

## Requesting Computer and Badge Accesses

Prisma Health departments, in the Upstate and Midlands, will directly request accesses for their faculty, staff, scholars and student learners. Below are instructions on how to request various accesses that may be needed.

*Please note: Faculty, Staff, Scholars and Students must first be cleared in myClinicalExchange (mCE) and have a badge before accesses can be requested. If you have questions about a person's clearance status in mCE, email [student.affairs@prismahealth.org](mailto:student.affairs@prismahealth.org).*

### Door/Building Accesses

Send all requests for door/building accesses to your facility's closest Badge Office.

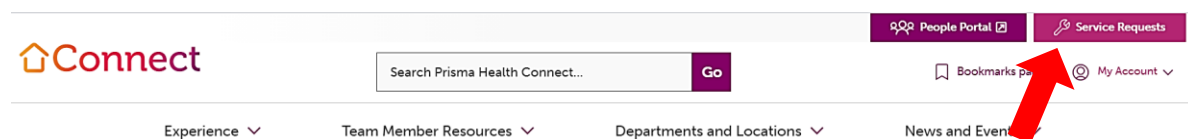
Midlands	Upstate
<p>Badge offices are located at the following campuses:</p> <ul style="list-style-type: none"><li>Prisma Health Baptist and Parkridge Hospital Campuses: <a href="mailto:phbaccess&amp;id@prismahealth.org">phbaccess&amp;id@prismahealth.org</a></li><li>Prisma Health Richland Hospital Campus: <a href="mailto:phraccess&amp;id@prismahealth.org">phraccess&amp;id@prismahealth.org</a></li><li>Prisma Health Tuomey Hospital Campus: <a href="mailto:brian.matula@prismahealth.org">brian.matula@prismahealth.org</a></li></ul>	<p>All Upstate badges are centralized at the Greenville Memorial Medical Campus: <a href="mailto:badge.security@prismahealth.org">badge.security@prismahealth.org</a> or 864-455-6290.</p> <ul style="list-style-type: none"><li>Courier services are available to all Upstate hospital campuses' security desks with 10 days prior notice.</li></ul>

### Computer (Email, Epic, Clinical) Accesses

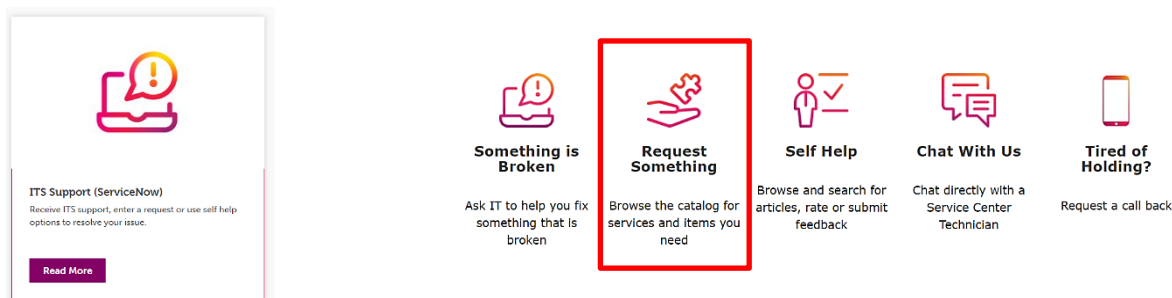
Any student computer accesses (i.e., electronic medical record login, email addresses, clinical applications) must be requested directly from Prisma Health I/S Service Center by completing the Application Access request form via [Prisma Health Connect](#).

Log into Connect:

- Select "Service Requests" (top of the page)



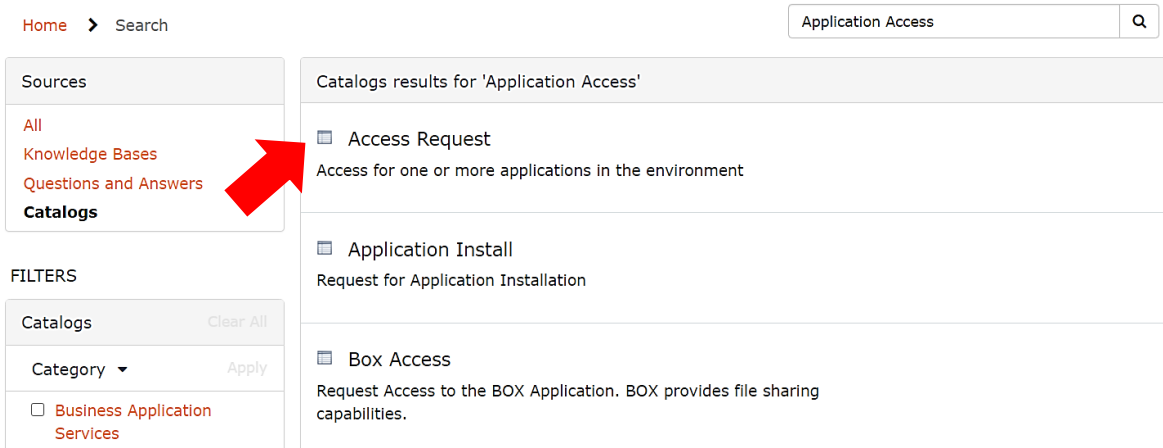
- Select "ITS Support (Service Now)"
- Select "Prisma Health Authentication"
- Select "Request Something"



- Search for "Application Access" in search bar (*top of the page*)



- Select "Access Request" in the results window



- Under "Type of Access", choose "New Access" and follow prompts below to request any accesses a student will need

