

# User Guide: *Getting Access to PRIS3M*


Purpose: To provide the user with an introduction to getting access to PRIS3M for internal and external users.

Last Update: February 2025

# Carilion Clinic PRIS3M: Partnership in Research Integrity and Subject Safety Submission Module

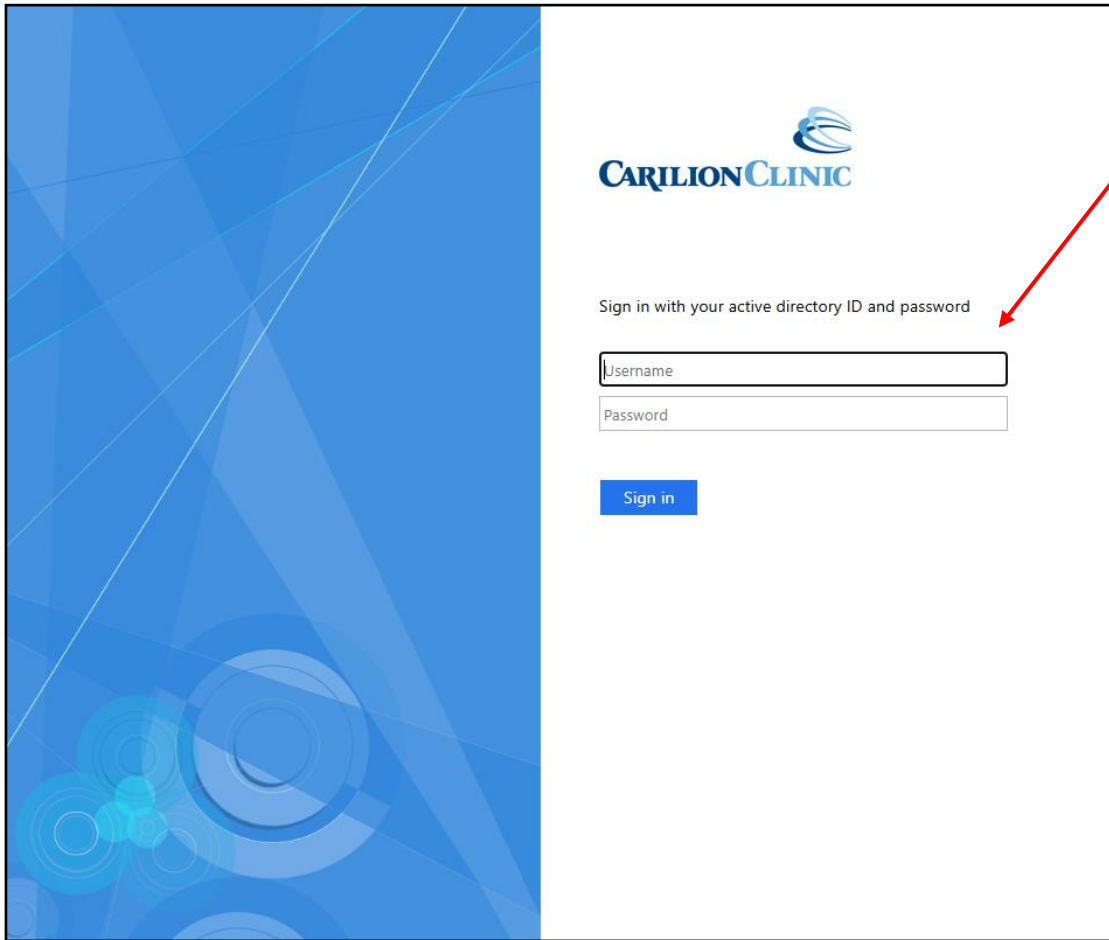
For the best experience, use one of the following **recommended browsers**:

Platform	Browser
Microsoft Windows (in recommended order)	Chrome, Firefox, or Edge
Apple Mac	Chrome, or Firefox

 **Allow pop-ups for this site**: Certain actions within the PRIS3M application will not function if the pop-up blocker is enabled.

# Internal (Carilion Employees) Users:

Navigate to <https://carilionclinic.imedris.net/>



CARILION CLINIC

Sign in with your active directory ID and password

Username

Password

Sign in

Enter your **Carilion Clinic ID** and **password** to access the PRIS3M system.

You must log in at least once to create a PRIS3M account.

