Guidance for Requesting and Overseeing (v-) Accounts for Research

If you are an Ochsner Research mentor or PI and you are working with a non-Ochsner employee/trainee who needs access to Ochsner resources that require an organizational login, you may use this guide to request a vendor or “(v-)” account after discussing your needs and options with your Research Director.

Research team members do not need a (v-) account to be registered with the IRB or to use eIRB (this can be done with any professional account).

Research team members do need a (v-) account to use EPIC, Sharepoint, OneDrive, etc.

The Account Sponsor (PI, faculty mentor) must request access through The HUB and is responsible for maintaining the account. All (v-) accounts have a default expiration after 6 months. Account Sponsors will get an email 30 days before the expiration with a prompt to renew access if it is still needed.

Account Sponsors should be certain that (v-) account users that are accessing research-related materials have been registered with the IRB and added to the relevant study protocol.

Requests for a vendor (v-) account result in creation of a login credential that can be customized based on the specific applications that require access (Sharepoint, OneDrive, etc). Creation of a vendor account or login credential does not result in creation of an Ochsner email account.

Instructions for Placing THE HUB Ticket Request

Access Request for Existing Application
Request for New, Modified or Removal of Access for an Existing Application (Epic, SharePoint Site, WebEx Account, Windows Login (AD), etc.)

You are Requested by
New Person is Requested for

* What application requires access?
  
  Active Directory

Access level requested:
Create an Active Directory “vendor” (v-) account for [name].
Include some justification on why this non-Ochsner person needs access and what they will need access to.
Include that you are the “sponsor” and the “supervisor” for this person.

If there is an existing account that this new account can emulate, put that data here:

Access to emulate: