## CCure Portal Access Requester Instructions



Login		
Email address		
Password		
	Sign in	
Forgot Password		Register

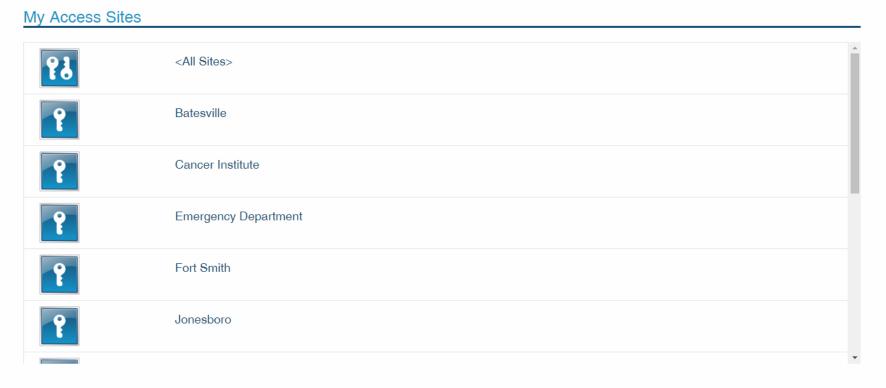
Once logged in you will see 2 options, if you have the ability to both request and approve. If you only have the ability for one option then you will be taken directly to that page. We will start with Access Requester.



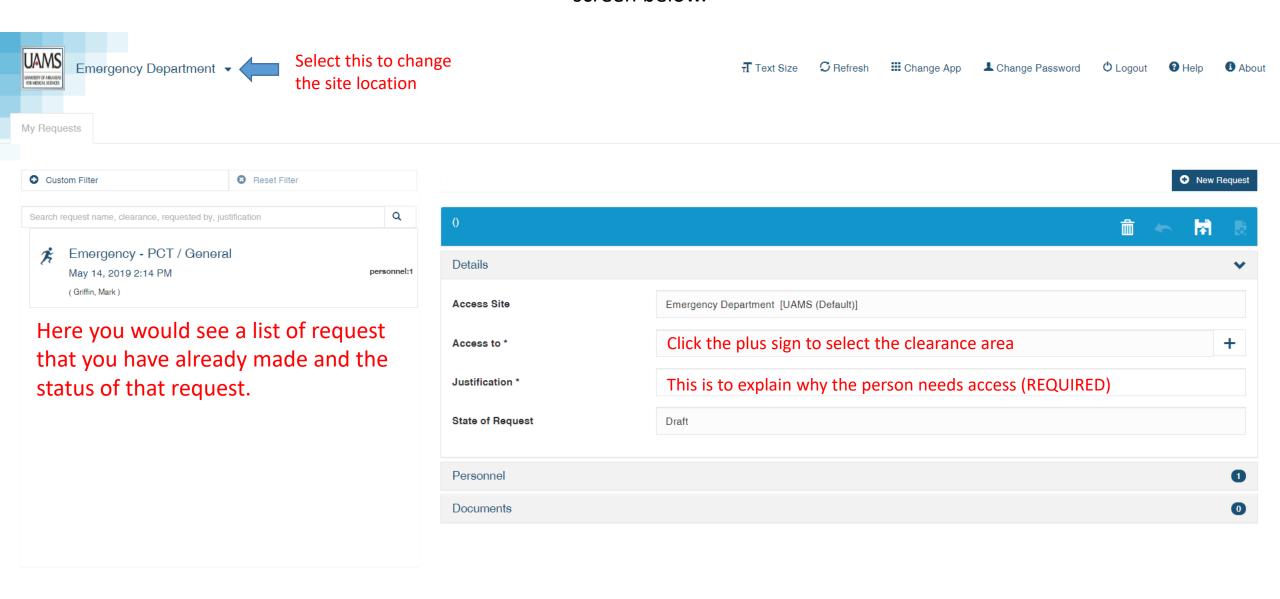


The first option you will see under this tab is a list of different areas and locations you can choose from. I will select the Emergency Department as my example.

