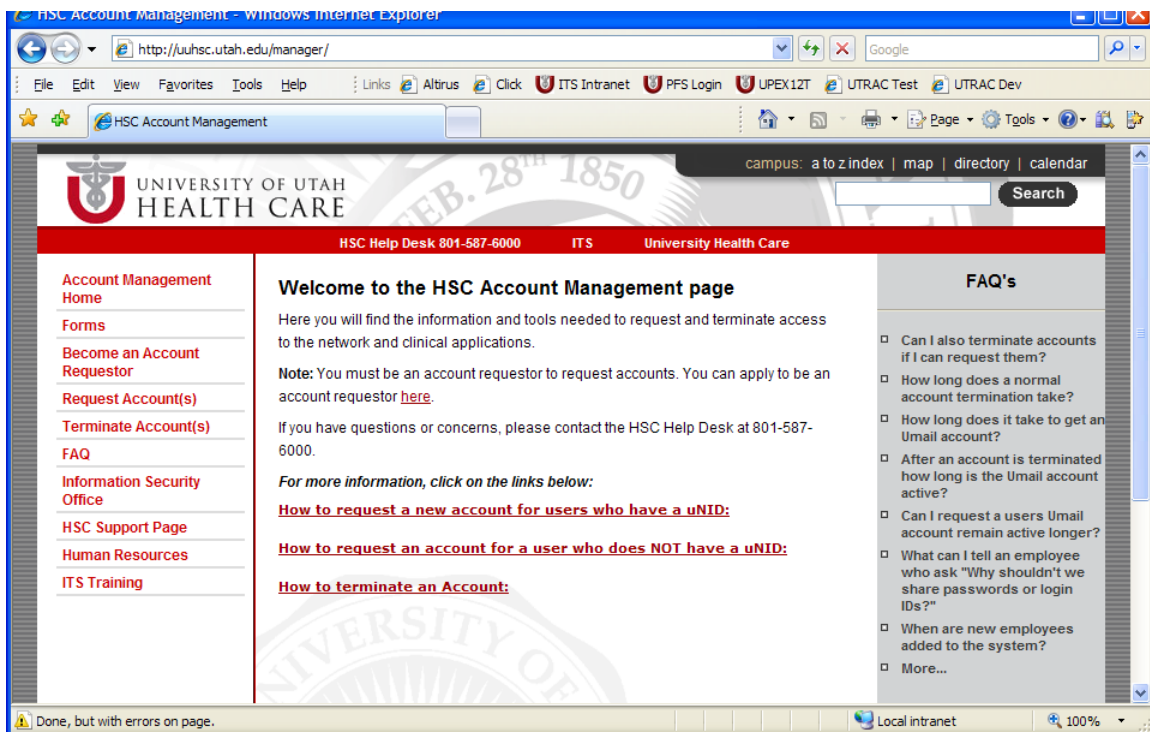


## HOW TO REQUEST A LOGIN TO UTRAC

The submission of a request for UTRAC login must be completed by a person in your office or department who has rights to also request networks logins or other Hospital supported applications, such as PowerChart or EPIC.

The instructions for submitting a request are shown below.

1. Launch Internet Explorer and enter <http://uuhsc.utah.edu/manager> in the address line.



2. Click on the "Request Account(s)" link in the left column. On the next page, the requester will enter their UNID and network password.

3. On the “Search For Employee” page, enter the Employee ID (UNID) or name of the person for whom a UTRAC login is being requested.

Request Accounts - windows internet Explorer

https://secure.uuhsc.utah.edu/acctRequester/index.cfm?sess\_id=1478396.29922236

Request Accounts

University of Utah  
Health Sciences Center

Main | Logout

## Search For Employee

**INSTRUCTIONS:**

- Please enter the Employee ID number of the person for whom you are requesting access.

If you do not know the Employee ID of the person for whom you are requesting access, you can search for them by entering their first or last names in the fields below. If you are not sure of the spelling, you can enter a few letters of either name. You may also search by Employee ID, by entering the first few digits of the Employee ID.