If you are still unable to log in:

- Contact the IRB office directly at [irb@carilionclinic.org](mailto:irb@carilionclinic.org)
- Submit Help ticket at [https://is.gd/PRIS3M\\_IRB\\_Help\\_Form](https://is.gd/PRIS3M_IRB_Help_Form)

**Important:** If you are trying to add team members to a study, and you cannot find their name, ask them to log into the system using their Carilion username and password to create their account.

# External (Non-Carilion Employees) Users

**Do you have a Carilion username (e.g., [jldoe@carilionclinic.org](mailto:jldoe@carilionclinic.org))?**

○ **No :**

- Please request that the Carilion PI (or someone within the PI's department with the ability to submit Access Requests in Service Now) complete a "Request Services" request at <https://carilion.service-now.com/esc>
- The "Request Services" should be submitted as an "Access Request" for "Microsoft Active Directory"

○ **Yes, I already have a Carilion username:**

- Proceed to log into the [PRIS3M Submission System](#) using your Carilion username and password to create your account.

• **Forgot your Carilion AD Password?**

- a. Visit <https://passport.carilionclinic.org:8443/sspr/public/forgottenpassword> to reset your password or call TSG At 540-224-1599.

# Service Now Access Request

To provide access, TSG will need a copy of your driver's license and you will need to sign a Confidentiality Agreement. The person who made the request will be notified once the request has been granted (pg.6).

The screenshot displays the 'Access Request' page in Service Now. At the top, there is a breadcrumb trail: Home > TSG Requests > Other Requests > Access Request. Below this, the page title 'Access Request' is highlighted in yellow. The main content area is titled 'Support resources' and includes a 'Filter by' dropdown set to 'All' and a 'Sort by' dropdown set to 'Popular'. A search bar labeled 'Search resources' is also present. The resources are displayed in a grid of 12 cards, each with a 'Request' icon and a heart icon. The cards are:

- Access - PerfectServe**: Secure Texting, On Call Schedules, Clinical Alerts
- Access - Shared Folder**: Request access to one or more folders on the S:// (shared) drive / (Microsoft File...
- Access - EPIC Care Inpatient**: EPIC Care Inpatient (Clinical and Non-Clinical)
- Access - Kronos (UKG)**: Access for Timekeeping, Scheduling, Reports, Mobile Punch, & Travelers
- Access - Teletracking**: Patient and Bed tracking application
- Access - Microsoft Active Directory**: Primary log in to access Carilion network (highlighted with a yellow box)
- Access - Cornerstone**: Carilion's education platform
- Access - Omnicell**: Software for automated medication and supply dispense.
- Access - Email**: Email Access only needs to be requested for non-employees or affiliates
- Access - Removal**: Removal of Access - Partial or Full
- Access - Unlisted Application**: Used for any unlisted applications
- Access - Apps.carilionclinic.org**: Remote Access to applications for Carilion Clinic employees

A 'Show more' button is located at the bottom of the grid.

# Approved AD Account Request Email

Once your request is granted, the requester will receive an email. This information contains the Active Directory name and CIN (badge number) needed for the user to create the AD password in Passport.

An Access Request you submitted has been marked as complete.

**Details:**

Interaction / Request Number	[Redacted]
Submitted By	[Redacted]
Submitted On	03/21/19 11:38:58
Access Provided For	[Redacted] /Recipient/ Active Directory / CIN
Closing / Additional Comments	Task T280663 - No Action Taken for [Redacted] access to UNLISTED APPLICATION - Closing Comments: Carley Emerson is the Director of the Institutional Review Board and the administrator for iMedRIS. iMedRIS is Active Directory (AD) authenticated and is single sign on enabled, so no AD group is needed. Non Carilion users need just an active AD account

