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REQUEST ACCESS TO ONCORE



AUTHORIZED REQUESTOR

Each study team/department will need to identify a designated Authorized Requestor that will be responsible for submitting User Access Requests via a User Administration form.



CTO TO ASSIGN LEARNING PATH IN CANVAS LMS

Once the Request has been submitted, the CTO will review the request within 24 hours and send the user an email with a link to take the training in the Canvas LMS.



USER WILL COMPLETE TRAININGS

As a user, you will need to complete your learning path that is relevant to your role in OnCore. These trainings are tailored to your role and permissions. A link to your learning path will be emailed to you directly.



USER WILL EMAIL CTO HELPDESK NOTIFYING TRAINING IS COMPLETE

As the OnCore user you will respond back to the email thread from ctohelp@pitt.edu and let the CTO know you are done with the required training.



CTO WILL VERIFY COMPLETION

Once we receive your email we will review for completion and respond within 24 hours.



CTO TO NOTIFY HSIT TO GRANT **ACCESS**

Once the CTO has verified the training completion, they will submit the request to the Health Sciences IT Team to process the user access. Please allow up to 48 hours for the access to be granted.

