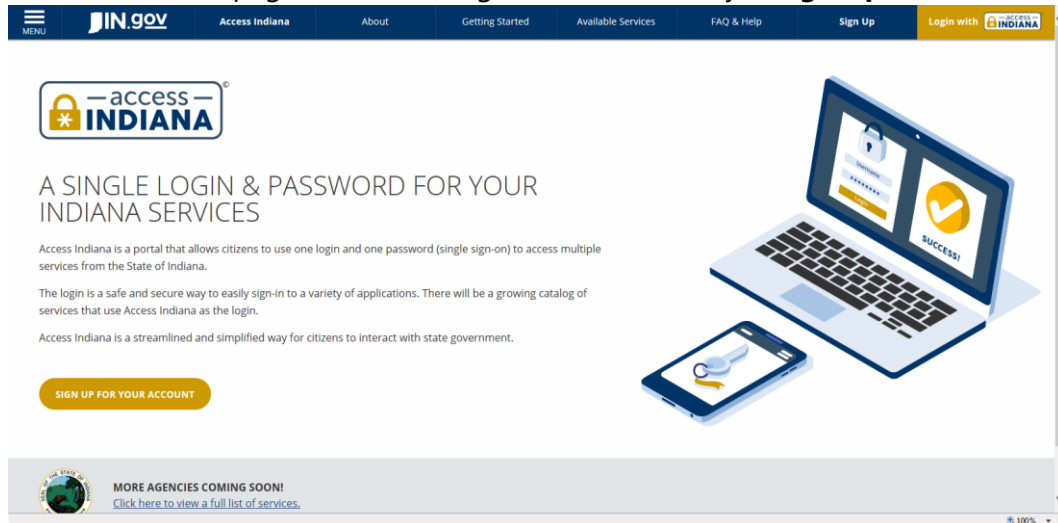


How to Register for an Access Indiana Account and Login to DRIVE

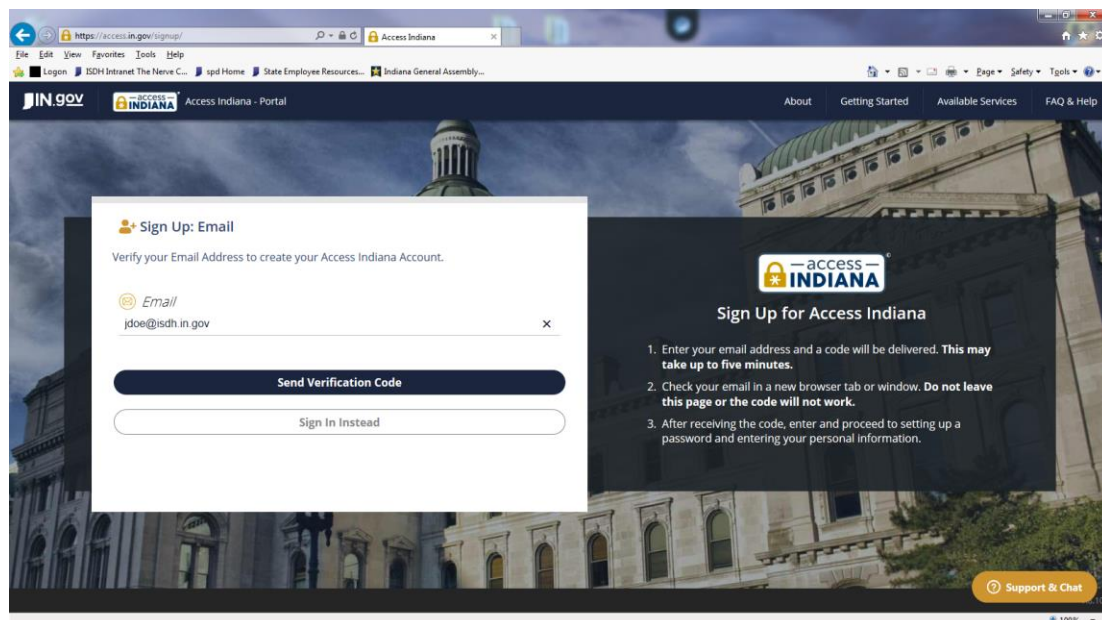
Registering for Access Indiana

(Find registration instructions and help on resetting a password at <https://www.in.gov/access/getting-started.html>)

