

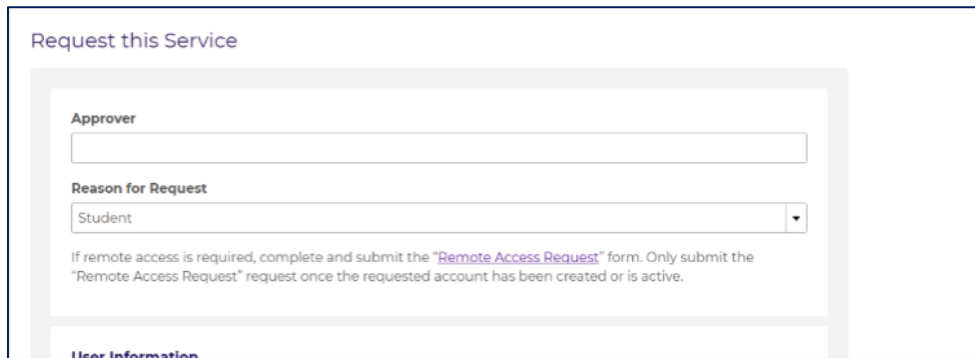
IT Self-Service Guide - OPOR-CIS/Novari

Student Application Access Requests

IMPORTANT: Students who require a new user account (AD account) created prior to placement must have a Setup User Account form submitted. The **effective date** on this form is the date the IT request is submitted, not the placement start date. This allots time for the student to complete training in LMS using their new user account before their placement start date. Please provide the student with the user login information as soon as it is received. Late submissions are to be filed as soon as possible to minimize training and access delays.

OPOR-CIS/ Novari Access Request Submission

- The student access leader requests OPOR-CIS and/or Novari access through IT Self-Service - [IT Self-Service - Service and Support](#).
- Please select the Novari solution applicable to the student's placement (MIRM, eRequest, ATC).
- Access requests can be completed through the following forms:
 1. Setup User Account form
 - Service and Support > Access > User Access > **Setup User Account** > Select Request Application Access > Select OPOR-CIS or applicable Novari solution on application list and fill in corresponding dropdown box.
 - Select Student under Reason for Request



- For students, the effective date will be the date the IT request is submitted.



Effective Date (please ensure this is the actual date your new employee is scheduled to start working)

2. Bulk User Account Request form

- Service and Support > Access > User Access > **Bulk User Account Request** > Request Application Access > Select OPOR-CIS or applicable Novari solution on application list and fill in corresponding dropdown box.

3. Add Additional Application Access form

- Service and Support > Access > User Access > **Add Additional Application Access** > Select OPOR-CIS or applicable Novari solution on application list and fill in corresponding dropdown box.

Note: Certain OPOR-CIS positions available on the IT Self-Service forms will have a “student” name associated to it (E.g. Nurse Practitioner Student). If the role applicable to the student’s discipline does not have the “student” naming, please select the generic role that is most appropriate (E.g. Nurse Practitioner).

☐ Nuance Powerscribe

☐ Ocean eReferral (for Diagnostic Imaging users only)

☒ OPOR CIS

Position

Ambulatory - Care Manager

Anesthesia Assistant

Audiologist

Audiologist Tech

Cardiology - Sonographer

Cardiology - Technologist

Care Team Assistant

CDM

CDM Manager

Cerner Support

Charge Services - IT

Child Life Specialist

Child Life Specialist Student

Child Youth Worker

Child Youth Worker Student

Chiropractor - Non-NSHealth

Clerk

ClinDoc - Clinical Mgr/Dir

Clinical Assist