

# Managing Your Clinic –EpicCare Link



Audience: *EpicCare Link Site Administrators*

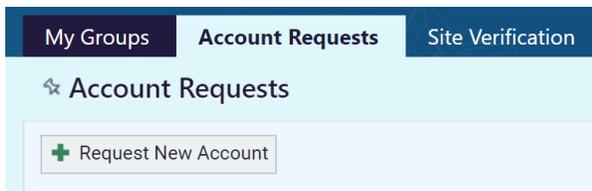
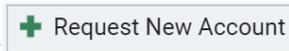
All groups utilizing EpicCare Link are required to have a designated Site Administrator (SA). The My Groups activity allows SAs to submit an electronic request for any new users, deactivate users no longer part of the group and verify records.

## Request a New User in EpicCare Link

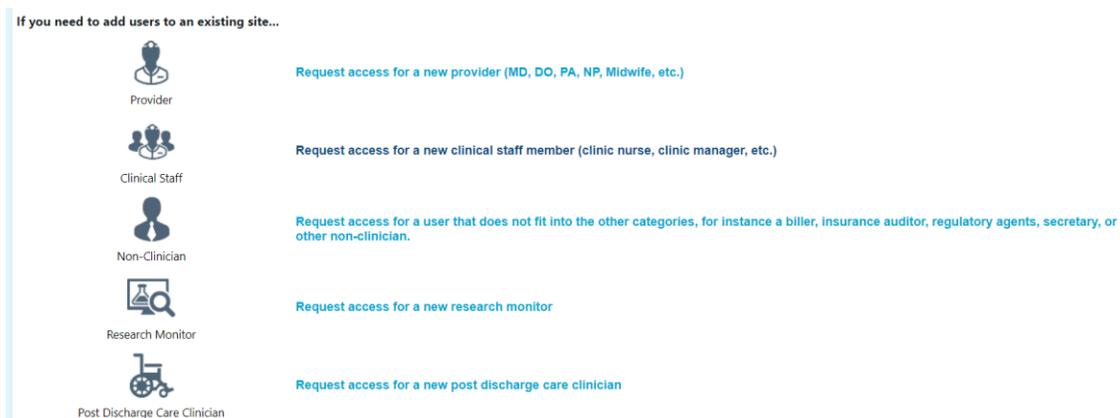
1. Log in by going here: [https://ecl.houstonmethodist.org/EpicCareLink-PROD/common/epic\\_login.asp](https://ecl.houstonmethodist.org/EpicCareLink-PROD/common/epic_login.asp)
2. From the home page, select the My Groups icon. This option is only available to Site Administrators.



2. Select the Account Requests tab and click



4. Choose the type of account you want to create. Research monitors are specifically those users that monitor Houston Methodist research studies.



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5. Enter the user's demographic information.
6. In the User group field, select the user group to which the user should belong from the drop- down list.

**Site Information**

 User group:  

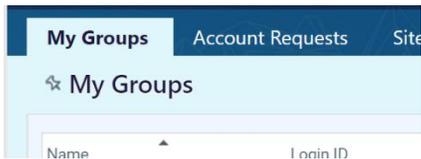
7. If necessary, enter a comment about your request and click  Submit Request.
8. After your request has been processed, the new user will receive a login instructions email.

## Deactivate a User

1. Log into EpicCare Link and select the My Groups icon.



2. Go to the My Groups tab.



3. Select the  next to the user you wish to deactivate.
4. Enter a comment indicating why you are deactivating the user and click Deactivate.

**Deactivate** 

User Group  
HM LINK COMMUNITY PRACTICE - PATIENT

Comment  
no longer employed

 Deactivate  Cancel