

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. *User name:* Type in your Network ID in the *User name:* field.
2. *Password:* format: **mmm=ddohsu** - The *mmm* is the first three letters of your birth month, the *equal sign (=)*, *dd* is the two-digit numerical day of your birth date, and *ohsu*. 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. You will also be prompted to create a Duo account for off campus security precautions. Duo is required to log into Compass from a non-OHSU computer.
8. You will then use this log in and password to log into Epic and Compass.

If you experience technical difficulty with the authentication, Duo or log in process, please contact the OHSU **ITG Help Desk at 503-494-2222** (option 5, then option 1). The ITG Help Desk is 24/7 and can address any issues regarding authenticating your Network ID, resetting your password or issues with downloading Duo.

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 <https://mail.ohsu.edu> to log into Compass (see instructions above). You will be prompted to use Duo at this time.



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 \(https://www.ohsu.edu/student-clinical-placement\)](https://www.ohsu.edu/student-clinical-placement) for the modules required for your role.

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.

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 and the exam in Compass. Once your access has been granted, you will receive an e-mail in your **OHSU email** at <https://mail.ohsu.edu>. This email 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.

SUPPORT:

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

- If you need to reset your password, contact the ITG Help Desk at 503-494-2222 (Option 5, then Option 1). The ITG Help Desk is 24/7 and can address any issues regarding authenticating your Network ID, resetting your password, or issues with downloading Duo.
- Epic access, contact Epic Support Desk at epicsupp@ohsu.edu
- Omnicell accounts, contact at 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 Vanessa Taylor at taylorva@ohsu.edu.