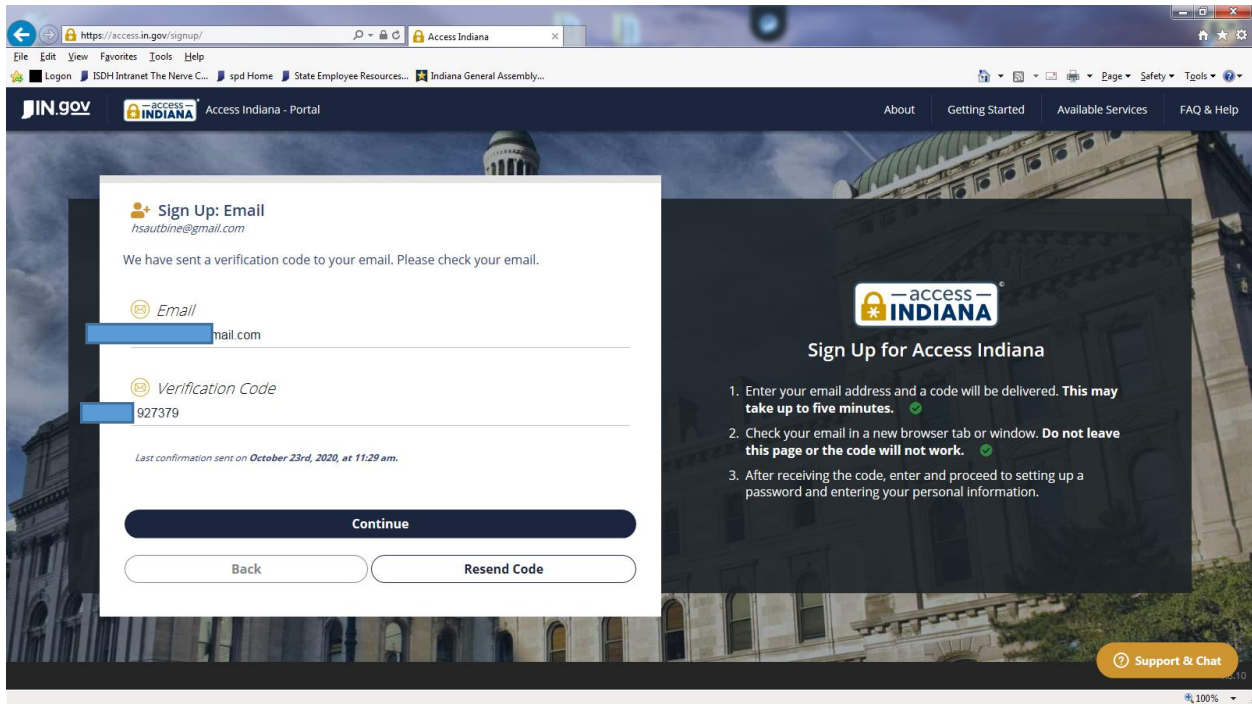
1. Navigate to the Access Indiana webpage at <https://www.in.gov/access/>
2. Go to the bottom of the page and click the gold button that says **“Sign Up for Your Account.”**



