

# Instructions for Requesting EAMC MFA Access

Request form: <https://apps.eamc.org/secure/AccessRequest>

The screenshot shows the 'AccessRequest' form with several key elements highlighted by red arrows and a callout box:

- User Action:** A dropdown menu set to 'Change User's Rights'. A yellow banner below it states: 'Completing this form will ensure MFA will be added to your access.'
- Network Username:** A text input field containing a redacted username. A callout box above it says: 'You will need to know this identifier.' Below the field, it says: 'Leave empty if you've never been assigned network access or don't recall.'
- PLEASE TAKE NOTE:** A teal box containing a redacted email address followed by '@eamc.org' and the text: 'This identifier may be required to set up Multi-Factor Authentication (MFA)'. A red arrow points from the callout box to this section.
- Personal Information:** Fields for First Name, Last Name, Work Email, Work Phone, and Personal Cell Phone.
- Job Title and/or credentials:** A text input field.
- Purpose for Access:** A dropdown menu with the selected option: 'I already have access to EAMC, I just need MFA'.
- EAMC Information Security External User Security Contract:** A scrollable text area containing the contract terms.
- Contract Acknowledgment and Signature:** A checkbox labeled 'I have read, understand, and agree to the EAMC Information Security External User Security Contract.' Below it is a grey signature area with a yellow 'SIGN HERE' arrow pointing to it.
- Submit Access Request:** A large red button at the bottom of the form.

All external/remote access to Cerner will be required to go through this secure link: <https://citrixmfagw.eamc.org> using MFA after November 23rd, 2020.