



ONCORE ACCESS GUIDELINES

OnCore CTMS is a hospital application that falls under the purview of HSIS. To grant access to OnCore the following guidelines must be followed.

1. REQUEST A UABMC ID ACCOUNT – SUPERVISOR’S RESPONSIBILITY

- OnCore uses an authentication scheme called UABMCID (formerly called LDAP.) HSIS verifies who you are and creates an account which authorizes you to access various systems under HSIS control.
- This request should be made by your supervisor/clinic manager, if one is needed. If you have/had access to SiteMinder, Horizon, or Lawson then you already have a UABMCID account and one does not need to be requested.
- Your supervisor will use this URL to request an account for you:
https://helpdesk.uabmc.edu/CherwellPortal/Home2?_75df31f1#0 then click “Click to Login,” enter UABMCID credentials, click on “Account Management” tab. Complete all fields in the on-line form.
If your supervisor does not have a UABMC-ID, please have him/her contact the OnCore Administrators at oncore@uabmc.edu.
- Your supervisor will receive an email from HSIS Core Team with the new account sign on information. This email should be forwarded to you to ensure you receive your log in details. You may also receive this email.

2. ATTEND TRAINING

- One training session will cover Protocol details; Subject information; and visit tracking activities in Calendars. Based on the OnCore team’s experience, training sessions are more effective and relatable once the user has had experience in his/her role with the study team.
- Your supervisor will determine your role on your study team. The OnCore Trainer can assist with this determination.
- To register for and schedule training, contact the Training Team at oncoretraining@uabmc.edu.

3. COMPLETE DEPARTMENT-SPECIFIC ONCORE ACCESS REQUEST FORM

- ALL fields must be completed and “wet” signatures must be provided on this form because this document is also held for institutional system audit reports. <https://www.uab.edu/ccts/research-commons/oncore/resources> (Click on OnCore Access Documents; enter BlazerID and password.)
- Submit form to (OnCore@uabmc.edu). This address is designated on the form.
- OnCore Administrators will create your account and contact you asking that you attempt to login. Trouble shooting will be done if there are issues.
- If you have been given a generic password from the HSIS Core team you will need to reset that password to a personalized one. Please call the HelpDesk (205-934-8888) and request assistance with resetting your OnePassword.

4. REQUEST A TOKEN FOR ACCESS FROM NON-UAB LOCATIONS

- If you want to access OnCore from a location not on the UAB network you will need a token. This is an app for your phone that provides you with a different authentication code at fixed intervals. Use this code to log in to your desktop to access OnCore. Or use this URL: <https://uaboncore.hs.uab.ed> .
- Request the token via https://helpdesk.uabmc.edu/CherwellPortal/Home2?_75df31f1#0 and choose “Remote Access Request” link, then click Token Request to complete the on-line form. HSIS will send an email with set up instructions.