

Surgical Service

POA Exemption Request Process

If you are not able to access a VA computer before April 15, 2016, please call the IT Help Desk at (800) 921-9278 and request POA exemption over the phone – begin at step 9 in the directions below.

1. From **Internet Explore** on a **VA Computer** Click this link
<http://vaww.myprofile.portal.va.gov/IdentityManagement/default.aspx>
2. Click **Edit my profile**

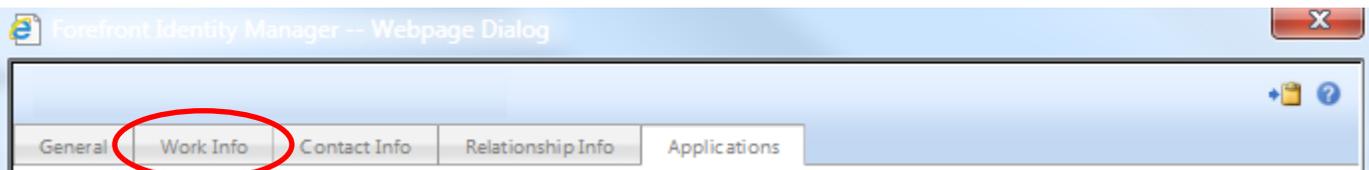


Users, Profiles, and Passwords

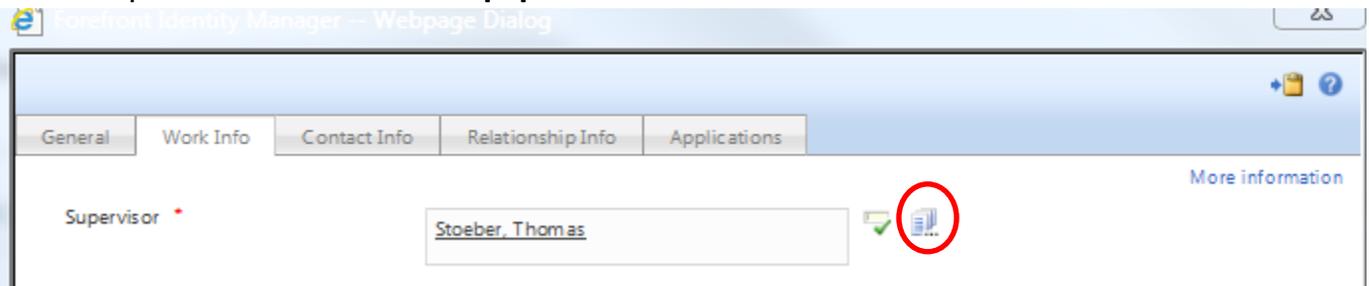
Edit my profile

Profiles allow you to see information about users in your organization. You may also be able to update certain information in your profile or other user profiles, depending on current configured VA security policy and your specific permissions.

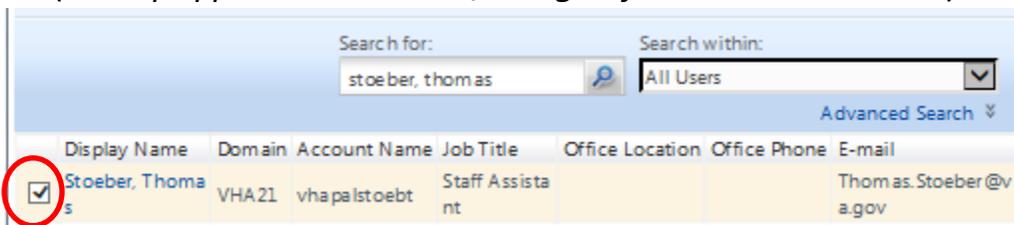
3. Click **Work info**



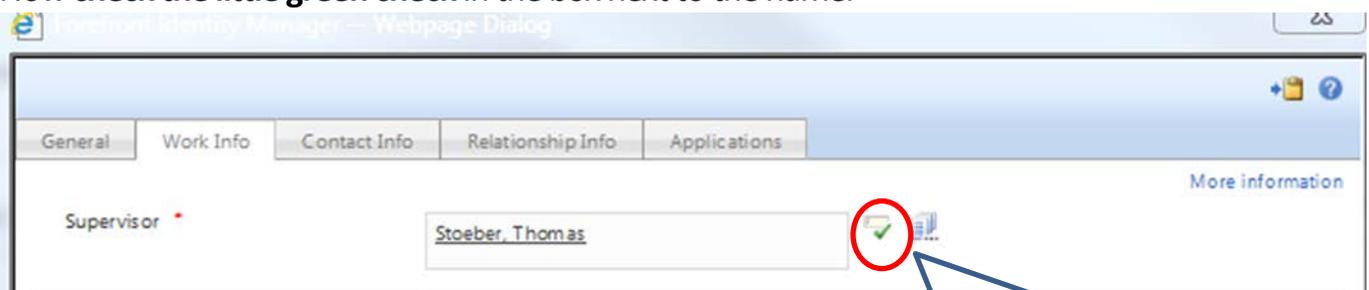
4. Under Supervisor click the **stack of papers** icon



5. Search for **Stoeber, Thomas** then click the **check box**
(Back up approver is **De La Paz, Meghan** if Thomas Stoeber is out)



6. Now **check the little green check** in the box next to the name.



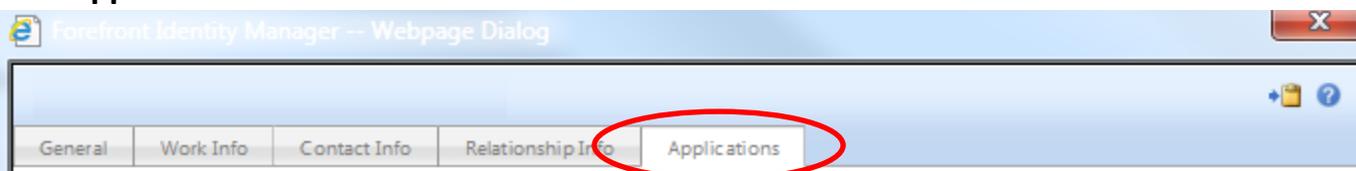
Check this box before proceeding

7. Click **OK & SUBMIT**

IMPORTANT

Make sure you have clicked OK and SUBMIT before proceeding to requesting specific exemption.

