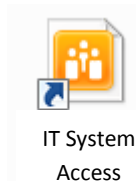
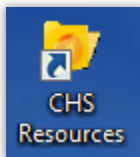


## Changes to the iConnect Provisioning Process

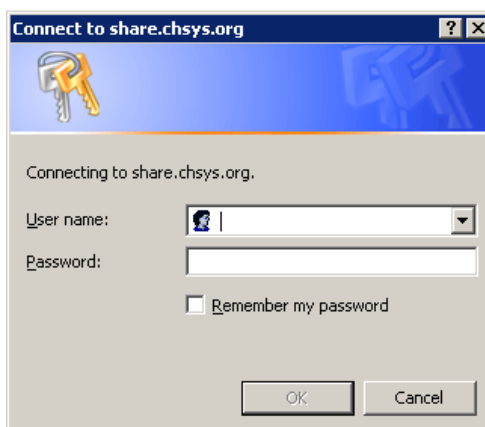
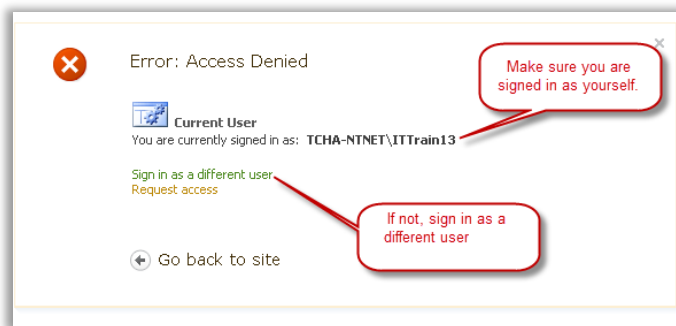
In order to lessen the amount of time it takes an employee to gain the appropriate level of access to iConnect, Information Technology is implementing a new process to streamline the provisioning process. **The new process is outlined below and is effective Monday May 7th, 2012.** Any questions should be directed to the Customer Support Desk at 939-6568.

1. The Department Director accesses the *IT System Access* icon in the CHS Resources folder. This folder should be available on all COA computers.



*Note: Any other employee attempting to access this link will receive an Access Denied error.*



If you receive an "Access Denied" error, make sure you are signed in appropriately. If not, click the "Sign in as a different user" link and use your Network/Email credentials to login.



2. The Department Director fills out and submits the Request Form.



**Information Technology**  
**iConnect Request For Access**  
Simple - Safe - Complete

**NOTE: Only Children's of Alabama Directors or above have the ability to successfully submit an iConnect Request for Access!**

### Your Employee's Information

First Name: \*

Middle Initial:

Last Name: \*

Email Address (john.doe@childrensai.org): \*

Network/Email Username: \*

CHEX ID (CHS123456): \*

### Your Employee's Job Information and Duties

Supervisor Name: \*

Supervisor Email: \*

Department: \*

Occupation: \*

☐ Occupation Not Listed (describe below)

Other Occupation (describe):

Licensure:

Secondary COA Occupation/Duties (describe):

☐ By checking this box, I understand that the employee listed above will receive all appropriate iConnect security rights for the occupation. I also acknowledge my department's responsibility to ensure that the employee receives adequate training for this access.

3. By the end of the next business day, Information Technology will provision the employee with **ALL** required access in iConnect for the Occupation listed on the Request Form.
4. The employee attends iConnect training at the direction/discretion of the Department Director.

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The list of official iConnect Occupations is shown below. If your new employee's Occupation is not listed, select the "Occupation Not Listed" checkbox and describe the position in the indicated area.

Anesthesia Tech	Pharm Resident
Audiologist	Pharm Student
CA (Clinical Assistant)	Pharm Supervisor
Card Tech	Pharm Tech
CDS Tech (Central Distribution Tech)	Pharmacist
Chaplain	Physician
Child Life	Psych Associate
Child Life Assistant	Psych Clinical Assistant (PCA)
CRNA (Certified Registered Nurse Anesthetists)	Psych RN
CRT (Certified Respiratory Therapist)	Psych Tech
CT/MRI Tech	Psychotherapist
Diet Tech	PT (Physical Therapist)
Educator	PTA (Physical Therapy Assistant)
EEG Tech	PT Registration Rep (Patient Registration Rep)
Food Svc Tech	Rad Tech
Lab Assistant	Registered Dietitian
Lactation Consultant	Resident
LPN	RN
Med Student	RN (Educator)
Med Tech (Lab Staff)	RRT
Medicaid Screening Specialist	RRT, RPFT - (Registered Respiratory Therapist, Registered Pulmonary Function Technologist)
NGRNP (New Graduate Registered Nurse Practicing)	RT Student Employee (RTSE)
NP (Nurse Practitioner)	Sleep Tech
Nuclear Tech	Social Worker (SW)
OR Tech	Speech Language Pathologist
OT (Occupational Therapist)	Teacher
Other	UC (Unit Clerk)
PA (Physician's Assistant)	US Tech (Ultrasound Technologist)
PCT (Patient Care Tech)	