NI New Personnel and Security Process

IT and GME have developed a new process for adding or changing faculty and staff privileges in New Innovations. This process applies to faculty and other personnel in NI but not residents, visiting residents or residents becoming faculty. The need for this process was identified by UTHealth audit of New Innovations and the security risks involved.

This two part process consists of the faculty or staff member first being added into NI with all the required* information. Second a short web-based form is to be completed. If there are to be changes to the person's Status, Work Role or privileges, please explain in detail in the comment box. This notifies GME to review and approve the request then the system administrator will activate the person in NI. If the required information is not entered in NI, the form will be denied and returned to the requestor. A numbered outline of the process is below.

1. **Enter the faculty or staff information in NI**. *(In NI: Personnel=>Add New Person)* This places the new personnel into a pending status in NI. The required* information is listed below.

    - Last Name
    - First Name
    - NPI# (Required for Faculty)
    - Work Role
    - Credentials (Required for Faculty, ex MD, MD PhD)

    - Title (Preferred)
    - Department
    - Program
    - Email
    - Birthdate

2. **Submit the web-based form at the following URL**. https://apps.uth.edu/nitools Explain changes to a person's Status, Work Role or privileges in the Comment Box.

3. **GME will review and approve the addition or change.**
    Note – if all the required information is not entered in NI, the request (electronic form) will be denied.

4. **The NI System Administrator will activate the new person**.