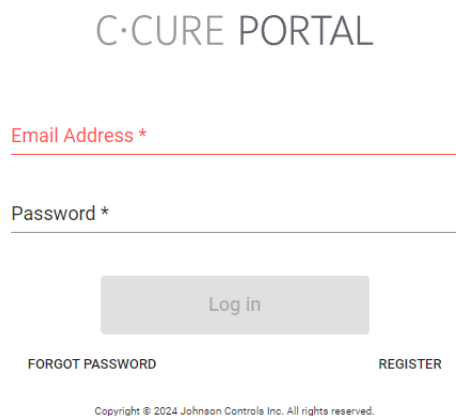


# C+CURE Portal Request Instructions

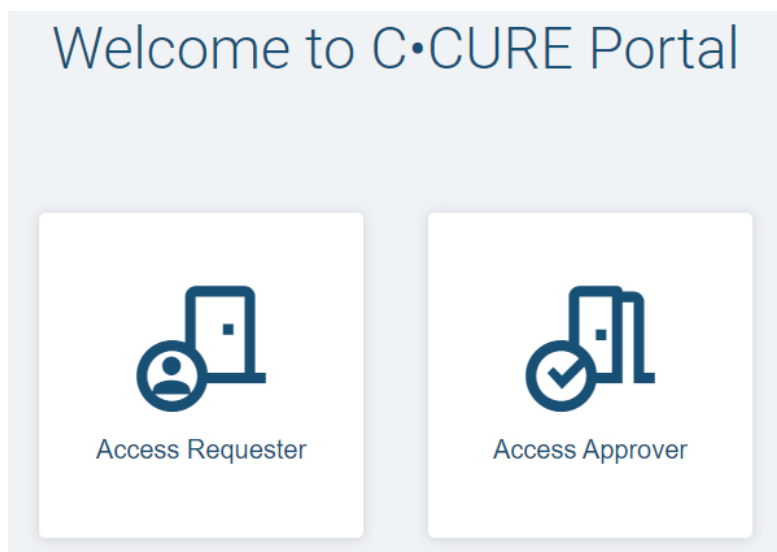
Connect to the following website: <https://uamscure.uams.edu/ccureportal/login>

You should be prompted to login as follows:

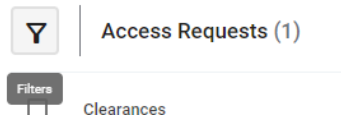


The login form for the C+CURE PORTAL. It features the title "C+CURE PORTAL" at the top. Below it are two input fields: "Email Address \*" with a red underline and "Password \*" with a grey underline. A grey "Log in" button is positioned below the password field. At the bottom, there are two links: "FORGOT PASSWORD" and "REGISTER". A small copyright notice "Copyright © 2024 Johnson Controls Inc. All rights reserved." is at the very bottom.

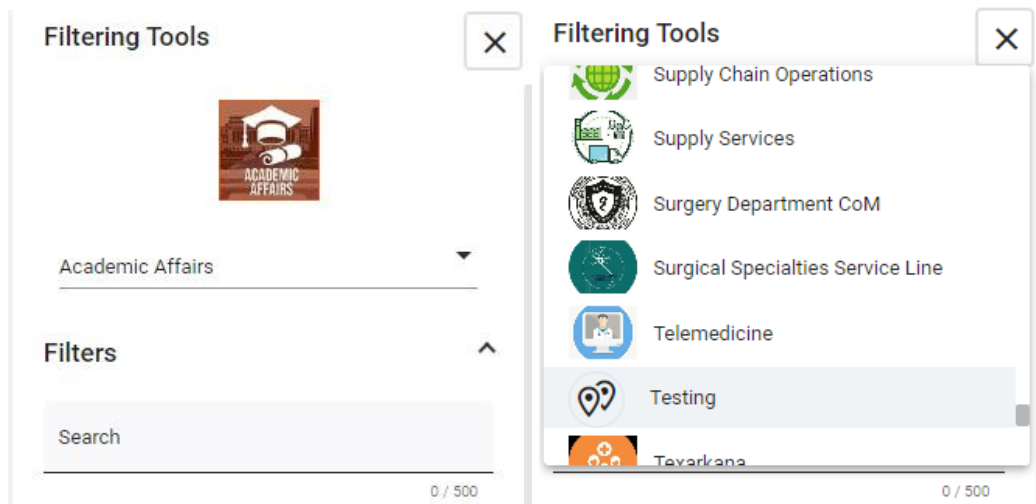
Your email login is your default UAMS email address, and the password is linked to your UAMS network login. Once you have logged in, you should see something similar to the below, not every personal has an approval role, in which case Requester is your only choice.