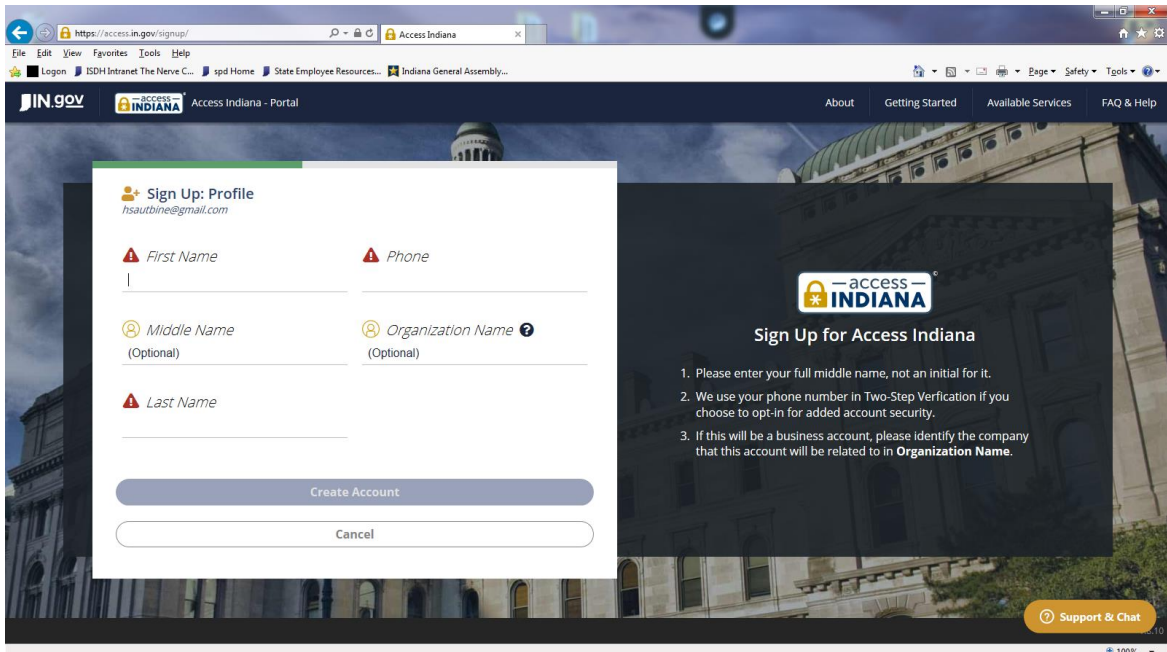
3. Enter a valid email address – this can be your personal or professional email address, whichever you prefer. Then Click the **“Send Verification Code”** button.



