

MEDS Procedures

Requesting MEDS Access

Requestor will need to complete the forms listed below to begin the process of requesting MEDS access with the State. In addition, requestor's manager or supervisor needs to approve the request for MEDS access, so he/she needs to be "Cc" in the email the requestor send to the MEDS Coordinator with the completed forms.

- SCC MEDS Request Form
- Oath of Confidentiality (signed by the employee requesting access)

Requesting MEDS Password Reset

The State deletes accounts that have not been successfully accessed at least once every 90 days. If it has been **more** than 90 days since the last time you successfully accessed your MEDS account, then you will need to resubmit your paperwork (see Requesting MEDS Access).

If it has been **less** than 90 days since the last time you successfully accessed your MEDS account, please email MEDS Coordinator the following information:

- Your First and Last Name
- Your RACF ID (if you have it)

MEDS Coordinator

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