



## How to Request Green Security Access for a Novant Health Team Member

An Authorized Novant Health team member in Acute Care Facilities, Ambulatory Surgery Centers, NHMG Clinics and Corporation locations can request Green Security Access via the Service Portal. The access will be granted based on the business need. Green Security Access includes making appointments for non-Novant Health Workers, vendor scan activities, vendor scan violations, locking out representatives and running reports to review/ensure vendor compliance. Visits are by appointment only and will be made in Green Security by the appropriate Novant Health authorized user or non-Novant Health Worker/Rep.

To request access, proceed by using the link below.

[Green Security Vendor Credentialing User Access](#)

### Green Security Vendor Credentialing User Access

Submit a request for Green Security Credentialing User Access



To request access to the Green Security credentialing system. Access to Green Security will provide Novant Health team members the ability to manage the compliance of their non-Novant Health Worker population (Vendor Reps, Contractors, etc.). Access includes the following: making appointments, vendor scan activities, vendor scan violations, locking out representatives and running reports. Before requesting access, please complete the [I-Learn](#) CBL COM011.

### Instructions:

- Complete the on-line ServiceNow form.
- Click 'Request'.
- 1 Up Leader approval required.
- Vendor Management Team approval required.
- New User will receive completed ServiceNow ticket email with the following message: *"Congratulations, your access to the Green Security credentialing system has been approved. Please visit [www.greensecurityllc.com/contacts/register](http://www.greensecurityllc.com/contacts/register) and register using your employee email address. Once you have registered, you will be prompted to complete your profile and departments."*
- New User will utilize Single Sign On (SSO) when logging in after initial registration.