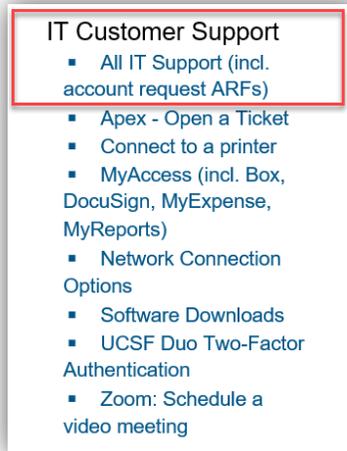
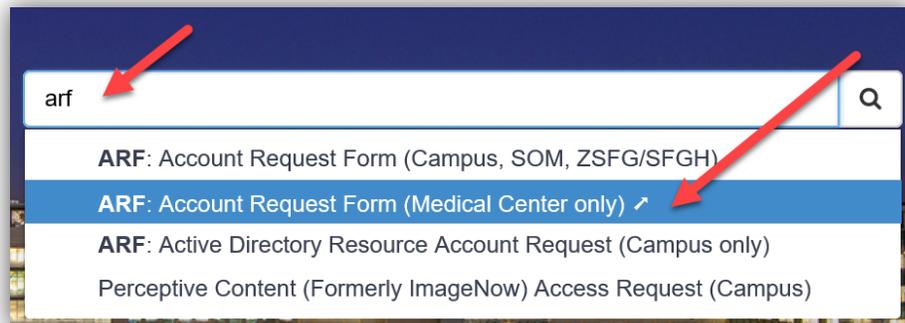


How to Submit an Account Request Form (ARF)

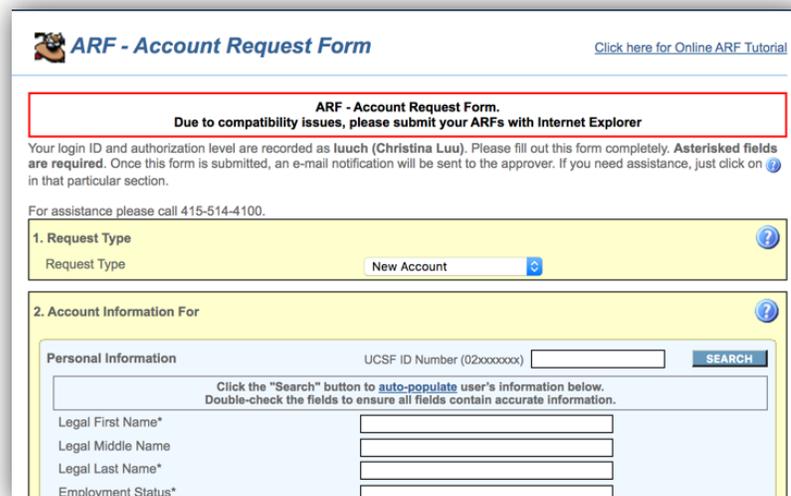
1. Open CareLinks in Internet Explorer
 - ARF requests are not compatible in Chrome and it can result in the delay
2. Under “IT Customer Support”, click “All IT Support”



3. In the search bar, please type “ARF” and then click “ARF: Account Request Form (Medical Center only)” from the prepopulated list
 - Once you click on the link, a prompt may appear to ask for your log-in credentials again



4. When you have arrived to the ARF page, it should look like the image below



ARF - Account Request Form [Click here for Online ARF Tutorial](#)

ARF - Account Request Form.
Due to compatibility issues, please submit your ARFs with Internet Explorer

Your login ID and authorization level are recorded as luuch (Christina Luu). Please fill out this form completely. **Asterisked fields are required.** Once this form is submitted, an e-mail notification will be sent to the approver. If you need assistance, just click on ? in that particular section.

For assistance please call 415-514-4100.

1. Request Type ?

Request Type

2. Account Information For ?

Personal Information UCSF ID Number (02xxxxxx)

Click the "Search" button to **auto-populate** user's information below.
Double-check the fields to ensure all fields contain accurate information.