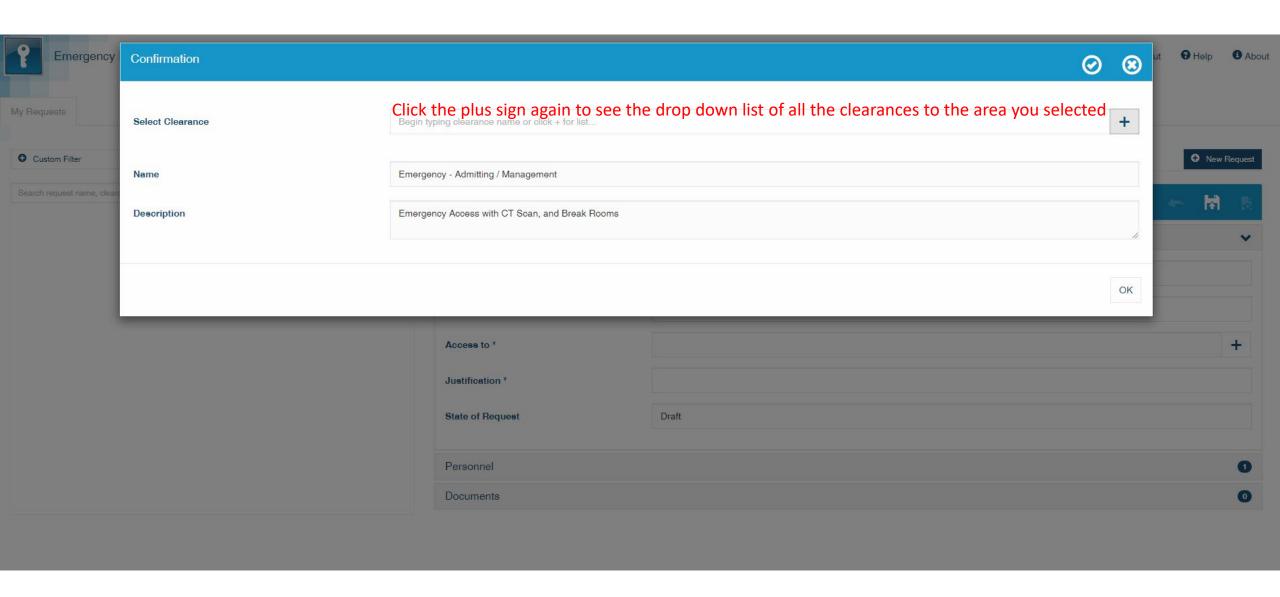




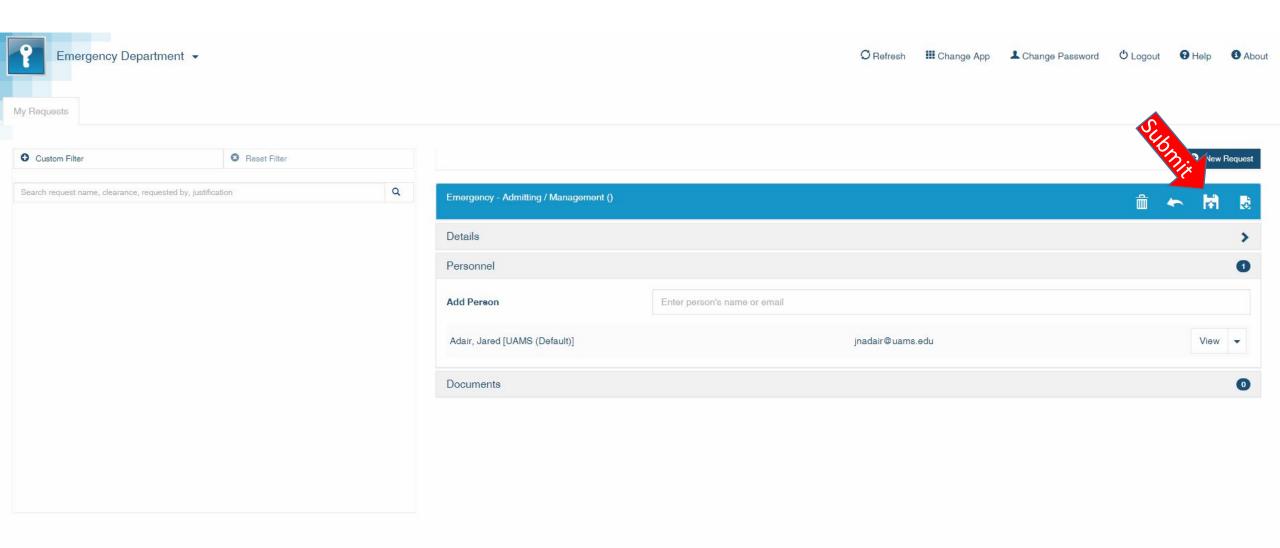
Once you select the area you will see a blank page. Below I had already selected "New Request" on the right hand side to get the screen below.



This is the popup screen you get when you click the plus sign for the "Access to" section



The personnel drop down is where you will add the people you are requesting access for. Note that you are automatically entered in. To remove yourself, just click the drop down by the "View" button and select remove. Enter in the person you are requesting access for and select their name and they will be added (Multiple people can be entered in.) Then click "Submit"



Once submitted you can see the status of your request. If a mistake was made and submitted in error, then you can revoke your request. When you revoke a request you will get a popup screen where you MUST comment on why you revoked it. This will notify those the request was for to keep them informed.

