

How to request a Corp ID for a Non-Novant Health Worker

A Novant Health Business Owner/Leader/Designated Team Member can request a Corporate ID for their Non-Novant Health Worker through the Service Portal.

To request proceed by using the link below.

[Non-Novant Worker Onboarding Request](#)

Non-Novant Worker Onboarding Request

Use this to request onboarding of a non-Novant worker



All non-Novant Health workers must complete the appropriate credentialing process prior to receiving either Novant Health physical and/or logical (system) access. It is your responsibility to assure your non-Novant Health worker has successfully completed the credentialing process. By completing and/or approving this form you are confirming that your non-Novant Health worker has completed the credentialing process and the identity and access management team (IAM) is clear to move forward with onboarding.

All non-Novant Health workers need to be registered in the Green Security credentialing system or one of the other credentialing system(s) approved by Novant Health.* Required documentation must be submitted and verified, appropriate policies must be acknowledged, and all information must be kept current as required by the Non-Novant Health Workers and Visitation Guidelines policy, NH-LD-AD-120.

To verify the status of your non-Novant Health worker in Green Security, please click [here](#). If you do not have access, please complete the [Green Security Vendor Credentialing User Access Request](#). If you have any questions, please email nonnovantworkers@novanthealth.org and a member of the non-Novant worker team will respond to your inquiry.

The following companies and groups have alternate credentialing systems & processes approved by Novant Health.

- Monument, Aya, Morrison's, Crothall, CEENTA/South Park Surgical Center, Trimedx, CVO (Central Verification Office), Students, Volunteers.

Other Novant Health partnership agreements (click dropdown to see full list):

* I am confirming that my non-Novant Health worker has been properly credentialed.



Via I-Connect

- Navigate to “Service Portal” at top of I-Connect
- Click on “Digital Products & Services”
- Click on “Need Access”
- Click on “Non-Novant Worker Onboarding Request”
- Complete online form in entirety & attach any related documents (if applicable)
- Responsibility of the BO/Leader/Designated Team Member to ensure that the validation vetting process has been successfully completed. (Check Box)
 - a. Achieve “APPROVED” status in Green Security.
 - b. Successfully completed credentialing process in “other” credentialing system.
- Select “Request”
- 1 Up Leader approval required.
- DPS/IAM creates Corporate ID.