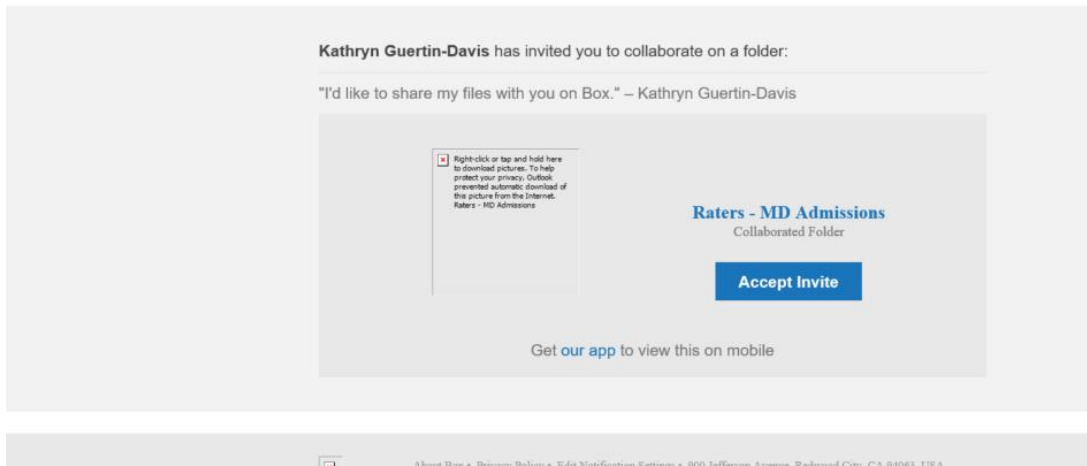# ACCESSING BOX (for non-OHSU affiliated raters)
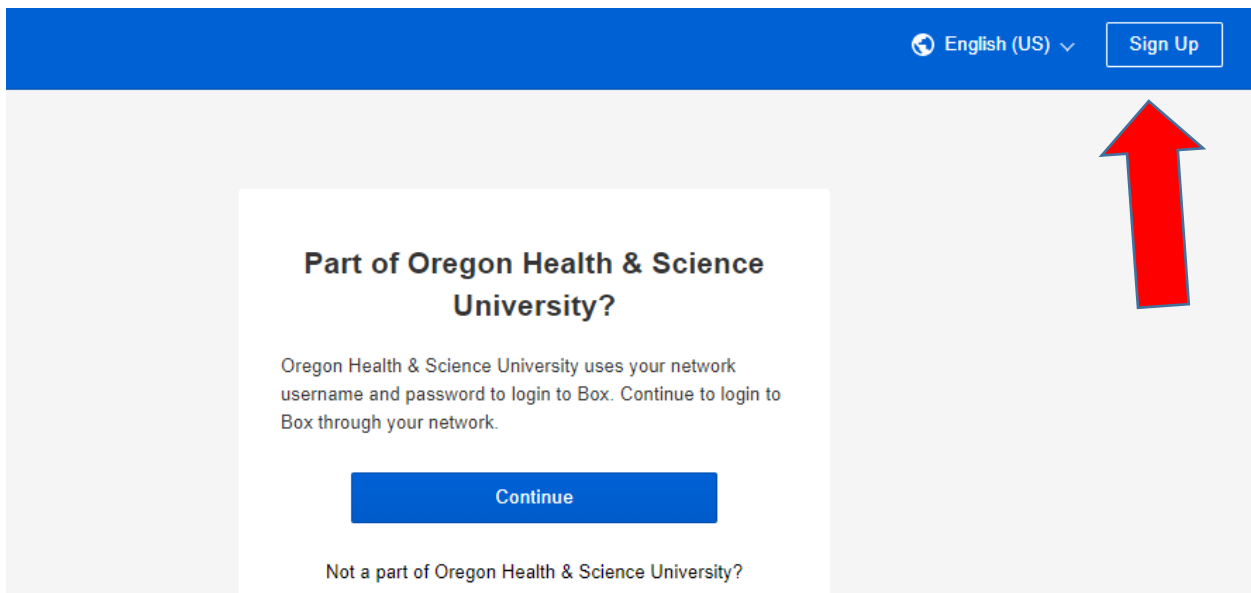
- Those with OHSU logins will use that to access the training materials in Box.

