

Go to website: <https://www.ohsu.edu/som/webadmin/>

You will need:

Your Novell login (same as email)

Your Novell password

If you have forgotten it or use a MAC call the help desk at 4-2222 for assistance

If you are logging in for the first time follow the directions for 'First Time Logging into the system'.

The rest of the process is very self explanatory.

Remember to UPDATE the Profile page before moving to any other page or leaving the profile or no changes will be saved.

Please let Graduate Studies know if you need further assistance. [somgrad@ohsu.edu](mailto:somgrad@ohsu.edu)