

QUICK TIP

SUBMITTING NEW USER AND SITE REQUESTS

REQUESTING ACCESS FOR USERS (NOT LOGGED INTO MEDLINK)

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

	U Duke MedLink
	Create User Accounts for Your Site
	Request a new site A site represents your workplace and must exist before you can add user accounts.
2	Add a user to an existing site

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

	IN TO CHARTER
	ment your workplices, an added location for your workplices, or a change in name/contact ar workplices. DMC or DMS Providers, please visit dukativasith.org to sign up.
Add 2	an existing site
	-
Choose a type of u	e votes
Provider Request access to new account.	a physician, nume practitioner, physician's assingent as an authorizing provider, or for a
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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.