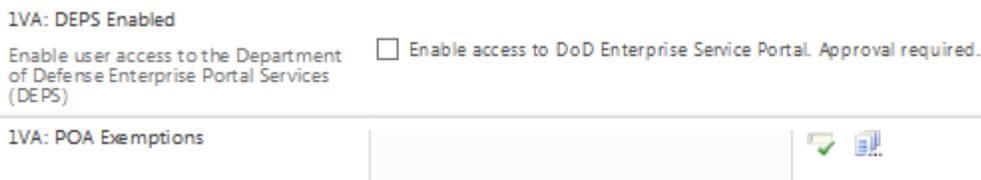
8. Click **Applications**



9. Click the **stack of papers** 

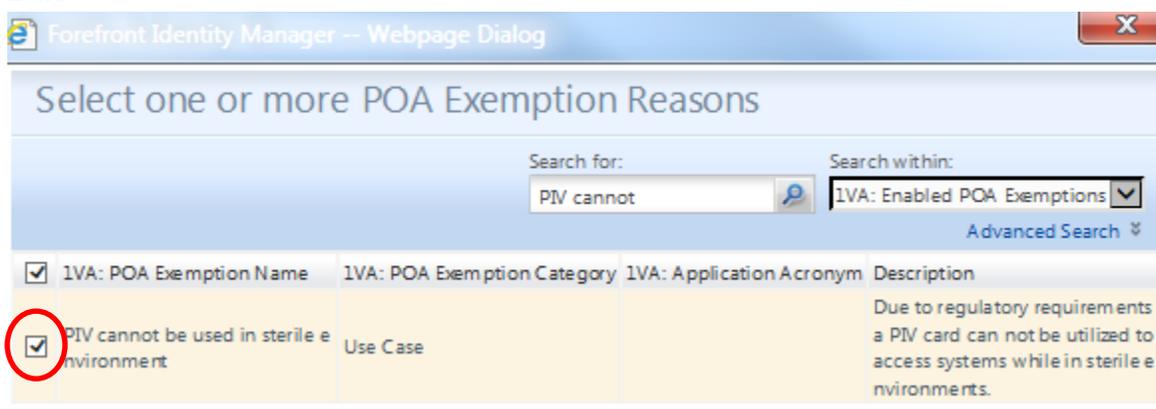


10. Search for **PIV cannot be used in sterile environment** and select the **Ch**

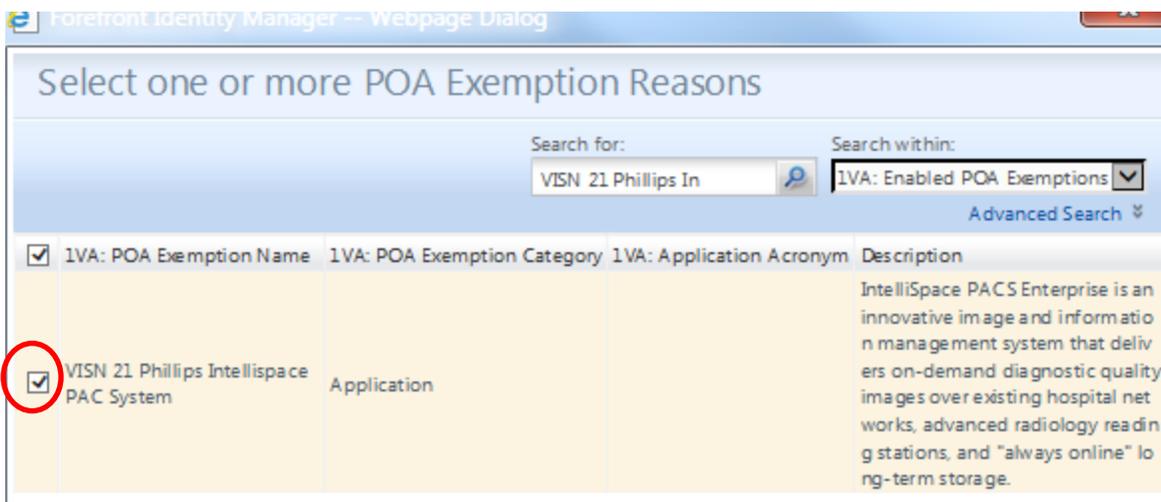


eck

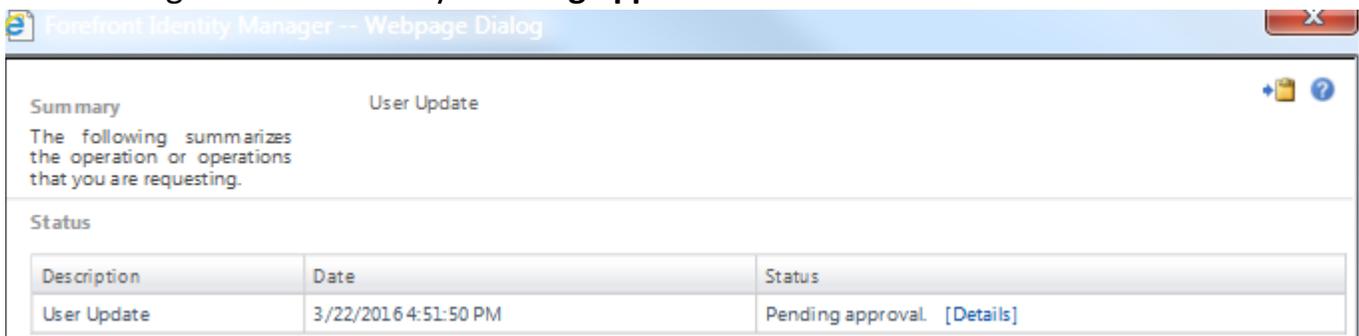
Box



11. Then search for **VISN 21 Phillips Intellispace PAC System** and select the **Check Box**



12. Click **OK**
13. Click **OK** again
14. Click **Submit**
15. You should get a screen that says **Pending Approval**



16. Please allow a few days for the approval – you can check the status of the request to see if it has been approved from the page under **Manage My Request** on the left side of this page <http://vaww.myprofile.portal.va.gov/IdentityManagement/default.aspx>