

# Requesting Remote Access:

Remote access must be requested from within the VA firewall. It is impossible to request remote access from an outside computer.

**Please be advised:** Your remote access will disable automatically after 60 days of non-use.

Please open Internet Explorer  (Please ensure you are not using Microsoft Edge or Windows Chrome)

## TOOLS

- Education*    [Clinical](#)    [Administrative](#)
- [TMS](#)    [Deprescribing Portal](#)    [Technical](#)
- [VA Leaf](#)    [Elsevier](#)    [Forms](#)
- [Employee Education](#)    [Clinical Key for Nursing](#)    [Conference Room Scheduler](#)
- [V23 SharePoint Skills Training](#)    [Lexicomp](#)    [Display Board Scheduler](#)
- [VALNET e-Library](#)    [College of Medicine Desktop](#)    [VANTS Scheduler](#)
- [DAISY-BEE Nomination](#)    [VA Phone Book](#)
- [Medline Plus](#)    [EAAS Self Service](#)
- [VistA Web](#)    [Pager Texting | how to use this](#)
- [Outlines in Clinical Medicine](#)    [IC Phone Book](#)
- [Medical Staff Privileges](#)    [Language Assistance / Interpreters](#)
- [JPSR](#)    [Acronyms](#)
- [JPSR Instructions](#)    [Routing Symbols](#)
- [Services](#)

## INFORMATION

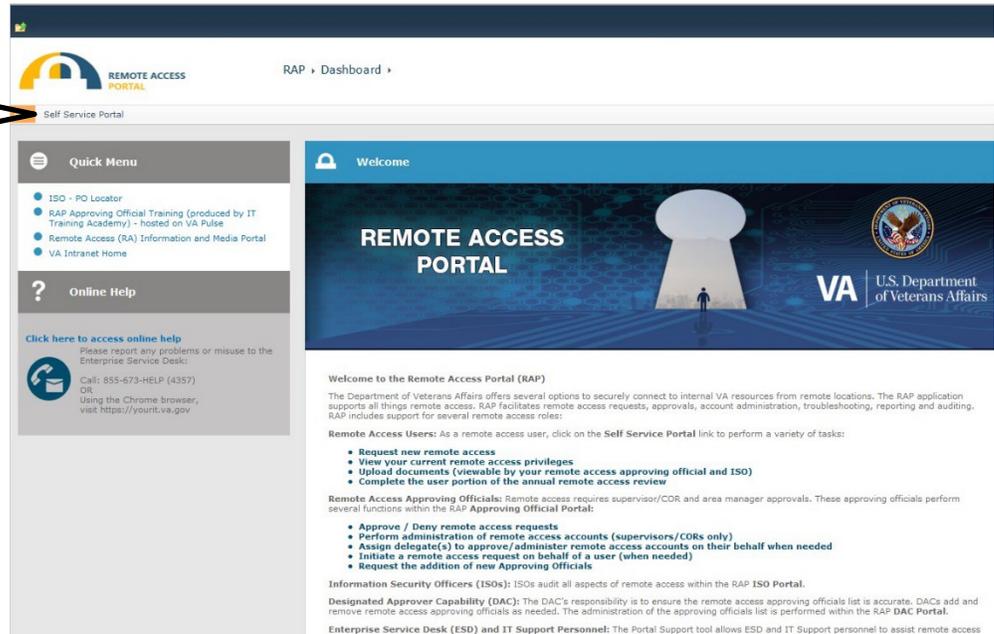
- General*    *Policies*
- [VA Insider](#)    [MCM Tracker](#)
- [Acting Designations](#)
- [Visitors](#)    [Local Policies](#)
- [Outreach](#)
- [Employee Reference](#)    [VISN Policies](#)
- [Equal Employment Opportunity](#)    [VHA Policies](#)
- [Human Resources](#)    [VA Policies](#)
- [Committees](#)    [Medical Staff Rules & Regs.](#)
- [VHA Clinical Practice Guidelines](#)
- [Performance](#)
- [Privacy & Information Security](#)
- Executive Leadership*
- [Parking](#)
- [Facility Maps](#)
- [Systems Redesign](#)
- [Reusable Medical Equipment \(RME\)](#)

Select: Privacy & Information Security



At this point, the system may prompt you to enter your VA email Address. It is normally FirstName.LastName@va.gov, if you are unsure of your email address you can open Outlook and run the first-time startup which will display your VA email or feel free to contact VHAIOWAccess@va.gov and we can provide it to you. Once entered the Privacy and Information Security website will appeared. Scroll all the way to the bottom and select RAP Remote Access Portal.

Select: Self Service Portal



Email:

Secondary Email:

Primary Phone:

Secondary Phone:

Mail Code:

Secondary Email: Email address you use the most



Justification

Justification for the account:



- **Medical Student:** Patient care after hours. (Medical Students use this justification)
- **Resident/Fellows:** I am a \_\_\_\_\_, during my rotation at the VA I will need the ability to remotely review patient records from an off-site location or when on call to support and provide timely care to VA patients.
- **Provider:** As a VA provider I will need the ability to remotely review and sign patient notes from an off-site location, when on travel or when on call to provide timely care to VA patients.
- **Research:** I will be involved with a research study (IRB number) and would like (need\require) the ability to remotely access VA information pertinent to my position to include Vista, CPRS, share point sites, network drives, presentations and data supporting this research project.

Upon providing a justification for the request select, "Next"

AD Prof.. > Justifi... > **Facility** > Accou... > Comp... > Sum... > Acces...

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**Facility**

State: IA

Facility: Iowa City VA Medical Center



State: IA

Facility: Iowa City VA Medical Center

AD Prof.. > Justifi... > Facility > **Accou...** > Comp... > Sum... > Acces...

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### Account Type

I am a:  Contractor  
  VA Employee

Cancel Previous **Next** 

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### Company & Supervisor/COR

Company: Department of Veterans Affairs

Supervisor/COR: Lewis, Julie  Check here if supervisor/COR is not listed.

Cancel Previous **Next** 

**Supervisor/COR:** Type - Lewis, Julie and **click** name once it populates

## Profile Summary

### AD Profile

User Name:

User Principal Name:

Email:

Secondary Email:

Mail Code: IowaCityVAMC

Justification:

### Account Type

Account Type: VA Employee

### Facility Information

State: IA

Facility: Iowa City VA Medical Center

Company: Department of Veterans Affairs

Supervisor/COR: Lewis, Julie

Cancel

Previous

Next

Access Type

Access Settings

Summary

Terms and Conditions

## Access Type

Listed types do not include already requested access types.

Access Type:

**Access Type:** Select CAG Access from the drop-down menu

Cancel

Next

Access Type > Access Settings > Summary > Terms and Conditions

### Terms and Conditions

I certify that my VA Privacy and Information Security Rules of Behavior yearly training requirement is current and I will keep it current to maintain my remote access privilege.

I accept

Cancel Previous Next

**Upon submission, your request will be forwarded to the approving officials. Generally, within 48 hours your remote access will be operational. When your account has been created, you will receive an email confirmation, which will also include instructions for remote access use.**