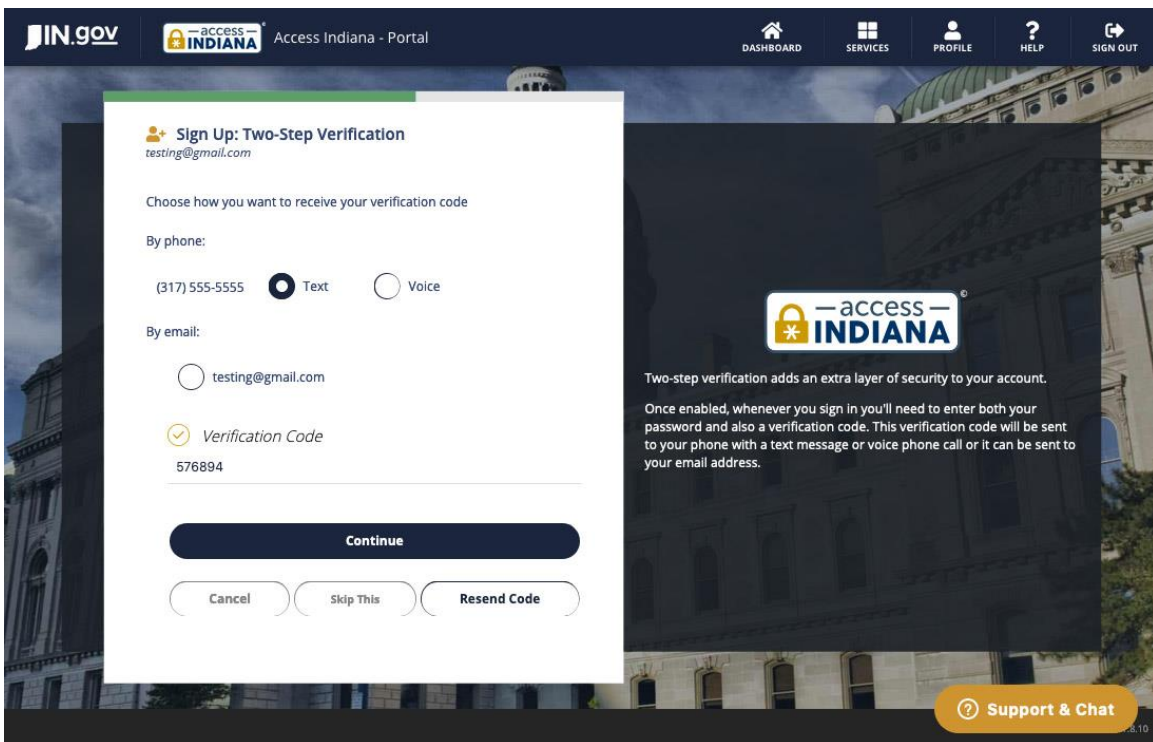
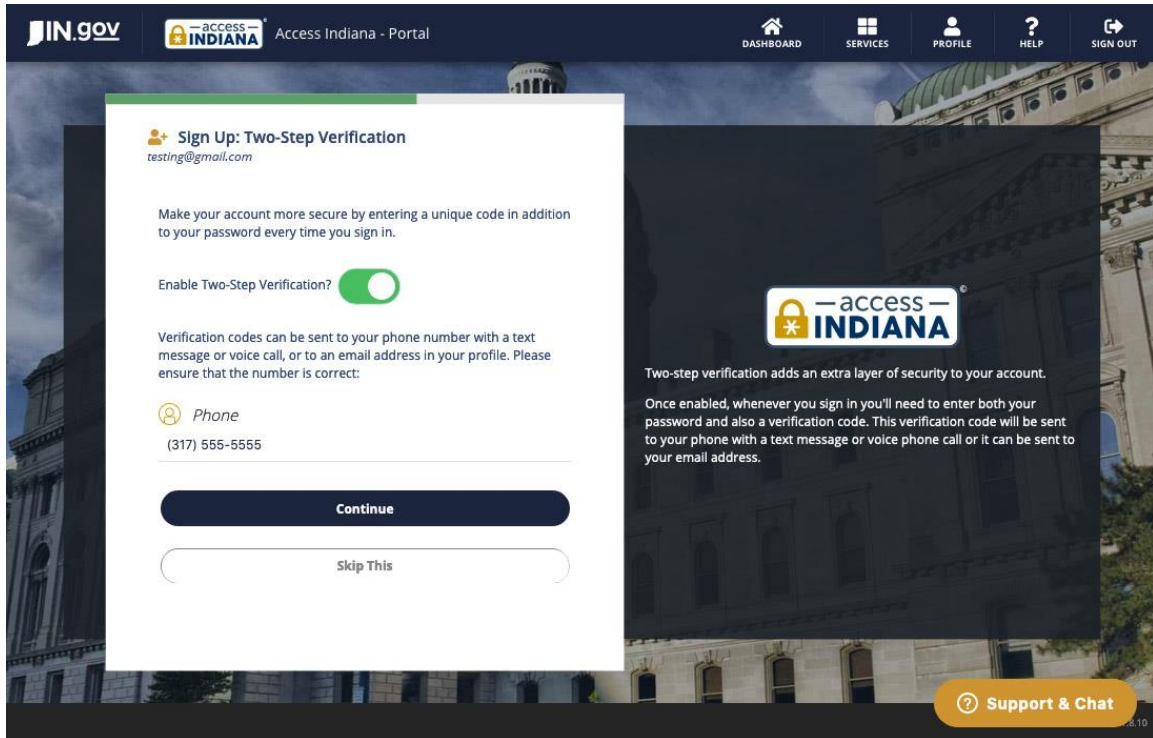
4. Enter the verification code and click **Continue**.

