IMPORTANTIMPORTANT***IMPORTANT***

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NEW HIRES FOR ALL NURSING AND OTHER SPECIFIED ALLIED HEALTH AREAS

You have received this packet because you will be employed by Penn State Hershey Medical Center in one of the following positions:

- o RN
- o LPN
- o Nurse Practitioner
- o PCA (Patient Care Assistant)
- o Student Nurse/Extern
- o EMS/EMT (no Pre-Hospital)
- o Care Coordinator
- o Social Worker
- o Patient Care Secretary
- o Medical Assistant
- o Surgical Techs

Please accurately complete the two attached forms granting you access to various computer systems in the PSHMC Clinical Information System.

1. **Information Technology Account Request Form (front and back)**
   - This form is required for you to receive access to the Clinical Information System
   - **FRONT:** After completing all highlighted areas, please make sure to **sign and date at the bottom**
   - **BACK:** Add your name in the upper right corner

2. **Penn State Access Account Application for Faculty and Staff**
   - This form is required for you to receive access to Groupwise email system and various ITS Student Computing Labs
   - Complete all highlighted areas that you are able to on **Page 1 (front)**
   - Sign and date **Page 2 (back)**

   PLEASE BRING THESE COMPLETED FORMS WITH YOU ON YOUR FIRST DAY OF EMPLOYMENT

Upon completion of training for the Clinical Information System, you will be able to pick up your accounts at the George T. Harrell Library Circulation Desk. A valid picture ID is required for pickup.