

Steps To Request an iMedRIS Account

Go to CITRIX – go to eRequest icon

Go to first selection – “Order something” and click on it

Under Categories, go to “Access Related” selection and click on it

Go to “Add CITRIX Icon” and click on it

This will bring up a form to complete with your information.

In the description box type in “Please add iMedRIS application” and then click on submit.

After you have completed your eRequest, you will receive an email from IT similar to the one below that a request has been opened.

“This email is a confirmation of the above-referenced I.S. Service Request that you recently submitted via eRequest. PLEASE DO NOT REPLY TO THIS EMAIL. If you have any questions, please contact the Client Support Center at x19999 (816-251-9999).”

To view the details of your service request, please click the link below. (Note: You must be logged into the SLHS network in order to connect to this link.)”

Number: [REQ343399](#)

Requested by: Your name will show here

Requested for: Your name will show here

Opened: 2019-11-06 12:39:33 CST

Your request consists of the following item(s); to see the details of each item, simply click on the appropriate link(s):

[RITM372447](#): **Add Citrix Icon**

The IRB will confirm your request and then you will receive another email from IT that your request has been closed.

You will need to go to CITRIX to find the iMedRIS icon below and register your account.

