

OHSU Account Information

Quick Start Guide

NETWORK ID – Authenticating 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 <http://www.ohsu.edu/citrix>.

For either option, follow the steps below:

1. Type in your Network ID (**Located on the Student Excel Spreadsheet**) 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.



The screenshot shows the login page for OHSU Compass. At the top is the OHSU logo and the text "OREGON HEALTH & SCIENCE UNIVERSITY". Below this is the text "Log in to: ohsu.csod.com". There are two input fields: "Username" and "Password". To the right of the "Password" field are two links: "> Forgot your password?" and "> Need Help?". At the bottom is a red "Login" button.

3. Once you have logged in, you will be able to complete the prerequisite online modules which can be found on your transcript.
 - a. Click the Transcript Icon
 - b. Click Launch for each of the modules listed on your transcript

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.

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 page (<https://csg.ohsu.edu/Citrix/XenAppInt/auth/login.aspx>)
 - After hours, please contact the Epic Support Desk for assistance – 503-494-2222, option 2
- 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.