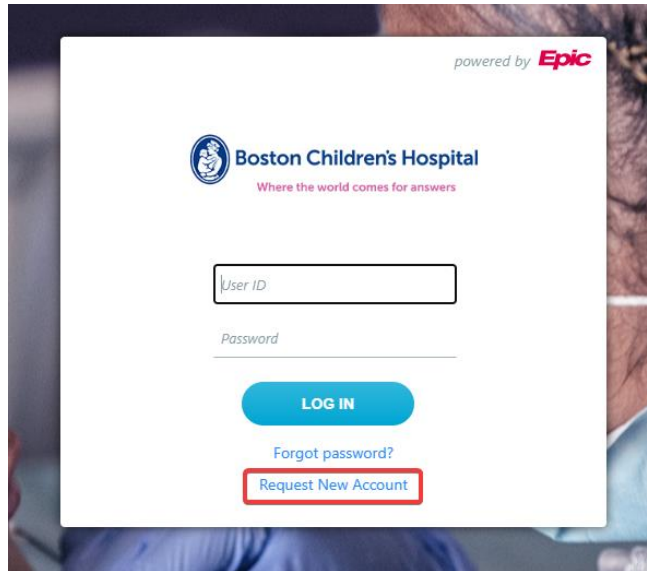


## Boston Children's Clinician Link Registration Guide

Follow the steps below to register for Boston Children's Clinician Link:

Please Note: If your organization **already has a site registered** with Boston Children's Clinician Link and you're looking to **add new users**, please contact your Site Administrator. If you do not know who your Site Administrator is, please contact us @ [BCHClinicianLink@childrens.harvard.edu](mailto: BCHClinicianLink@childrens.harvard.edu)

1. Open Boston Children's Clinician Link webpage – [clinicianlink.bostonchildrens.org](http://clinicianlink.bostonchildrens.org)
  - From the home page select "Request New Account"



2. Select the appropriate new account request option based on your organization.
  - If your organization does not currently have access to Boston Children's Clinician Link select "Request a new site".

### Create User Accounts for Your Site



#### Request a new site

A site represents your workplace and must exist before you can add user accounts.



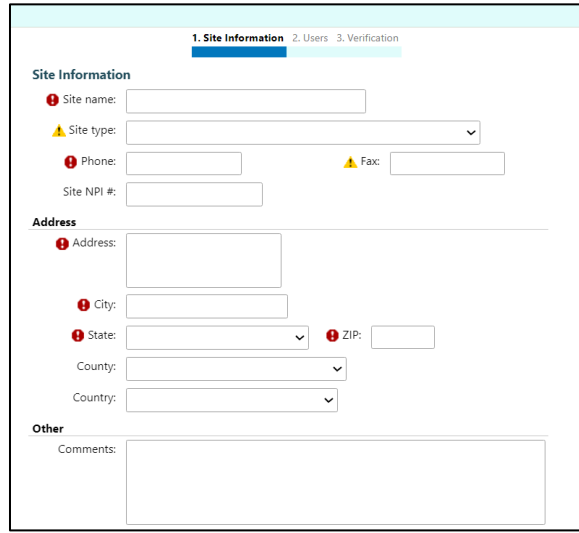
#### Add a user to an existing site

If someone at your workplace already has access, your workplace has a site.

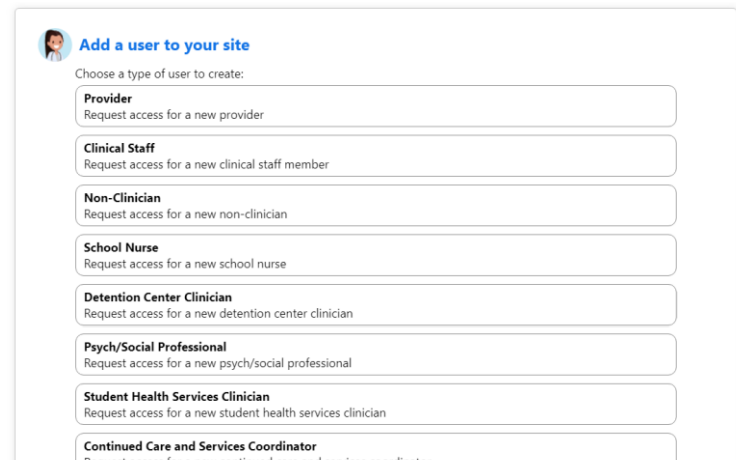
*\* Only the Research Monitors User Type can utilize the "Add a user to an existing site" functionality.*

3. Once you have selected the "Request a new site", complete the "Site Information" form.

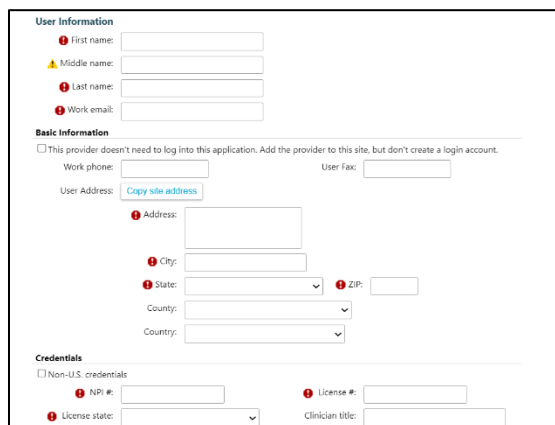
- All items with the red stop sign are required.



- Once you have completed the Site Information form, you will be prompted to start adding users.
  - You will need to select the user type for each user at your organization that will access Boston Children's Clinician Link.



- Complete the User Information form of the New Account Request.
  - Different types of users will require different demographic information before they can be registered. *(The example below is of an account request for a Provider accessing Clinician Link)*





- Repeat steps 4 & 5 until you have added ALL users at your organization that will require access to Boston Children's Clinician Link.

New Account Request > Site > Users

1. Site Information 2. Users 3. Verification

Users

[+ Add](#) [Edit](#) [Delete](#)

Name	User Type	NPI	Email	Site Administrator
<a href="#">Link, Boston Childrens Clinician</a>	Non-Clinician		example@email.com	Yes

6. You will be **required** to identify at least one user that will serve as your “Site Administrator” but we recommend having at least 2 Site Administrators.

**Site Administrator**

A site administrator is the person responsible for maintaining a site's records. These responsibilities include verifying that user accounts are current, deactivating the accounts of users who are no longer active at the site, and submitting requests to activate new user accounts. Every site must have at least one administrator.

Make this user a site administrator

7. Once this process is completed, the Site Administrator will receive an email asking to verify their email address. Once the email address is verified, another email will be sent to the Site Administrator containing a reference code.
8. Once provisioned by BCH, the Site Administrator will receive an email with instructions to create their and the other users from their sites initial password using the reference code.

Please reach out to [BCHClinicianLink@childrens.harvard.edu](mailto:BCHClinicianLink@childrens.harvard.edu) if you have any questions.