Utilizing the HUB request to gain access to Microsoft Applications and Epic for students participating in research post coursework.

Here’s how to do it:

1. In the HUB, search for Research Student or use the link provided [here](#).
2. The request should be created by the Study PI as they will be the sponsor for the person seeking access.

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**Add Research Student Request**

Formal request for the creation of Research Student profiles

*ACTION REQUIRED*

* Request must be submitted by Study PI of the person requesting access. *

Before clicking the Submit button (top right) to submit your request, the following steps are required:
1. Select the "OMIS Agreement" link below to open the file.
2. Save a copy of the file on your workstation, such as Download or Desktop folders.
3. Fill out and sign all portions of the agreement in its entirety, then Save the updated file.
4. Select "Add attachments" from bottom of this submission form, then select the updated file from your workstation to upload
5. Select the appropriate applications from the checklist for access. Access will only be evaluated for items selected.
6. Select Submit.

[Click here for Confidentiality and OMIS Access Agreement.pdf and Confidentiality and OMIS Access Agreement - Exhibit A & Exhibit B.pdf](#)

**Requester Details**

Requested For: [Study PI](#)

Preferred Contact: [-- None --](#)

Preferred Contact Number: [](#)

Corporate Email: [](#)

Location Address: [](#)

Location Name: [](#)
3. There are 2 forms that are linked in the ticket, you must complete and add as an attachment for any access to the Ochsner system.

4. Utilize the checkboxes to specify what access is needed. If you do not select the access needed, the access will not be granted.

5. In the special instructions, put the name of the person needing access. Access of this type is only for 6 months. If you require an extension, you will need to place another request to extend the access.