

## Microsoft Identity Manager Guide for Monitoring Access to the EMR

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| <b>Protocol:</b><br><br><b>Principal Investigator:</b><br><br><b>Date:</b> |
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| <b>For Monitor access to the UHCare acute for external monitors of clinical research</b> |
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| Obtain a Network ID and UHCare Login by accessing Microsoft Identity Manager:<br><a href="http://idportal.uhhospitals.org/IdentityManagement/default.aspx">http://idportal.uhhospitals.org/IdentityManagement/default.aspx</a> |
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| <b>Before the Monitoring Visit</b> |
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| The following information about the monitor is required to obtain access to UHCare: |
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|--|--------------------------|--|
| • First and Last Name                  | <input type="checkbox"/> |  |
| • Mother's maiden name                 | <input type="checkbox"/> |  |
| • Favorite color                       | <input type="checkbox"/> |  |
| • Last 4 digits of SSN                 | <input type="checkbox"/> |  |
| • Place of birth                       | <input type="checkbox"/> |  |
| • End date when access will be removed | <input type="checkbox"/> |  |
| • Email address                        | <input type="checkbox"/> |  |
| • Name of company                      | <input type="checkbox"/> |  |
| Create a Patient List for the Monitor  | <input type="checkbox"/> |  |

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| <b>On the Day of the Monitoring Visit</b> |
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| • The monitor can use a computer (UH or non-UH asset) to access MyAppsWeb and will use the provided Network ID and password and UHCare ID and password to login and access UHCare. | <input type="checkbox"/> |  |
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**\*Only UH employees can request access for monitors.**

Signature of individual completing the form: \_\_\_\_\_ Date: \_\_\_\_\_