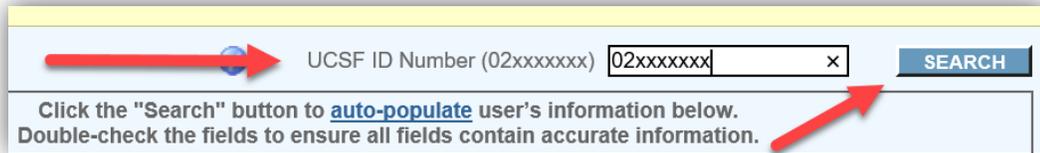
Legal First Name*

Legal Middle Name

Legal Last Name*

Employment Status*

5. To begin submitting the request, enter the UCSF ID Number that begins with the numbers 02, and then Click "Search"
- The employee's information should auto-populate into the fields below
 - If the information does not populate, please reach out to your HR representative



UCSF ID Number (02xxxxxxx)

Click the "Search" button to [auto-populate](#) user's information below.
Double-check the fields to ensure all fields contain accurate information.

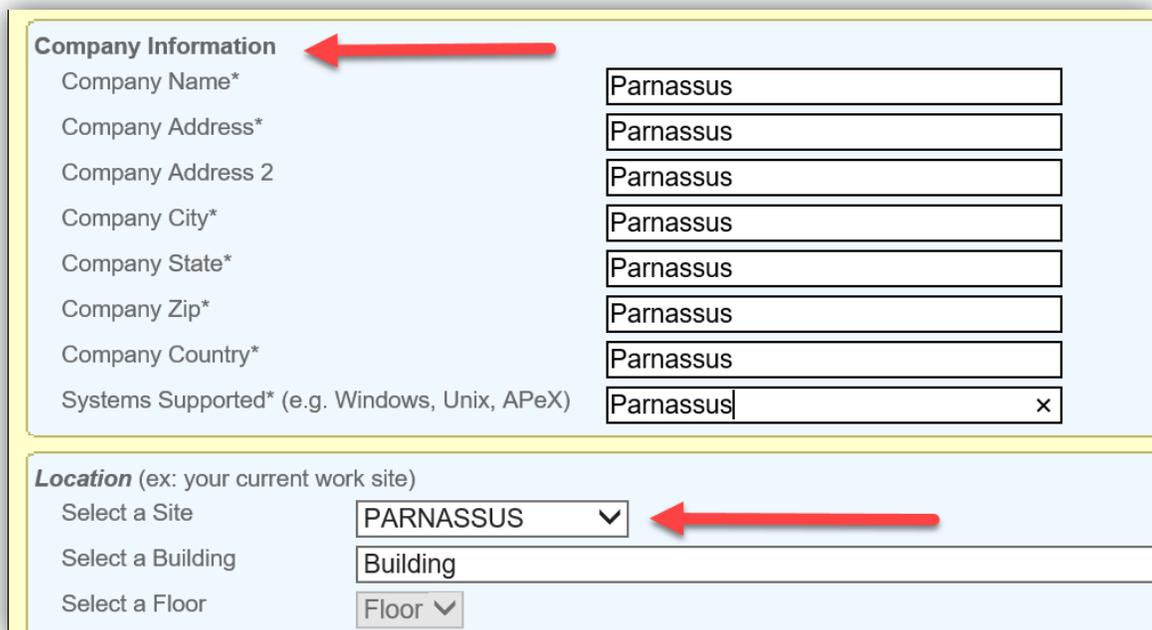
6. In the "Access Start Date" section, select the starting date the employee with need access
7. In the "Access Expiration Date", select the end date ONLY if this user will have an end date of the current assignment (for example, travel nurses)



Access Start Date
Start Date

Access Expiration Date
This Access should EXPIRE on*
(End date cannot be after end date in Enterprise Directory Service (EDS))

8. Under the "Company Information" section, enter the working site of the employee in all fields
- For example, Parnassus, Mission Bay, Mount Zion, etc.
9. In the "Location" section, select the working site from the dropdown list



Company Information

Company Name*

Company Address*

Company Address 2

Company City*

Company State*

Company Zip*

Company Country*

Systems Supported* (e.g. Windows, Unix, APeX)

Location (ex: your current work site)

