OHSU Account Set Up Quick Start Guide

COMPASS – How to request an account

1. Open your Internet web browser (Internet Explorer, Firefox, Safari, etc.) and type in the Compass web address: https://ohsu.csod.com/

2. Click where it says ‘Are you new to Compass? Click here to register’:

3. Complete and submit the online account request form.

- Your FULL email address will be your User Name when you login to Compass
• The password you create on the request form will be the one you use when you login to Compass.

4. Approximately 24 business hours after you submit the request you will receive an approval e-mail and you will then be able to login to Compass.

• Account requests are processed Monday through Friday from 7:00am to 4:00pm.

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COMPASS – Logging in for the first time

1. Login to Compass - https://ohsu.csod.com/

• Type your username and password in the Username and Password field as shown in the highlighted area below:

2. For additional help with completing modules, please review the Compass Learner Job Aid manual.

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SUPPORT:

Should you have any questions, please contact the appropriate department listed below:

• Compass account issues: contact learning@ohsu.edu or 503-494-8185

• Epic access issues: contact the Epic Support Desk @ epicsupp@ohsu.edu or 503-494-2222, option 2

• For any other questions regarding your time at OHSU: contact Bonnie Cox at coxbo@ohsu.edu