Released: March 2016

Purpose: Submitter Instructions for WebCARF

Contact: Allina Service Desk, 612-262-1900 or 800-315-4085

WebCARF Instructions for EpicCare Link

Audience:
Contacts at organizations using EpicCare Link who are managing user access for their site.

Overview:
EpicCare Link is a view only application that provides access for our community partners who share in the care of our patients at Allina Health. Designated site contacts, also known as submitters, will use the WebCARF (Web Computer Access Request Form) to request new users or terminate security for existing EpicCare Link users. WebCARF should also be used to submit name changes.

Requirements:
- Allina login ID & Password
- RSA Secure Token

Getting Started:

Go to: http://www.allinahealth.org/epiccare

You will need your RSA Token to log in to the Allina network in order to access the request form.

User Name – your Allina issued login ID (may begin with an A, R or D, not case sensitive)
Password – password issued with this ID or your existing personal password that you have set
RSA Token – enter the digital number displaying on your RSA Token.
Hint: make sure you have at least 2 bars left on the timer before entering the code.

Enter your Allina Health log in credentials
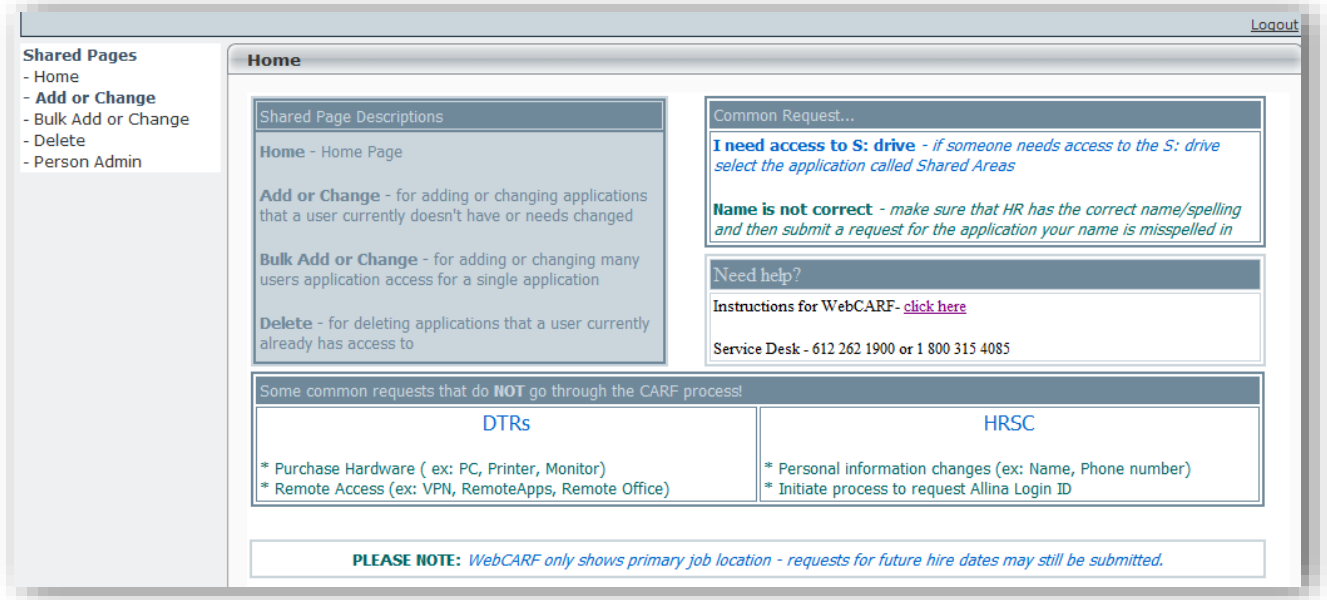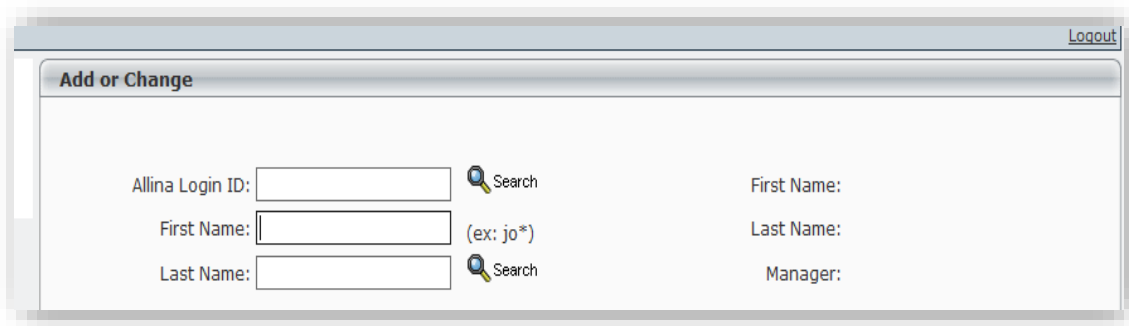
Add New User:

