



# Requesting Epic Access for School of Medicine Staff

## Getting Started

Access to Epic consists of two parts that should be done in this order:

1. Contact SHC Help Desk and submit a request for a Secure ID number (S-ID) and Epic access
  - a. The S-ID will be issued immediately, but the Epic access will be on hold until Epic training requirements are met
2. Contact EpiCenter University and request an LMS account to document the required Epic training
  - a. Epic training is required before access can be activated

## Requesting Access

### SHC Help Desk

The online access request form is located at <https://access.stanfordmed.org/>. You must have an S-ID to submit a request. For SoM users, managers may not have an S-ID. Someone with an S-ID must make the request on the user's behalf.

When filling out the request form, select User Type "University Staff". Then select your University Department.

Your request will need to be approved by specific approvers for the SoM. If you do not know who your approver is for your department, please contact [EpiCenterUniversity@stanfordmed.org](mailto:EpiCenterUniversity@stanfordmed.org).

If you are having trouble with the form, you may contact the SHC Help Desk directly at (650) 723-3333.

### EpiCenter University

Once you have an S-ID issued by SHC Access Control, request Epic training by contacting [EpiCenterUniversity@stanfordmed.org](mailto:EpiCenterUniversity@stanfordmed.org).

You will need to provide the following information:

- Full Name:
- S-ID:
- Phone:
- Email:
- Unit/Department:
- Role at Stanford:
- Manager:
- Manager's Organization:
- User we can model training after:

Typically, SoM users require view only access. If there is no user we can model training after and you believe you need access other than view only, please check with us.

## Taking Training

Once an LMS profile is created and training is assigned, you will receive login instructions that include how to take the course in the LMS.

If, for some reason, the training does not show as completed once you have finished the course, contact [EpiCenterUniversity@stanfordmed.org](mailto:EpiCenterUniversity@stanfordmed.org). You do **not** need to repeat the course.