1. Admin Action: Invite the user to register for a Covisint ID.
	1. You can do this from the Covisint Healthcare Portal (<https://portal.healthcare.covisint.com/web/portal/home>), from the drop down select MY PROFILE.



* 1. Click on Administration > Invite > Invite Users
	2. Enter the email addresses for the users you wish to invite. Click “send invitation” 
1. User Action: User Covisint Account Creation
	1. The user will click the link in the invitation email 
	2. The user will fill out the registration form to create a profile and Covisint ID and password. 
	3. Select the “Providerlink” Service Pacakge during registration 
	4. Agree to terms and conditions 
	5. Submit registeraton 
	6. If the process is sucessful, the user will see a confirmation 
2. Admin Action: User Covisint Account Approval
	1. Navigate to Administration > Pending requests > User Requests  OR Click on the link in the email notification that announces thet user has reistered 
	2. Click the paper icon next to the request to view it
	3. Select the Approve radio buttons and click on the Submit Decision button 
	4. The user will be notified by email that the request has been approved
3. User Action: Login into Providerlink
	1. The user should login at <https://sso.healthcare.covisint.com> with his or her new ID and password 
	2. Launch the Providerlink application from the Secured Applications list. NOTE: Until this is done the user’s ID will NOT appear in the Providerlink application! 
	3. User will be presented with terms and conditions, they will need to click YES to continue 
	4. User may be presented with a Splash screen displaying Providerlink news and announcements. Click the “Proceed to Application” button 
	5. The user will get an error message tell him or her that he or she cannot be logged in. 
4. Admin Action: Link Providerlink Profile to a Facility and Mailbox
	1. Login to Covisint and launch Providerlink
	2. Click on the Setup opton on the grey toolbar 
	3. Click on the Users option 
	4. Search for the user, then click on the user name to open the use’s Providerlink profile
	5. Select a role, facility and mailbox for this user. The user can only have one role; most users use the Website User role, however, if the user nees admin rights, then the facility or domain admin roles can be given. Click the save button.



1. Userr Action: The user should now be able to login to Providerlink sucessfully and use the application.