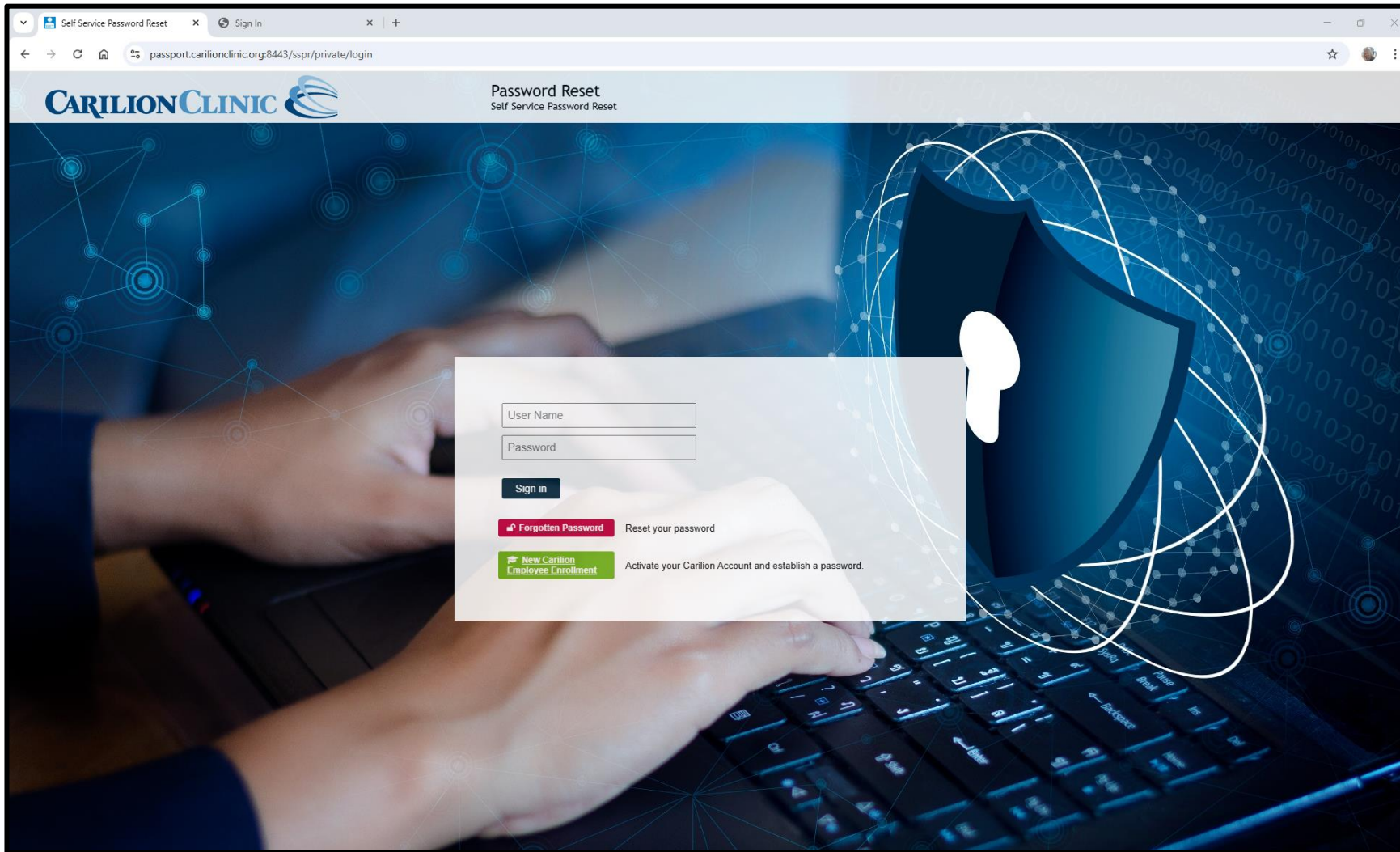
**Please Note:** Any access marked as "Access Requested Externally" will be handled by non-TSC personnel and you will be contacted directly when access has been granted.

**Action Required:** New or returning employee accounts will not be active until the Tuesday following System Orientation and, once active, the recipient will need to visit <https://passport.carilionclinic.org> and set / establish their password.

**Additional Resources:**  
On-Line Access Request Job Aides: [TSG HUB Access Job Aids](#)  
Account Password Management: <https://passport.carilionclinic.org>  
Edison: <https://Edison.carilionclinic.org>

If you need further assistance and would like to speak to someone about this request, please contact the TSC by calling (540) 224-1586, (800) 354-1586. You may also view the history of this request by going to "View Your Request" in [Edison](#).

The new user must go to the Passport website at <https://passport.carilionclinic.org> and click on the New Carilion Employee Enrollment Link. Follow the steps below:



1. Create your password through Passport.
2. You will need to log into the [PRIS3M Submission System](#) one time.

If you have any issues with Passport, please contact TSG at 540-224-1599.

Need more help? Contact the  
HRPO team to assist.

Email [IRB@carilionclinic.org](mailto:IRB@carilionclinic.org)