OHSU Account Set Up Quick Start Guide

NETWORK ID – Authenticaing 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.
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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EPIIC - 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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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
  - You can also reset your password by going to the Citrix (https://csg.ohsu.edu/Citrix/XenAppInt/auth/login.aspx) page and follow the “Password Problems?” Link
- Omnicell accounts, contact omnicell@ohsu.edu
- Glucometer accounts, contact Tim Hall at hallt@ohsu.edu
- For any training questions or other questions regarding your time at OHSU, contact Melanie Blehm blehm@ohsu.edu or Bonnie Cox at coxbo@ohsu.edu.