Once logged in, you should be prompted to select a Site, if not you can select filters at the top left of the screen to access the Site filter.



The site filter lets you select the area/region of UAMS to which you need to request access.



You should be able to see any previously submitted but not yet approved requests here.

In order to make a new request, click the Add New button in the top corner of the page.



After, clicking 'Add New' you will be prompted to fill in information such as Summary of request, justification, and clearance name.

You MUST fill in a justification, as you cannot submit a request without an entry in this field. This helps the person approving access know why access is needed.



Clicking in the 'Access to \*' space should allow you to select the option to view all clearances. Clicking on this option will open a window with a scrollable list of all available door clearance sets for the selected site.

Access to \*

Type a clearance name, or view all available clearances

(View all available clearances)

Select a clearance (you can only select one) by clicking on the circle to the left of the desired clearance, if you are satisfied with your choice, click the select button at the bottom of the window.

Clearances (5)

Name	Description
<input type="radio"/> McCormack Bldg 24/7	
<input type="radio"/> TEMP - JTS 6th Floor Cold Storage	JTS L6 607 Cold Storage 24/7 Access,
<input type="radio"/> Patient Discharge Door ONLY	
<input checked="" type="radio"/> Testing Clearance	
<input type="radio"/> Technical Security Office	2 doors in Central 3D27



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CANCEL

SELECT

You should see your own name (by default) on the list of personnel, if you are not requesting for yourself or if you accidentally enter the incorrect name, click the selection box on the left of each name you want to remove. Then select 'remove' from the drop down options.

**Personnel (1)**

**SELECTED ITEMS (1)**

<input checked="" type="checkbox"/>	Name	↑	Email Address
<input checked="" type="checkbox"/>	[Name]		[Email Address]

**View**

**Remove**

**Person**

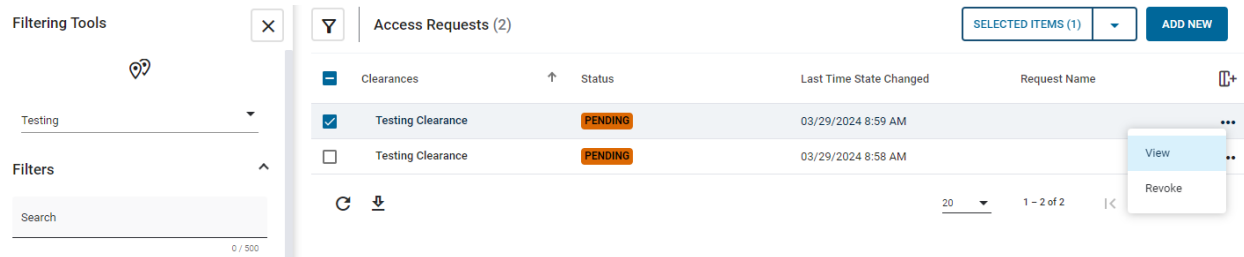
Enter person's name or email

Near the bottom, you will be able to see a 'Person' field to add more names. To add additional names to the request, enter the name or email address of the person to be added in this field (as you type the name, a pick list will generate). you can add as many names as you like to the list, all of the entered names will be submitted for the same access.

Once you have completed the form, you can click the 'Submit Request' button at the top right.

**DELETE** **FINISH LATER** **UNDO REQUEST** **SUBMIT REQUEST** **X**

After submitting the request you can close the request by clicking on the X in the upper right. You can then create another request 'Add New' under the same site, or select another site under the filtering tool options.



Or you can view or revoke a submitted request by clicking the three dots on the right for the request. Please be aware that revoking a request that you submitted will cancel the request for ALL names that were on the request.

When you are done, you can logout by clicking on the small downward arrow next to your name in the upper right, or you can close the website. You will automatically be logged out after a few minutes.

You should receive e-mail notifying you when the request has been approved, at which time the badges should be working for the requested access.