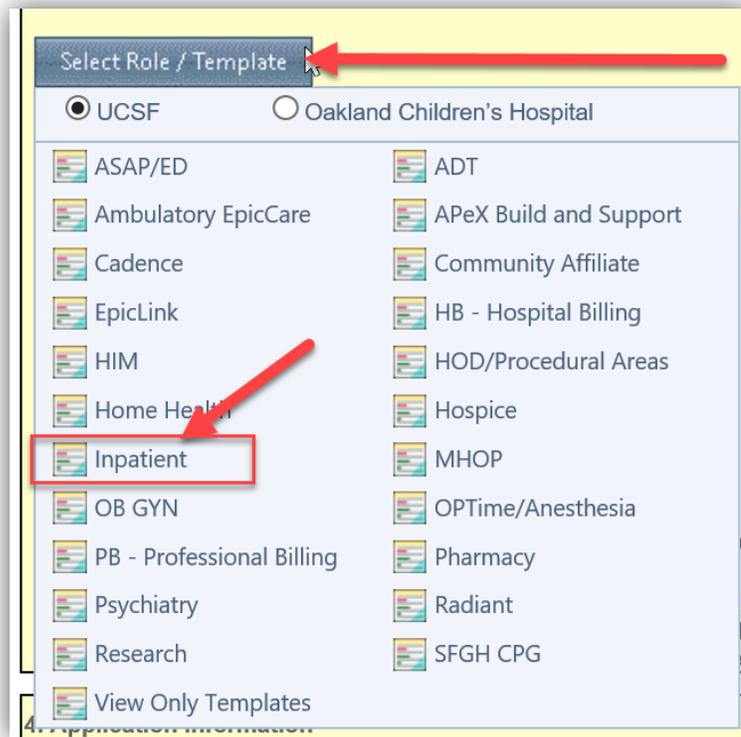
Select a Site

Select a Building

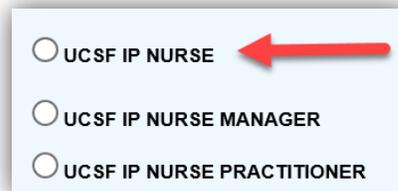
Select a Floor

10. Then click the “Next” button on the lower right corner

11. Hover your mouse over on “Select Role/ Template” and then click on “Inpatient”

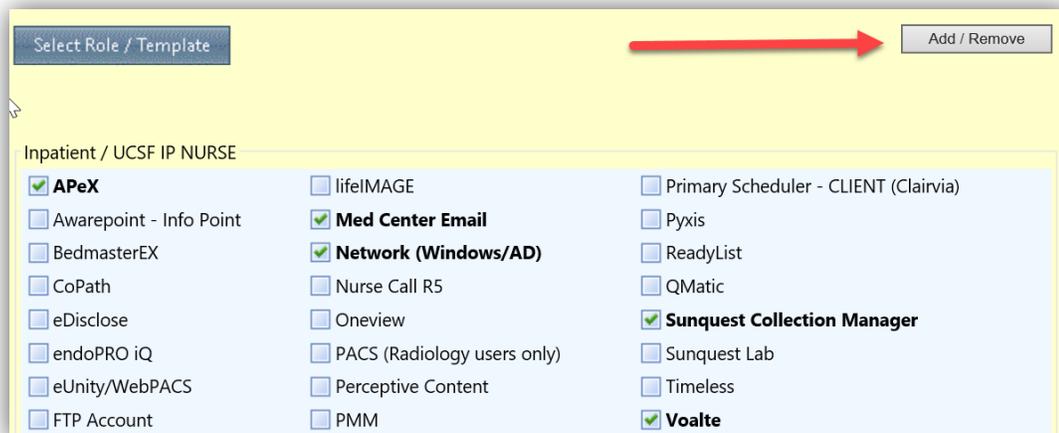


12. Click on “UCSF IP NURSE”

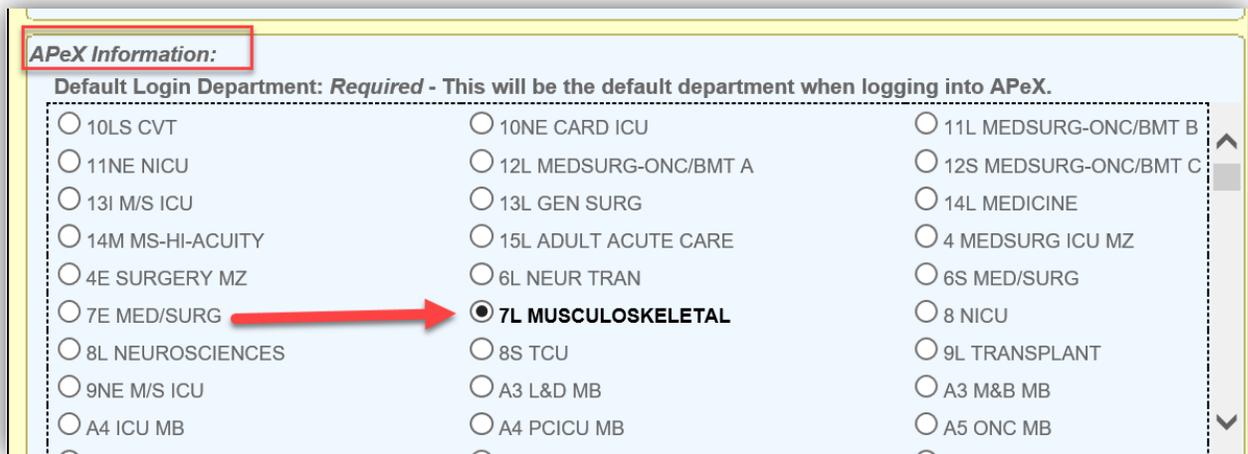


13. To edit the prepopulated selections, click on “Add/ Remove” on the right side, and then select all applications this user will need

- Once the appropriate applications are selected, more fields will appear on the bottom of the form



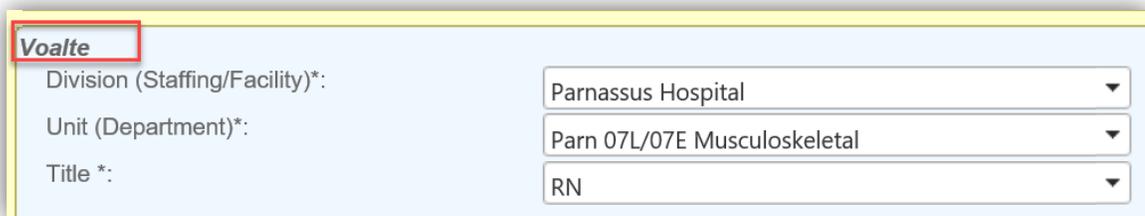
14. For users requiring APeX, in the “APeX Information” section, select the working department
- This information is used to set the Default Login Department for this user



The screenshot shows the 'APeX Information' section with a red box around the title. Below it is a dashed box containing the text 'Default Login Department: Required - This will be the default department when logging into APeX.' Underneath is a grid of radio buttons for various departments. A red arrow points to the '7L MUSCULOSKELETAL' option, which is selected with a black dot.

<input type="radio"/> 10LS CVT	<input type="radio"/> 10NE CARD ICU	<input type="radio"/> 11L MEDSURG-ONC/BMT B
<input type="radio"/> 11NE NICU	<input type="radio"/> 12L MEDSURG-ONC/BMT A	<input type="radio"/> 12S MEDSURG-ONC/BMT C
<input type="radio"/> 13I M/S ICU	<input type="radio"/> 13L GEN SURG	<input type="radio"/> 14L MEDICINE
<input type="radio"/> 14M MS-HI-ACUITY	<input type="radio"/> 15L ADULT ACUTE CARE	<input type="radio"/> 4 MEDSURG ICU MZ