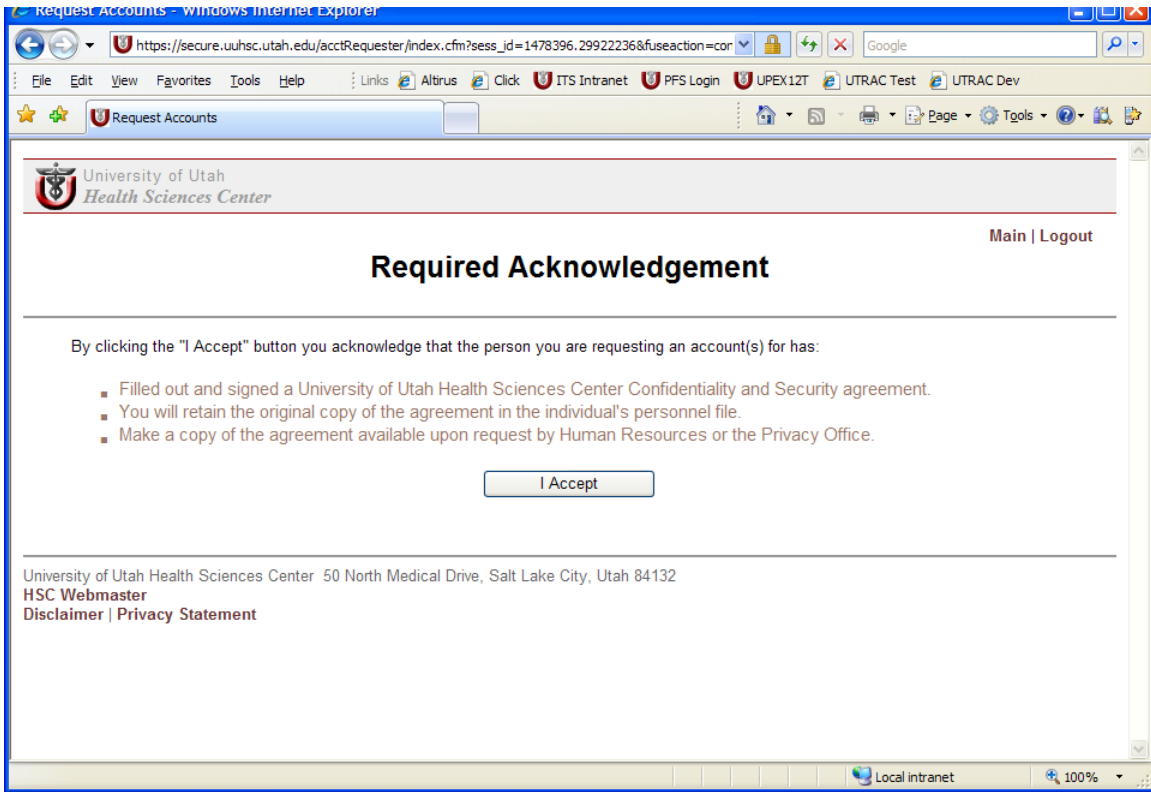
**Employee ID:**

**Last Name:**  **First Name:**

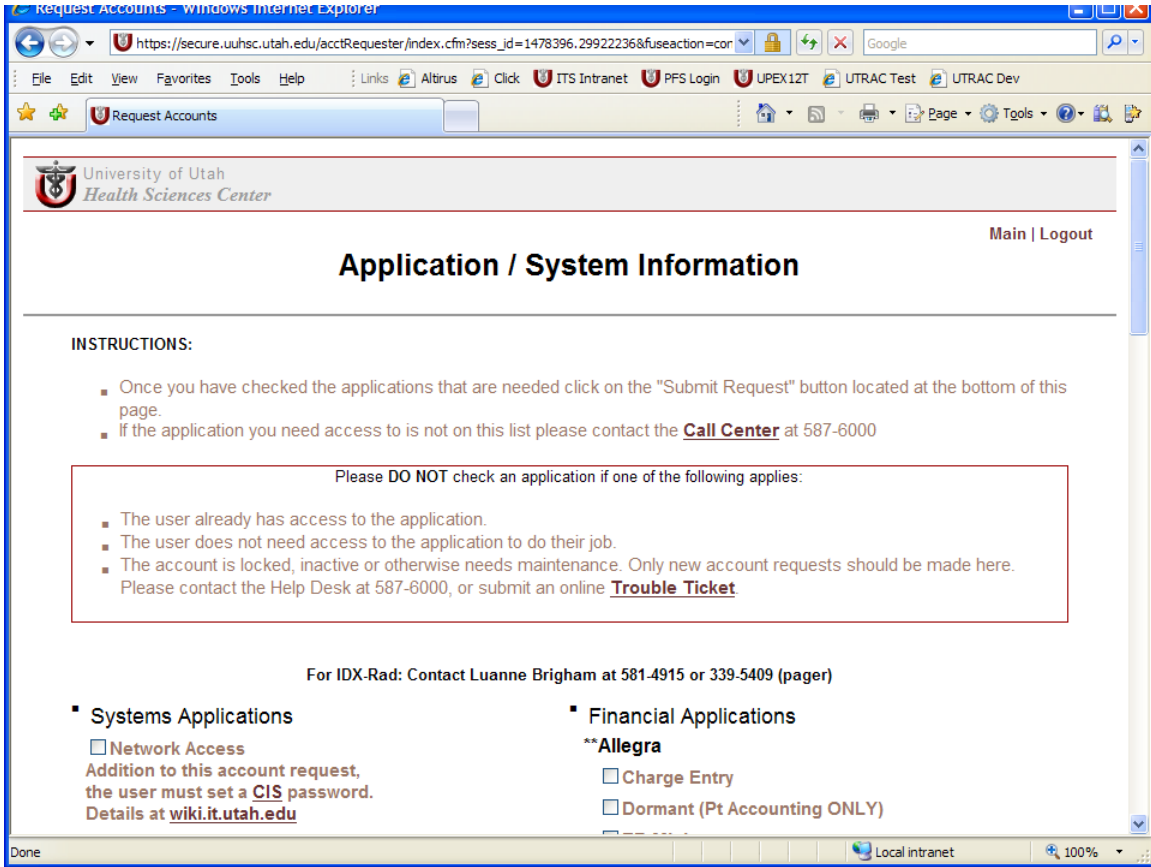
University of Utah Health Sciences Center 50 North Medical Drive, Salt Lake City, Utah 84132  
HSC Webmaster  
Disclaimer | Privacy Statement

