

CCure Portal

Access Requester Instructions

Login Using your UAMS email address and password

C•CUREportal

Login

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.



jnadair@uams.edu

Adair, Jared

Applications




Access Requester




Access Approver


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.





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Adair, Jared


 Refresh

 Change App


 Change Password

 Logout


 Help

 About


My Access Sites




<All Sites>




Batesville




Cancer Institute



Emergency Department




Fort Smith



Jonesboro

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.



Emergency Department

← Select this to change the site location

Text Size

Refresh

Change App

Change Password

Logout

Help

About


My Requests

Custom Filter

Reset Filter

Search request name, clearance, requested by, justification

Q

 Emergency - PCT / General

May 14, 2019 2:14 PM

personnel:1

(Griffin, Mark)

Here you would see a list of request that you have already made and the status of that request.

New Request

0



Details

Access Site

Emergency Department [UAMS (Default)]

Access to *

Click the plus sign to select the clearance area

+

Justification *

This is to explain why the person needs access (REQUIRED)

State of Request

Draft

Personnel

1

Documents

0

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

Emergency

My Requests

Custom Filter

Search request name, clearance

Confirmation

Click the plus sign again to see the drop down list of all the clearances to the area you selected

Select Clearance

Begin typing clearance name or click + for list...

Name

Emergency - Admitting / Management

Description

Emergency Access with CT Scan, and Break Rooms

OK

Access to *

Justification *


State of Request

Draft

Personnel

Documents

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”

Emergency Department ▾

[Refresh](#) [Change App](#) [Change Password](#) [Logout](#) [Help](#) [About](#)

My Requests

Custom Filter

Reset Filter

Search request name, clearance, requested by, justification

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Emergency - Admitting / Management ()

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Details

➔

Personnel

1

Add Person

Enter person's name or email

Adair, Jared [UAMS (Default)]

jnadair@uams.edu

View

▾


Documents

0

Submit

New Request

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.

Emergency Department ▾

Refresh

Change App

Change Password

Logout

Help

About

Custom Filter

Reset Filter

Search request name, clearance, requested by, justification

?

Emergency - Admitting / Management

May 7, 2019 12:24 PM

(Griffin, Mark)

personnel:1

Previous

Next

Emergency - Admitting / Management ()

+

↻

Details

▼

Access Site

Emergency Department [UAMS (Default)]

Name

Access to *

Emergency - Admitting / Management

+

Justification *

testing

State of Request

Pending

Last Time State Changed

5/7/19

12:24 PM

Request Originated

5/7/19

12:24 PM

Requested by

Adair, Jared [UAMS (Default)]

Personnel

1

Documents

0

Revoke