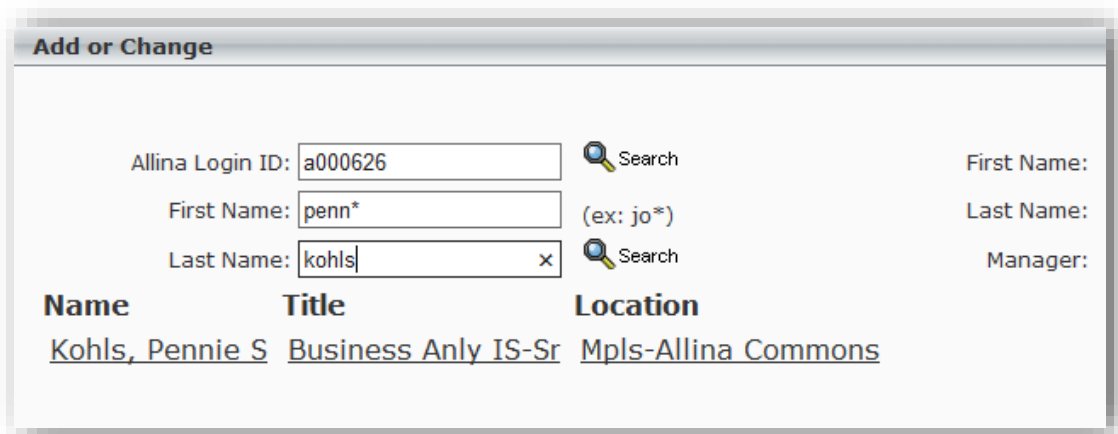Click on Add or Change in the menu on the left

In the search boxes, you many enter the users login ID if known and hit enter.

OR

Enter the users first and last name. Utilize the asterisk * as a wildcard if you are unsure of the proper spelling

From your search results, click on the user name you are looking for

The **Current Applications** and **Current Group Memberships** for the user display in the gray boxes. Click the next box below that is labeled **Applications,** then select **EpicCare Link**. <mark>In order to prevent delays in your request, do not select any other applications from this list.</mark>

After you select EpicCare Link from the drop down list, it will appear in the **Available** section. Click on the EpicCare Link application and then the arrow to move it to the right into the **Selected** box.

Once you have moved the EpicCare Link application over to the Selected box, you are prompted to fill in **Who the user is employed by** box. Enter any relevant notes if needed and click **Submit.**

You will receive a confirmation message at the top of the screen. You will also receive an email confirming that your request was submitted.

Email Confirmation:

Auto-generated Notification – No Action Required – Please do not respond to this message

You (or a delegate) have submitted a WebCARF requesting computer access for the following person. You should receive information regarding this access within 10 business days from this submission date.

If you do not approve of the access requested below or have questions, contact the Service Desk at 612-262-1900 or 1-800-315-4085 (outside the Twin Cities).

Computer Access Request Form (CARF) Summary:

Applications Requested:
 EpicCare Link-EpicCare Link - View Only (Add)

Delete User:

Select **Delete** from the home page menu on the left

Search for and select your EpicCare Link user as you did above

Select the **EpicCare Link-EpicCare Link – View Only** application and click the arrow to the right, moving it to the **Selected** box. Add your **Organization Name** and reason for delete request in the **Notes** section:

You will receive a confirmation request at the top of your screen along with a confirmation email.

Name Change:

Select **Add or Change** from the menu on the left

Search for and select your EpicCare Link user as you did above

In the gray box the user's applications will display. In the **Applications** box select **EpicCare Link**. From the **Available** box, select the EpicCare Link application and move it to the **Selected** box using the arrow pointing right. You must answer the question **Who is the user employed by?** Enter the name change in the **Notes** section and click **Submit.**

Confirmation will be given at the top of the screen and sent via email