NHC Department Name

#### NHC Department Phone Number

#### Job Title

#### Job Type

! This field is required

#### Applications

### Company Information

New Company  Existing Company



## General Questions

I am unable to find the application listed on <b>NSite   Application</b> Page	Please call the Norton Service Center for assistance
I need to have someone setup with <b>delegate access</b>	Please feel free to use Self Service at <a href="https://support.nortonhealthcare.org/">https://support.nortonhealthcare.org/</a> and submit a request
The <b>application</b> I need to access for is <b>not listed</b>	Check the box for the Shared drive/folder and it will open up a free text box that you can type the application information into
How do I get the <b>Security Agreement</b> form	When the link is sent out the individual will be presented with security agreement and they will “check a box” that they have read it.

## Access Request by Type

<b>Providers</b> ( <i>Physician, APRN, or anyone that has to be credentialed through the Medical Staff Office</i> )	Please call the Medical Staff Office for assistance
<b>Resident or Medical Student</b>	Residents/Med Students should contact their program coordinator
<b>Third Party, Physician Office Staff</b>	Please contact our HIM department for assistance
<b>Vendor, contractor, or volunteer</b>	Please have them contact their Norton Point of Contact to arrange for the access request to be processed
<b>Nurse Student</b>	The student will need to contact their clinical instructor to arrange for the access request to be processed
<b>Nurse Practitioner or PA student</b>	Please contact the Nursing Institute for the access request to be processed