OHSU Account Set Up Quick Start Guide

NETWORK ID – Authenticating and creating your password

Your Network ID has been set up with a temporary password, which must be changed before using the account. This can be done from home or when logging into an OHSU workstation for the first time.

- If you are on an OHSU computer, when you log in for the first time, you will be directed to change your temporary password.
- If you want to change your password remotely from home, open your Internet web browser (Internet Explorer, Firefox, Safari, etc.) and open https://mail.ohsu.edu.

For either option, follow the steps below:

1. Type in your Network ID in the User name: field.
2. For the Password: field, type in the month, the equal sign (=), and day of your birthday, plus ohsu, in the following format: mmm=ddohsu. The mmm is the three-letter abbreviation of your birth month, and dd is the two-digit numerical day of your birth. All characters are in lower-case.

   Examples: if your birthday is August 1st, your initial temporary password is aug=01ohsu. If your birthday is April 30th, your initial temporary password is apr=30ohsu.

3. Click Log On.
4. On the Change Password screen, type in your temporary password in the Old password: field.
5. Type a new password in the New password: field. Re-type this password in the Confirm password: field.

   **Your new password must meet the OHSU guidelines for security. The password must have at least eight characters minimum, with at least one letter, at least one number, and at least one special character (such as an asterisk, plus sign, minus sign, equal sign, or exclamation mark). The password cannot contain your first name, last name, or Network ID.

6. You will see a confirmation on your screen that your password was changed successfully. Click OK to exit the screen.
7. Click Log Off in the upper-right area of the web page

You will then use this log in and password to log into Epic and Compass.

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COMPASS – Logging for the first time

1. Open your Internet web browser (Internet Explorer, Firefox, Safari, etc.) and type in the Compass web address: https://o2.ohsu.edu/compass
2. You will use the same OHSU Network ID and password that you used when logging into Citrix to log into Compass (see instructions above).
3. Once you have logged in, you will be able to complete the prerequisite online modules which can be found on your transcript.
   a. From the Compass home page, click the Transcript Button
   b. Review the Student Clinical Placement website (http://www.ohsu.edu/xd/about/nursing-clinical-placement/) for the modules required for your role.

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**EPIC - Log In & Password**

This is the same as your Network User ID and your newly created password, from the previous page. Epic access will be granted within 72 business hours of completion of all Epic training.

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**OMNICELL - Log in and Password:**

For your first time logging into Omnicell, you will need to have your preceptor log in first and they will direct you how to proceed.

**User ID:** Network ID

**Initial Password:** 6 digit Student ID #, first letter of First name & Last name in lowercase and SN (ex: ######jsSN)

Your Omnicell access will not be requested until after you have completed both modules, as well as the exam in Compass. Once your access has been granted, you will receive an e-mail that will include your user name and it will direct you to an attestation where you will be asked to attest that you have completed training and abide by the policies and procedures set forth by OHSU. Type in your name and click submit and within 24 hours you will have access.

**Please note:** If you are trying to 'sign' your attestation on a unit with others from your school, you will need to close the browser before the next person can sign the attestation. A new browser window needs to be opened for each user; otherwise, you will not be able to move to the attestation question.

**Tips to help you when you first log into Omnicell**

- A current user MUST log in first to register a new user at the cabinet
- The Arrow key MUST be pressed and held to form an uppercase character
- You must press the FINISH key after you register a fingerprint. If not, the fingerprint will NOT be saved.
- Once you are finished fingerprinting and you press Finish, Exit and sign back in with your user ID and fingerprint to validate that all has been saved.
IMPAX (Radiology Imaging System): For those ONLY in the ICU and Emergency Department, when requested.

- Please make sure to complete the online tutorial [http://ozone.ohsu.edu/radiology/impaxtutorial/index.html](http://ozone.ohsu.edu/radiology/impaxtutorial/index.html).
- Check the help site [http://ozone.ohsu.edu/radiology/impax/impax.html](http://ozone.ohsu.edu/radiology/impax/impax.html) before calling the HelpDesk for any assistance.

**Login ID:** Same as your Network ID

**IMPAX Password:** Same as your password to login to the network.

**SUPPORT:**
Should you experience trouble with logging in to any of the applications, contact the appropriate department listed below:

- Epic access issues or if you need to reset your password, contact Melanie Blehm at [blehm@ohsu.edu](mailto:blehm@ohsu.edu)
  - You can also reset your password by going to the Citrix ([https://csg.ohsu.edu/Citrix/XenAppInt/auth/login.aspx](https://csg.ohsu.edu/Citrix/XenAppInt/auth/login.aspx)) page and follow the "Password Problems?" Link
- Omnicell accounts, contact [omnicell@ohsu.edu](mailto:omnicell@ohsu.edu)
- Glucometer accounts, contact Tim Hall at [hallt@ohsu.edu](mailto:hallt@ohsu.edu)
- For any training questions or other questions regarding your time at OHSU, contact Melanie Blehm [blehm@ohsu.edu](mailto:blehm@ohsu.edu) or Bonnie Cox at [coxbo@ohsu.edu](mailto:coxbo@ohsu.edu).