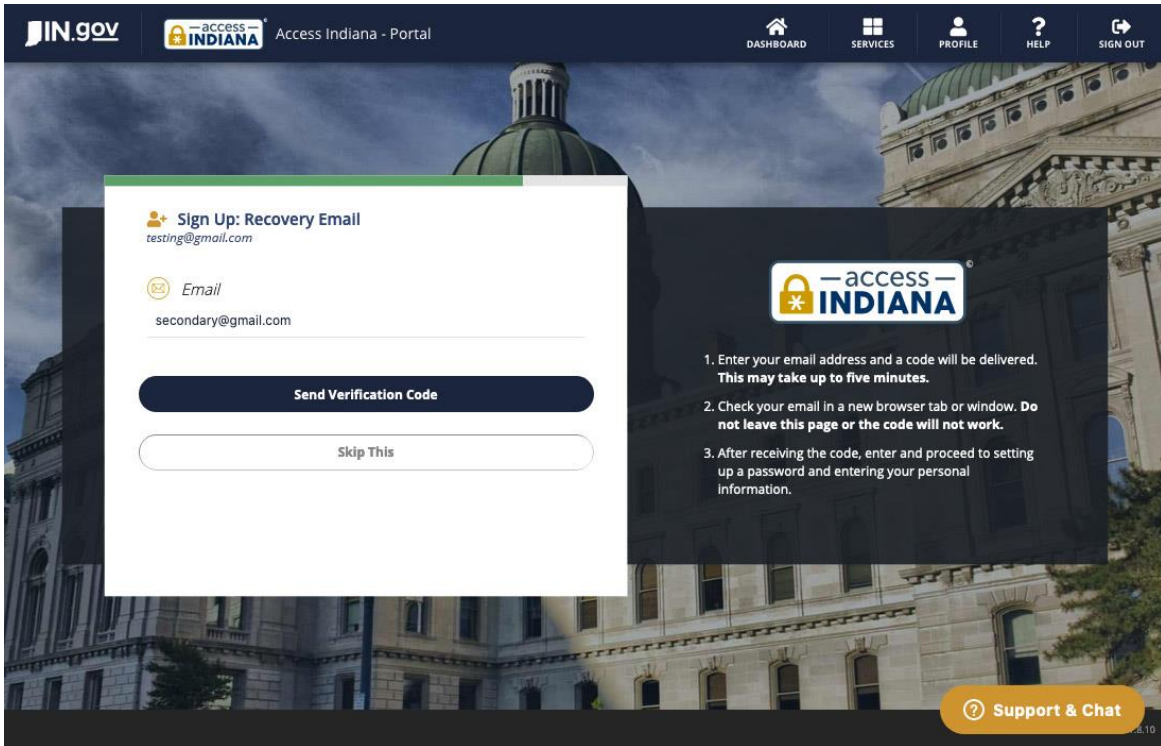


5. You will then be prompted to create a password. Create a password and then click continue. (Note: the password must be of sufficient complexity, or Access Indiana will reject it).
6. Enter your Name and Phone Number. These are required pieces of information. The other fields are optional. Then Click **“Create Account.”**

