



REQUESTING ACCESS TO AGENCIES IN ELITE

If you require access to this Elite system and you do not currently have login credentials to an agency within this system, use the instructions below to request access. If you already have login credentials to an agency within this system, request access to other agencies from inside Elite. Learn more by visiting [Help / University](#) and searching "Requesting Access to Other Agencies."

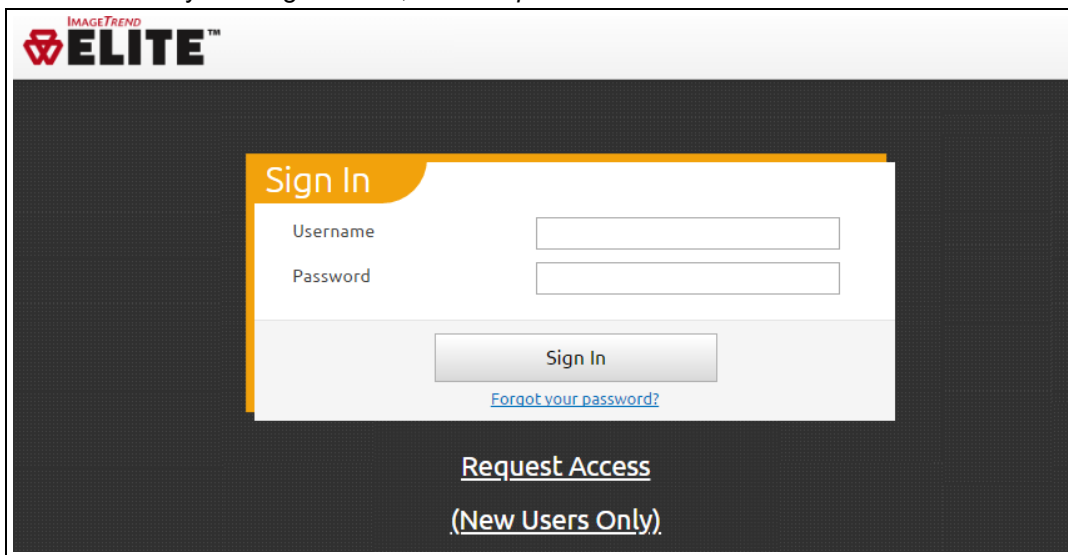
Requesting access requires completing the Request Access form and then **waiting to receive** an approval or denial email. Notification emails are sent to the email address in your request. Each agency to which you request access, will send you a separate email to inform you of the outcome of your request.

Facts

- After submitting a request, notification emails send to the email address in your request. You will receive Notification emails will notify you that your request has been received, and approved or denied.
- You can submit a request to more than one agency at a time. Each agency's administrator makes approval decisions; it is possible to be approved for one agency, but not another.
- To learn the status of your request, contact the agency or system administrator.

How to Request Access to Agencies in an Elite System

1. From the Elite system login screen, click *Request Access*.



2. From the Request Access page, complete the fields.

Request Access

← Back [Help](#)

1. Fill out the form below.
2. Select the agencies to which you require access.
3. Wait for an email with approvals or denials for the requested agencies.

Note: If you already have a user account and want to request access to other agencies, log in to Elite and click *System / Agency Name > Request Agency Access*.

! **First Name**

Middle Name

! **Last Name**

! **Email Address**

! **Username**

State Licensure ID

Level of Certification

! **Agencies**

Available

- Badger County Hospital
- Bakerville Fire Department**
- Basic Agency
- Braham
- Brook Park

Selected

Notes

Provide the system administrator additional information about your request...

Submit Cancel

- **First Name, Middle Name, Last Name:** Enter your first and last name, and optionally your middle name or initial.
 - **Email Address:** Enter an email address; this address receives all notifications regarding this agency access request.
 - **Username:** This field auto-generates a username for you. You can edit the username at this time, however, if the entered username is already in use, administrators will update the username as needed.
 - **State Licensure ID:** Enter your state licensure ID number.
 - **Level of Certifications:** Select your level of certification.
 - **Agencies:** Use the arrows to move agencies to the Selected box. Upon clicking *Submit*, you are requesting access to all the agencies listed in the Selected box.
3. In the Notes field, enter any information you want to submit with your agency access request.
 4. Click *Submit*.

What's Next?

An email is sent to the email address in your request to indicate your request was received. A second email is sent when your request is approved or denied. If you are approved to access an agency, the agency administrator will contact you with your login credentials; including a username if your chosen username was unavailable.

