## **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.

## **Door/Building Accesses**

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

Midlands	Upstate
<ul> <li>Badge offices are located at the following campuses:</li> <li>Prisma Health Baptist and Parkridge Hospital Campuses:</li> <li><u>phbaccess&amp;id@prismahealth.org</u></li> <li>Prisma Health Richland Hospital Campus:</li> <li><u>phraccess&amp;id@prismahealth.org</u></li> <li>Prisma Health Tuomey Hospital Campus:</li> <li>brian.matula@prismahealth.org</li> </ul>	<ul> <li>All Upstate badges are centralized at the Greenville Memorial Medical Campus: badge.security@prismahealth.org or 864-455-6290.</li> <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)



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

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	Application Access		Q	121		AL.
	Browse by Categories	Survey of the local division of the local di				
		Canal and			"	

Select "Access Request" in the results window

Home > Search		Application Access	۹
Sources	Catalogs results for 'Application Access'		
All Knowledge Bases Questions and Answers Catalogs	Access Request Access for one or more applications in the environment		
FILTERS	<ul> <li>Application Install</li> <li>Request for Application Installation</li> </ul>		
Category - Apply	Box Access		
<ul> <li>Business Application Services</li> </ul>	Request Access to the BOX Application. BOX provides file sha capabilities.	rring	

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

Home > Service Catalog > Business Application	Services > Access Request	Search C
Describe Needs	Choose Options	Summary
Access Request: {Employees/Contractors}		
<ul> <li>This request is used for anyone who works at F</li> <li>With this form you can request         <ul> <li>New Access - New User Account</li> <li>Additional or Change of Access (User has a Deactivation (Disable all access, or restrict a U</li> <li>Reactivation (Deactivated User account that ne</li> <li>Additional Training</li> <li>Generic Account (generic email inbox etc.)</li> </ul> </li> </ul>	Prisma Health changed role or area) sers Access) veds to be reactivated)	
ALL Epic Connect Client Access  • Epic Connect Clients Access Request, Click He  *Type of Access	ere.	
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