<input type="radio"/> 4E SURGERY MZ	<input type="radio"/> 6L NEUR TRAN	<input type="radio"/> 6S MED/SURG
<input type="radio"/> 7E MED/SURG	<input checked="" type="radio"/> 7L MUSCULOSKELETAL	<input type="radio"/> 8 NICU
<input type="radio"/> 8L NEUROSCIENCES	<input type="radio"/> 8S TCU	<input type="radio"/> 9L TRANSPLANT
<input type="radio"/> 9NE M/S ICU	<input type="radio"/> A3 L&D MB	<input type="radio"/> A3 M&B MB
<input type="radio"/> A4 ICU MB	<input type="radio"/> A4 PCICU MB	<input type="radio"/> A5 ONC MB

15. For users requiring needing access to Voalte, choose the Division, Unit, and Title from the dropdown menu



The screenshot shows the 'Voalte' section with a red box around the title. It contains three dropdown menus: 'Division (Staffing/Facility)*:' with 'Parnassus Hospital' selected, 'Unit (Department)*:' with 'Parn 07L/07E Musculoskeletal' selected, and 'Title *:' with 'RN' selected.

16. Once all sections are filled with detailed information, click the “Next” button on the lower right corner

17. Fill out the Department and Approver information then click “Review Request”

18. Verify all the information and click “Submit Request”



19. Once the ARF is approved and reviewed, IT ticket(s) will be created and emailed to you for reference

- This process can take between 1-3 days
- If you do not receive IT tickets, please submit the ARF request form again

20. IT will contact the you upon completion of the requests

- Requests typically take 1 week to complete

Tutorial of ARF submission can be found here: <http://itlearning.ucsfmedicalcenter.org/tutorials/arf>