erlanger

Erlanger Health System
Instructor / Student Access Request Form -- **PART 1**

To request access to EHS information systems the following criteria must be met:
- The school must have a current Clinical Affiliation Agreement (contract) with EHS
- All required documentation, i.e. background check, immunization records, etc. must be submitted to the Clinical Placement Coordinator: Nancy.Stevens@erlanger.org (NP & PA students, Allied Health)
  Clinical@Erlanger.org (Undergraduate Nursing)
- All non-highlighted fields of the request form must be completed ****Incomplete forms will be returned****

PART 2: Complete Demographic Spreadsheet -- every student must be entered for Access.

SECTION 1: The following information identifies the EHS CONTACT PERSON (manager, preceptor or system coordinator) who will oversee the student's activity:
EHS Contact Name: Jill Steelman
EHS Contact Title: Clinical Education Administrator
EHS Department and Cost Center: Clinical Education, cost center 8384
EHS Clinical Affiliation Agreement Meditract #:

SECTION 2: The following information identifies the USER for whom access is being requested:		
PeopleSoft ID#:	Email address:	
Last Name:	First Name:	MI:
Job Role:		
Contact Telephone:		
Work Location: ☐On Site Facility: _____ ☐Inpatient ☐Outpatient ☐Inpatient Nursing ☐Emergency Services ☐Women's Services (OBIX)		
Security Question: Where were you born? _____		

SECTION 3: The following information identifies the school which the user attends:	
Instructor Name:	Instructor telephone:
Instructor email address:	
School Name:	
Program of Study:	

SECTION 4: The following information identifies the specific SYSTEM ACCESS needed:
Specify system(s) for which access is being requested:
Purpose of access (must provide detailed explanation for EACH system for which access is being requested):

Start date of access:	Anticipated duration of access _____days **(default = 30 days)**
NOTE: Access will be granted for a **maximum** of **180 days** at which time a renewal must be requested.	

Email Robin.Debolt@erlanger.org regarding access to the secure mailbox for document submission