

QUICK TIP

SUBMITTING NEW USER AND SITE REQUESTS

REQUESTING ACCESS FOR USERS (NOT LOGGED INTO MEDLINK)

GO TO **DUKEMEDLINK.ORG**, CLICK ON "**REQUEST NEW ACCOUNT**," AND ON THE FOLLOWING PAGE CLICK ON THE "**ADD A USER TO AN EXISTING SITE**" BOX.



SELECT THE USER TYPE -PROVIDER, CLINICAL STAFF, NON-CLINICAL/ADMINISTRATIVE STAFF- YOU NEED TO REQUEST, COMPLETE THE REQUIRED INFORMATION AND SUBMIT.

NOTE: IF YOUR SITE DOES NOT HAVE A SITE ADMINISTRATOR, PLEASE ASSIGN ONE THROUGH THIS REQUESTING PROCESS. SITE ADMINISTRATORS CAN LOG IN AND PERFORM THE REQUEST PROCESS IN A MORE STREAMLINED WAY.