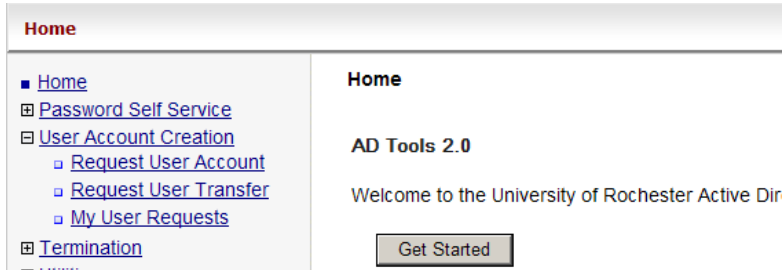


Requesting a New Domain Account or Transfer

1. Go to the [AD Tools website](#).
2. Under User Account Creation, select Request User Account.



3. Log into AD Tools using your own domain account information.

Login

User Name

Password

Domain
URMC-SH

Authorization Required -- You r

If you need assistance using or obtaining y

4. Enter information about the new employee, the fields marked with an asterisk must be completed.
Under System Access, check all the boxes that apply.

Request User Account

If you are creating a request for someone who works in a different area enter that users information and you will be presented with a list of

First Name: *

Middle Initial:

Last Name: *

Room Number or Contact: *
Enter contact info for eRecord-only account and room number for other accounts.

Phone Number: 585 -

Non-urmc Email Address:

Department/Unit: *

Position Type: *

Notes/Instructions:

Systems Access This account is for an employee User requires access to eRecord
 User requires access to SoftMed

5. If the new employee's name is close to a current employee's name, a list of accounts will pop up. If the employee's name appears, they already have an account. Select their name and click Continue. This will automatically convert this request into a Transfer Request. If the employee's name does not appear, Choose 'New Request' and click continue.

Request User Account

A user account or multiple user accounts are similar to the user account request that you have made. You can avoid to make duplicate request by

If this user is currently an employee changing units then please select the user below by clicking appropriate username underlined. If your request middle initial for the new request if available.

User Selected:

Date of transfer: 

Request Type: ▼

Other users exist that closely resemble the user you are requesting. Please double check the users below and set the request type appropriately.

User Name	Name	Description
<u>jdoe</u>	Doe, John	Execuscribe

6. When you are done, a list of your account and transfer requests will be shown.

Any questions, contact the ISD Help Desk at 275-3200.