Done Local intranet 100%

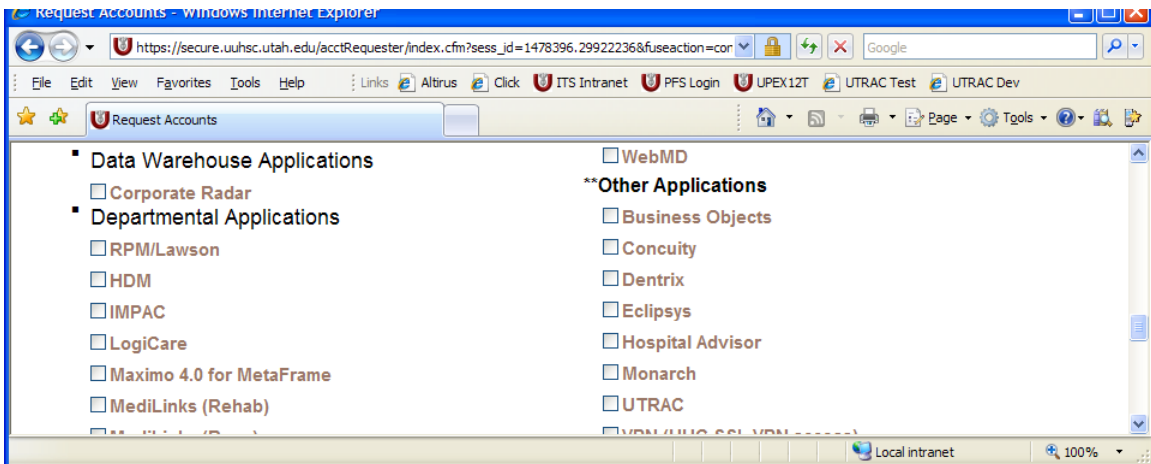
4. After clicking on “Find”, a screen will display requestor’s information and the information of the person for whom the request is being made. Clicking “Continue” will display this screen.



5. After clicking “I Accept” a screen listing all Hospital supported applications will be displayed.



6. A checkbox for UTRAC will be under the “\*\* Other Applications” in the right column about half way down. Click on “Submit Request” at the bottom of the page to continue.



7. On the final screen, the requestor can indicate that this person's login should behave like another person's login and/or will be replacing another person.

Click on the "Help Information" link to display the available roles (i.e. user privileges) with UTRAC. On the "Notes" box, please indicate what roles this user should have.

Click on "Submit Request" to finalize the request.

Request Accounts - Windows Internet Explorer

https://secure.uuhsc.utah.edu/acctRequester/index.cfm?sess\_id=1478396.29922236&fuseaction=cor

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### Application / System Information

**INSTRUCTIONS:**

- You checked an application(s) request that requires additional information.
- Please fill out the form below for the additional details.
- If it requires a form to be filled out you must click on the link to print the form
- Once complete, click on the "Submit Request" button located at the bottom of this page.

UTRAC

Account behaves like  [Help Information](#)

Account replaces  who?

Notes on account:

Done Local intranet 100%