

# Access and Set Up – Requesting User Accounts for Contractor/Non-WH Employees



**Digital Health**  
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Quick Reference Guide

## This Quick Reference Guide will explain how to:

Request User Accounts for Contractor/Non-WH Employees.

### Account Types

This guide covers the process for requesting accounts for Contractor/Non-WH Employees that will need to use the EMR.

- **Contractor/Non-WH Employee** – Staff engaged directly by a business unit **without** going through an agency or staff from an external organisation contracted to perform work within Western Health.

Bulk account request templates can be obtained from the [ICT Request Forms Intranet page](#) but can take up to 10 days to complete.

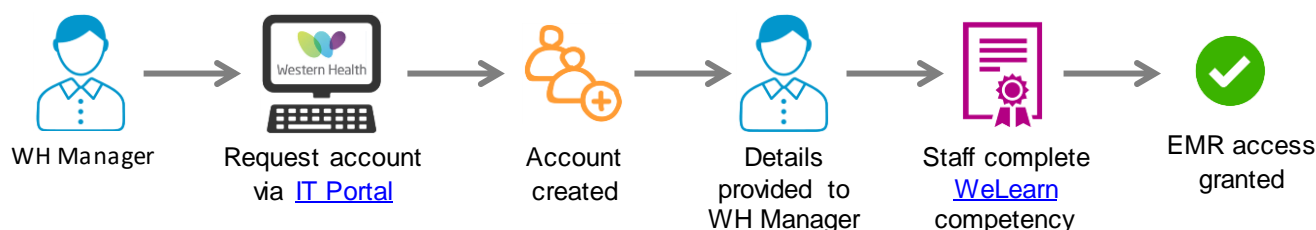
### Online Training

Contractor/Non-WH Employees will be given access to the EMR when appropriate training has been completed.

Training can be completed online via [WeLearn](#) where Contractor/Non-WH Employee staff can register with their mobile number.

ICT requests for user accounts must contain the correct mobile number for identification confirmation purposes on arrival for shift.

### Contractor/Non-WH Employee Accounts



#### Notes:

- WH Manager is responsible for providing Contractors/Non-WH Employees with details of how to register on WeLearn.
- WH Manager need to contact [WeLearn support](#) to create a **registration key** so that their groups of staff are easily identifiable.
- WH Manager is responsible for providing accurate information in account request form to IT, including Contractor/Non-WH Employee mobile number
- Details of network login (username/temporary password) will be provided to the WH Manager once relevant accounts have been created
- Contractor/Non-WH Employee will obtain access to EMR when relevant competency is achieved (can be done as soon as WeLearn registration details are provided by WH Manager).