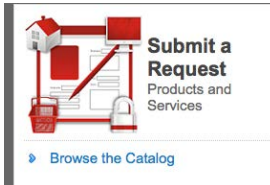## How to Request IHIS Access for Research Purposes
for an established MedCenter user

Step-by-step instructions:

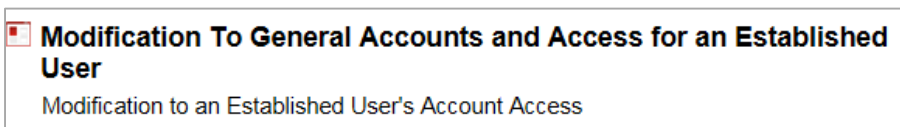1: Go to **https://osumc.service-now.com/**

    a. **Login** with MedCenter logon and password
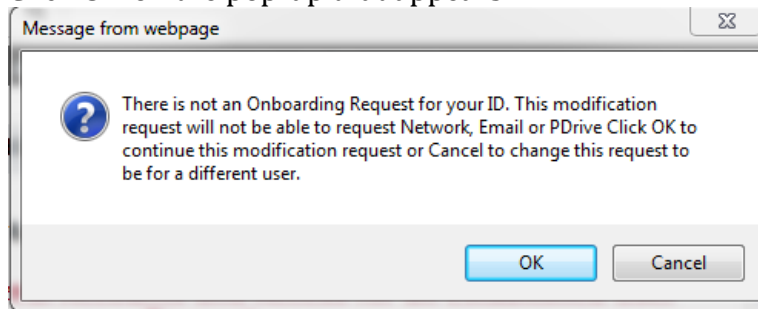
    b. Click **Browse the Catalog**

    c. Then Click on **Accounts and Access**,

    d. Click **Modification To General Accounts and Access for an Established User**

    e. Click **OK** on the pop-up that appears

2: Fill out the form that appears

    a. Under **Requester/Request For Information**, indicate whether *This Request is For* **Me** or **Another Person** (typically a manager/supervisor should submit the request).
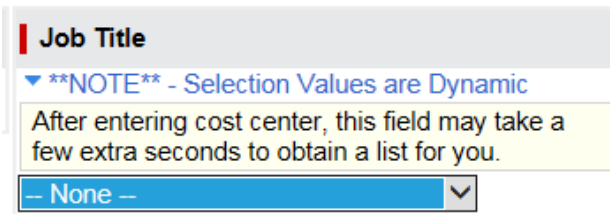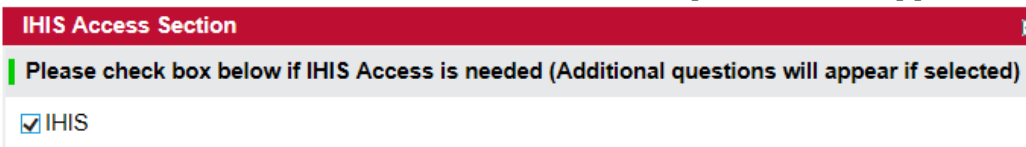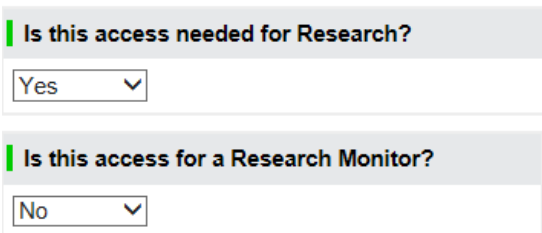
b. Fill out the information for the **requestor** and **supervisor/manager**.

c. Fill in the **cost center number**. A few moments after this is entered, the "Business Unit" and "Department Name" should automatically populate. Verify that the information is correct.

d. Select the **Job Title** as appropriate. Please note that this field is dynamic depending on the cost center entered. It may take a few moments to load.
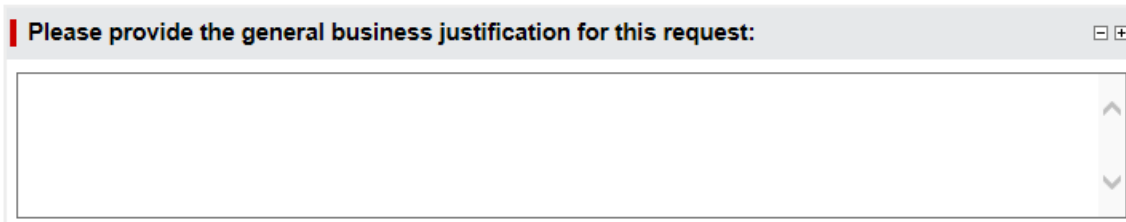
Job Title
▼ **NOTE** - Selection Values are Dynamic
After entering cost center, this field may take a few extra seconds to obtain a list for you.
-- None -- ▾

e. Check the box next to **IHIS Access Section**. More questions will appear after it is selected.

IHIS Access Section

Please check box below if IHIS Access is needed (Additional questions will appear if selected)

☑ IHIS

f. Select **YES** under "*Is this access needed for research?*" and **NO** under "*Is this access for a Research Monitor?*"

Is this access needed for Research?
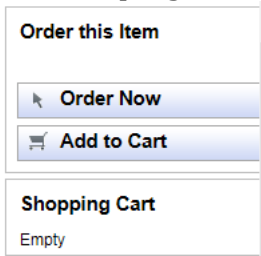
Yes ▾

Is this access for a Research Monitor?

No ▾

g. Finish completing the rest of the form. Be sure to scroll down to the bottom of the form to fill in the general business justification for the request.

Please provide the general business justification for this request:

h. *Optional:* Use the Paperclip icon at the top right of the form to attach copies of IRB approvals, HIPAA waivers of authorization, or other relevant documentation.

← Service Catalog > Accounts and Access > General Accounts and Access

i.   At the top right of the form, click on **Order Now** or **Add to Cart**

Order this Item

     ▸   Order Now

     🛒 Add to Cart

Shopping Cart

Empty

j.   Finish submitting the request

The request will be routed to Medical Information Management (MIM) and then reviewed by the Health Information System Access Review Committee (HISARC). If additional information is needed, the requestor or the supervisor/manager will be contacted, and a decision will be made. Minimum access necessary to IHIS will be granted based on the project and job function. Information Security will be notified of the decision and access will be granted once IHIS training has been completed. Approval typically takes 2-4 weeks to validate and activate the user account.