

How to Request Access to TOPAZ Elements

To request access to protocols and orders in Topaz, you must have a UConn Health domain account and password. You must be a UConn Health employee on the UConn Health network to access the UAR website.

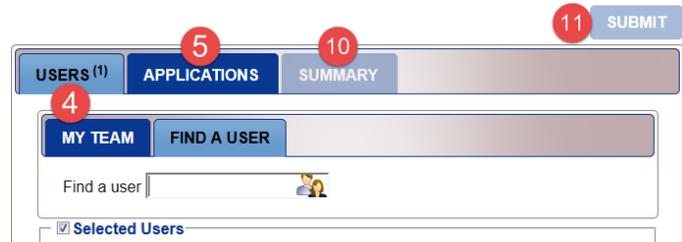
To Request a UConn Health Domain Account for Non-Employees / Non-UConn Health Students

Do not follow this process for incoming Employees or UConn Health Medical/Dental students whose accounts are created automatically through Banner HR and other automated student procedures.

1. From an on-campus or UConn Health VPN connected computer, launch your web browser and type <http://uar.uhc.edu> in the browser's address bar.
2. Enter your UConn Health domain account username and password credentials to login.
3. Under Affiliate Requests on the left hand side, click Add New Affiliate.
4. Enter the first name, middle initial, last name and date of birth of the person.
5. Click Search.
6. Fill out the form with the affiliate type, contact phone, affiliate's manager, job title, department, etc.
7. Click the check box next to Add Applications at the bottom of the form.
8. The user will be selected. Then begin at Step 5 below to request Topaz Elements access.

To Request Application Access to Topaz Elements for Employees, Students & Affiliates

1. From an on-campus or UConn Health VPN connected computer, launch your web browser and type <http://uar.uhc.edu> in the browser's address bar.
2. Enter your UConn Health domain account username and password credentials.
3. On the left under User Access Requests, click Add Application Access.
4. On the Users tab page, check the box next to the person to choose them from My Team list OR Click "Find A User," type in their name and select him or her.
5. Click on the "Applications" tab. A list of applications appears.
6. Check the box next to Topaz Elements. The system roles for Topaz Elements appear in a window with check boxes next to each role.
7. Read the description of Topaz Elements roles and check off the appropriate role for the person. *Note: You may only choose one role at a time. If you need additional roles (e.g. PI and IACUC Member), separate requests need to be made for each role.*
8. Answer any additional required questions that may appear.
9. Click the **OK** button.
10. Click the Summary Tab.
11. Click the **SUBMIT** button to send your request for approval.



Note: For the Research Staff Protocol Writer role, the PI must initiate the request on behalf of the staff member or email the IACUC office (ooacc@uchc.edu) requesting protocol writing permissions be given to the research staff member before the request will be approved.