



Access and Set Up – Requesting User Accounts for Students

This Quick Reference Guide will explain how to:

Request accounts for students who need to use the EMR during a WH placement.

Account Types

This guide covers the process for requesting accounts for students who need to use the EMR during a WH placement.

- **Students** – Students engaged on placements from partner organisations that have an existing contract with 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.

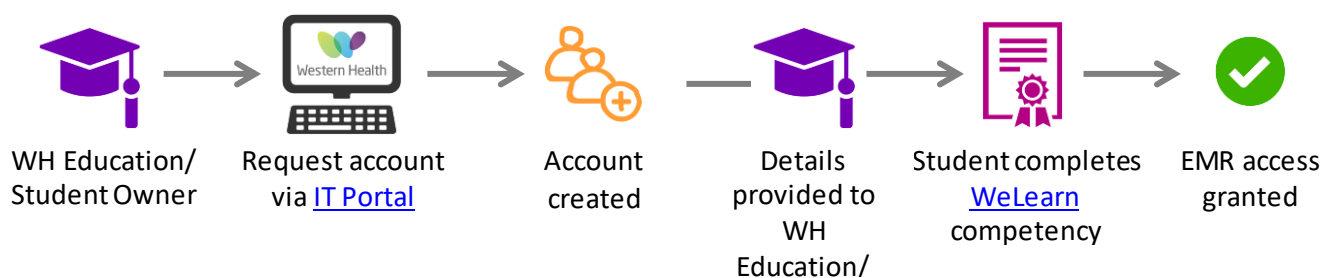
Online Training

Students will be given access to the EMR when appropriate training has been completed.

Training can be completed online via [WeLearn](#) where students can register with their university email address.

IT requests for user accounts must contain the university email address for all student accounts.

Student Accounts



Notes:

- WH Education/Student Owner is responsible for providing students with details of how to register on WeLearn.
- WH Education/Student Owner is responsible for providing accurate information in account request form to IT, including student university email address the student will use for creating their WeLearn account.
- Details of network login (username/temporary password) will be provided to the WH Education/Student Owner once relevant accounts have been created
- Student will obtain access to EMR when relevant competency is achieved