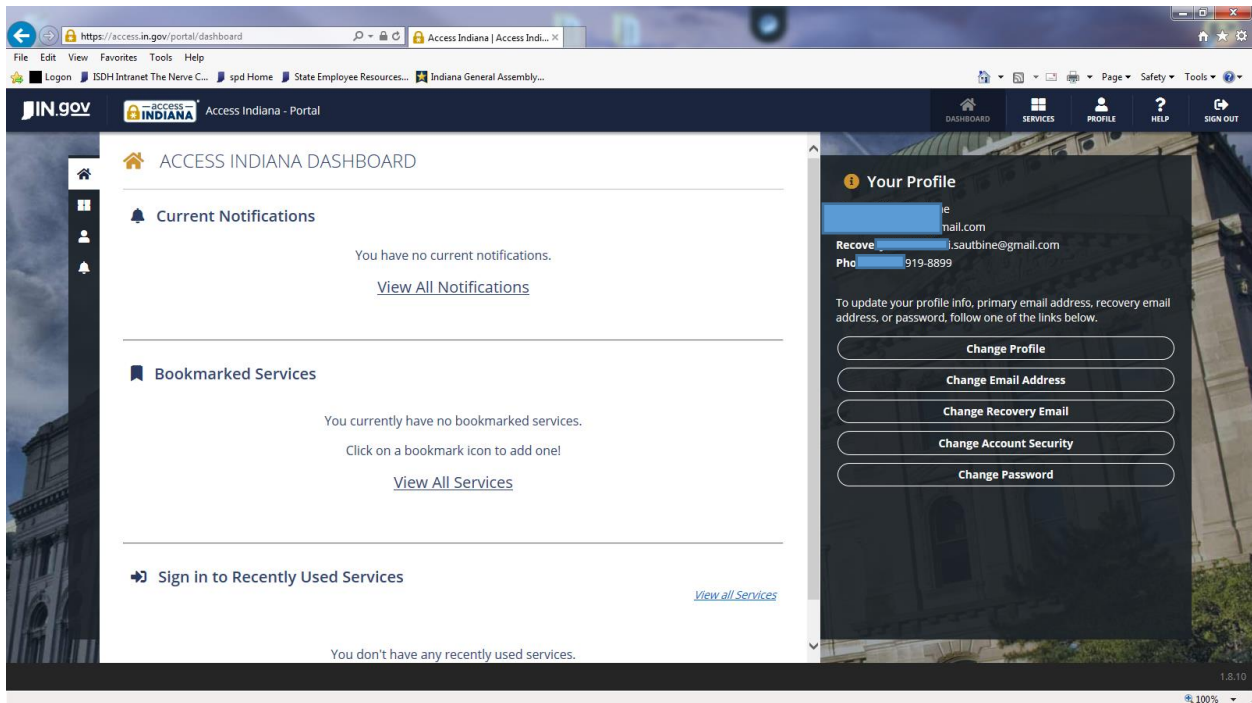


- You be asked a series of optional steps, which you can skip or opt into. These steps will allow for two-factor authentication and for you to provide a recovery email address. **We strongly encourage you to use the two-step verification process to keep your account more secure.**



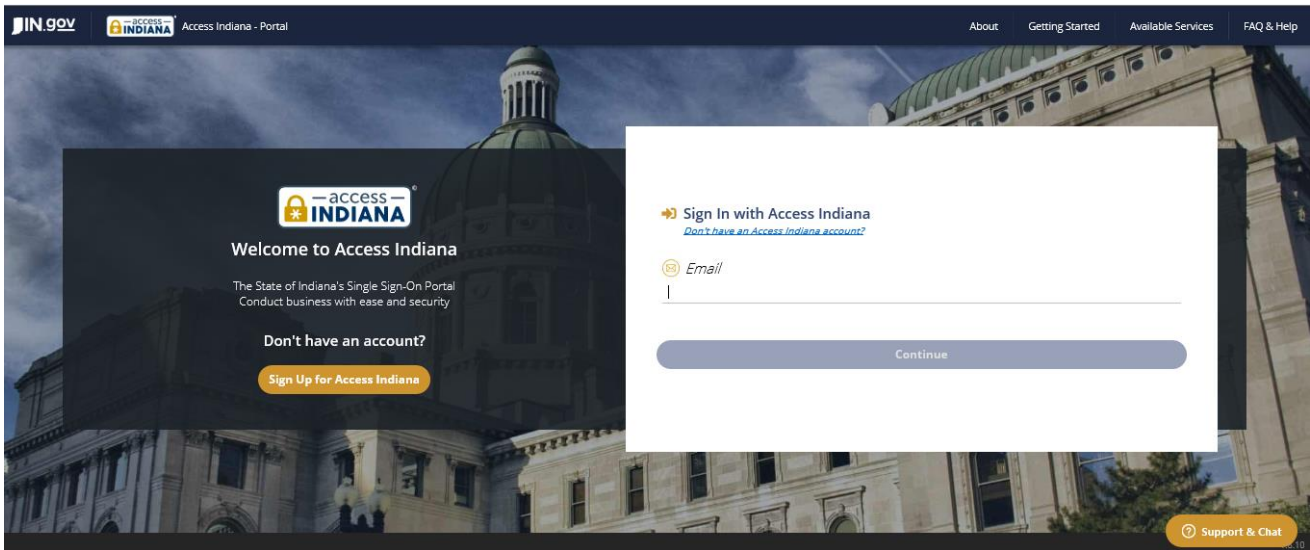


8. If you do those or skip those steps, you will then arrive at the Access Indiana Dashboard and your account is created:

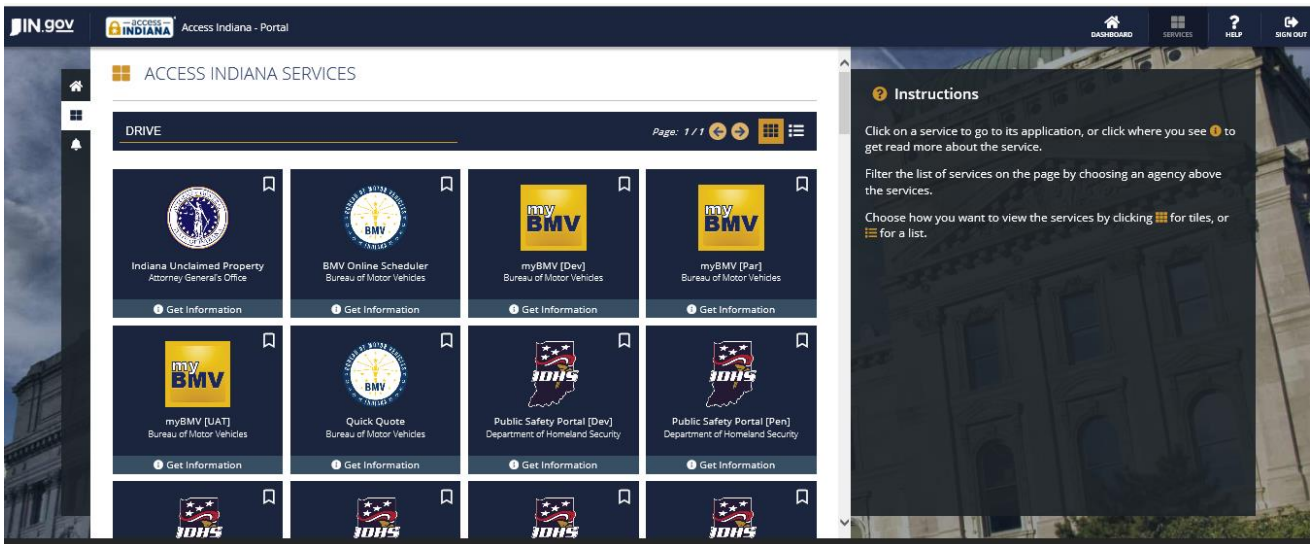


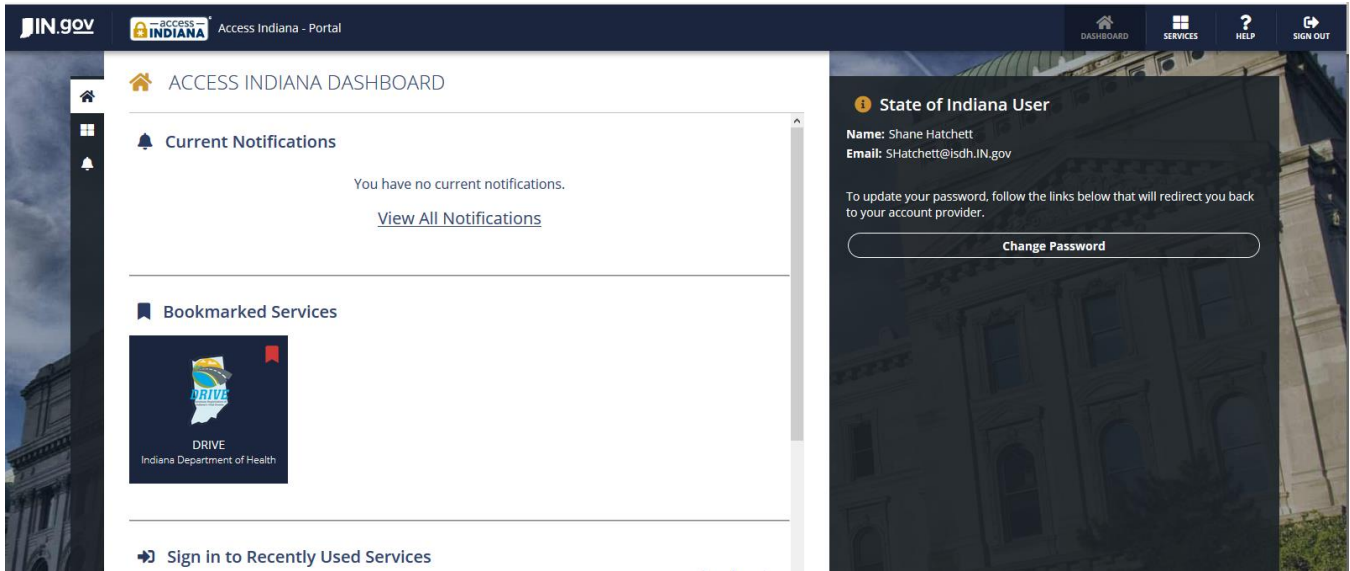
Registering for Access to DRIVE and Logging In

1. Go to Access Indiana: <https://www.in.gov/access/>. You can either select the Access Indiana icon on your desktop or select the Access Indiana Favorite (Bookmark) from within your web-browser.
2. Enter your email and select **Continue**.



