

## Wisconsin North Region - Provisioning Process

Valid: Day 1 until the end of the TSA

Need	How	Who	Estimated Time to Complete
<b>Aspirus Epic Access</b>	<p>Submit a request via Aspirus' ServiceNow for the needed Access (Department, Job, Role Change Request)</p> <p>Info Needed:</p> <ul style="list-style-type: none"> <li>• File share access</li> <li>• Setup Like User on Aspirus Side</li> <li>• Date Needed</li> <li>• Aspirus HR Representative name</li> </ul> <p><i>Not to be requested by calling the Aspirus Service Desk</i></p> <p>*Note: If requesting view only access to Epic - Either a ServiceNow request or a call to the Service Desk.</p>	<p><b>Ascension Manager</b> reach out and <b>discuss</b> access <b>with</b> appropriate <b>Aspirus Manager</b></p> <p>Either submit with required information.</p> <p>If necessary, work with an HR Representative to identify Aspirus contact. (Per the operational dyads identified)</p>	<b>14 Business Days</b>
<b>Ascension System Access</b>	Submit weekly template of New Hires (or any user who needs access) to Ascension MSC	<b>Aspirus HR</b>	<b>14 Business Days</b>
	Create new Contingent Worker record in PeopleSoft with Employee Class C22	<b>Ascension MSC</b>	
	Email, containing a link, sent to Hiring Manager to ID the needed AD domain in PeopleSoft via Manager Self Service. <b><u>This link expires after 24 hrs.</u></b> If the link expires, Manager should log a ticket with the MSC to have the appropriate AD added to the new user's account.	<b>Aspirus Hiring Manager</b>	

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	Ascension AD account created and emailed to Hiring Manager	<b>Ascension automated process</b>	
	Submit OARRS Access Request Form for access to MEDITECH, GE, MedHost, Athena and all other Ascension/WIAPP Applications including remote connectivity. Form Link: <a href="https://provisioning.ascension.org/">https://provisioning.ascension.org/</a>	<b>Hiring Manager (or Delegate)</b>	
	Access request fulfilled	<b>Ascension Provisioning &amp; Ascension Application Owners</b>	
<b>Badge Request</b>	<p>Send an email requesting a door access card for Ascension sites the appropriate contact below and include: employee name location and door access requested.</p> <p><b>Facility Contacts</b>  <b>St. Mary's, Sacred Heart</b>  <a href="mailto:Kim.Kuderski@medxccl.com">Kim.Kuderski@medxccl.com</a></p> <p><b>Good Samaritan</b>  <a href="mailto:Leila.Greenwald@medxccl.com">Leila.Greenwald@medxccl.com</a></p> <p><b>Our Lady of Victory</b>  <a href="mailto:Jim.Klapperich@medxccl.com">Jim.Klapperich@medxccl.com</a> AND  <a href="mailto:Scott.Schubert@medxccl.com">Scott.Schubert@medxccl.com</a></p> <p><b>Howard Young Medical Center and Eagle River</b>  <a href="mailto:Sherry.Hansen-Kusay@medxccl.com">Sherry.Hansen-Kusay@medxccl.com</a></p> <p><b>St. Michael's Hospital and Clinics, Westwood Clinic, Spirit Hanger</b>  <a href="mailto:Amy.Henke@medxccl.com">Amy.Henke@medxccl.com</a> AND  <a href="mailto:Jason.Wanta@medxccl.com">Jason.Wanta@medxccl.com</a></p>	<b>Hiring Manager</b>	<b>14 Business Days</b>
	Assign the door access and send the card via interoffice mail to the requesting leader at the location noted in the email.	<b>Medxccl</b>	