3. Click the **DRIVE icon**, and it will take you to the DRIVE landing page.





- To request access to DRIVE for the first time, you will need to identify your primary **facility/office**. Begin typing and matching facilities will appear. If your facility's name is not there, try looking for a more complete version of the name (as opposed to an abbreviation). If you cannot find it, you may put a Help Desk ticket in at <https://eportal.isdh.in.gov/vrhelpdesk/>. Be sure to select the appropriate role, [enter your PLA license information](#) and check the types of records you will work with. You may enter your NPI information if you know it, but it is not currently required. Complete your contact information and update as appropriate.

Facility/Office

Enter the name of your facility

Indiana University Health Methodist Hospital x

Are you a medical certifier?

Yes

Medical license #

10000001A

Effective date

Mar-08-2021

NPI license #

Effective date

Event Types

Which event types will you be working with? (select all that apply)

Birth Death Fetal death

Name and Contact Information

Prefix

First Name

Jane

Middle Name

M

Last Name

Smith

Suffix

Title

Physician

Title Other

Email

jmsmith0@iuhealth.org

Phone Number

317-123-4456

Address

Street Number

1701

Pre Directional

N

Street Name, Rural Route, etc.

Senate

Street Designator

Boulevard

Post Directional

Apt #, Suite #, etc.

Zip

46202

City

Indianapolis

State

Indiana

Country

United States



In the additional information section, add any additional facilities where you practice or are affiliated. You will need to enter your Driver's License Number as well. Affirm and click save.

Instructions for Completing Your Request

In the box below, please add your Driver's License number with expiration date, current Genesis (IDRS) ID if applicable, and any additional facilities with which you are affiliated. PLEASE NOTE IF ENROLLING WITH A PERSONAL EMAIL ADDRESS YOU MUST UPLOAD AN IMAGE OF YOUR DRIVERS LICENSE OR REGISTRATION WILL BE DENIED. By completing this form, you agree to the following terms: 1. Maintain system confidentiality. 2. Not share your UserID or password. 3. Notify the Indiana Department of Health of any changes to this information. Furthermore, you acknowledge that failure to adhere to these conditions may result in the suspension or termination of your DRIVE account and/or user privileges. If you have any questions, please contact the Help Desk at 317-233-7989 or VRHelpDesk@isdh.in.gov.

Browse... No files selected.

Additional Information

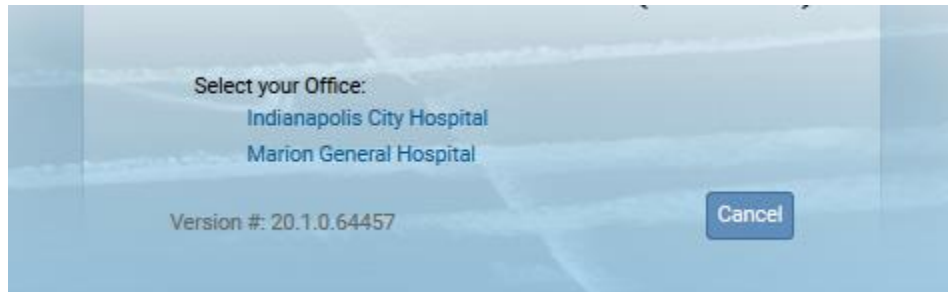
Also at IU Health Ball Memorial. DLN 0110-89-2222.

Affirmation

I affirm that I am the individual identified above, that I am authorized to make this request, and that all information provided herein is true and accurate.

Save

5. Once you're set up and ready to log in, you will need to select your office if your Username is associated with more than one office or location. You will do this at the beginning each time you log in. An example is shown below:



6. You should now be logged into the DRIVE application where the Main Menu and Fast Links sections are displayed. This section will vary based on your roles and facility associations. Messages and Queues should be present for all users.