You may have received an email that looks like this. If you push accept, it will take you through the process below. Otherwise, just click on any document on the Training Website and follow the directions below. If you did not receive the email, that is ok:

n Box

Kathryn Guertin-Davis has invited you to collaborate on a folder:

"I'd like to share my files with you on Box." – Kathryn Guertin-Davis

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet. Raters - MD Admissions

Raters - MD Admissions
Collaborated Folder

Accept Invite

Get our app to view this on mobile

The first time you click on a link on the training site, it will send you to a page where you must create a "Box account". See below.

English (US) ⌄   **Sign Up**

Part of Oregon Health & Science University?

Oregon Health & Science University uses your network username and password to login to Box. Continue to login to Box through your network.

Continue

Not a part of Oregon Health & Science University?

It will then ask you which plan you want – you do not have to pay. To the left, toggle the page to "Individual Account"

Once you do that, it will show the option to create a free account:

Next you will create your account! <u>MAKE SURE YOU HAVE A STRONG PASSWORD OTHERWISE ONCE YOU GET IN, YOU WILL RE REQUIRED TO CHANGE THE PASSWORD TO BE STRONGER!!!</u> MAKE SURE

YOU HAVE NUMBERS, SYMBOLS AND CAPITAL LETTERS!

box   🌐 English (US)   📞 1-877-729-4269   [Sign In]

Create Your Account

Kari Kriedberg has invited you to collaborate on "Conflict of Interest Policy.pdf"

Signup for a Box account to accept invite

Full Name

| Full Name |

Email Address

| kari.kriedberg@gmail.com |

Password

| Password |

Confirm Password

| Confirm Password |

Phone Number (optional)

| |

[**Submit**]

By submitting this form, you confirm that you agree to our
Terms of Service and consent to the storing and processing of your
personal data as described in our Privacy Policy.
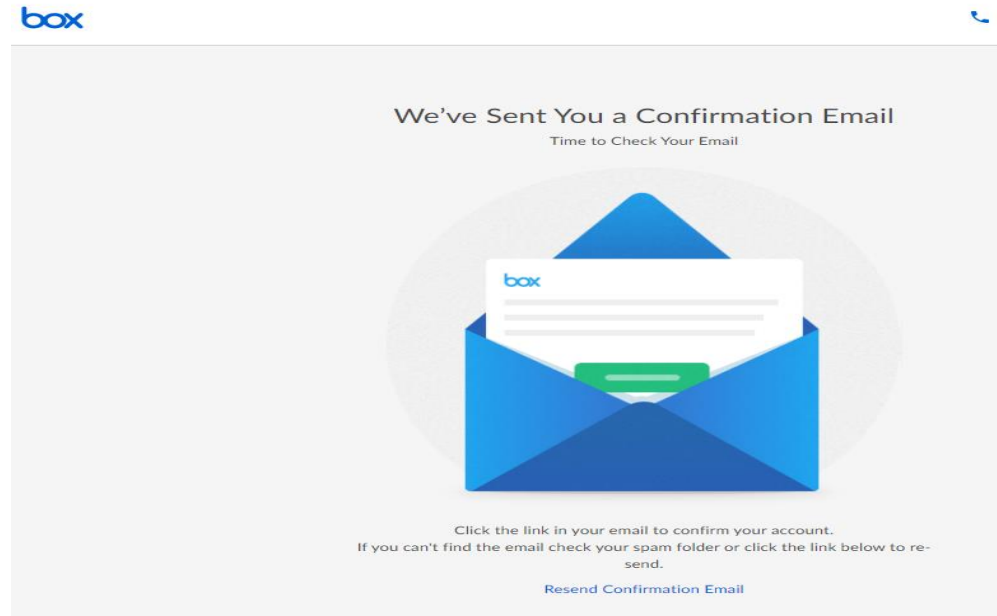
You're invited to collaborate on:

📁 **Conflict of Interest Policy.pdf**
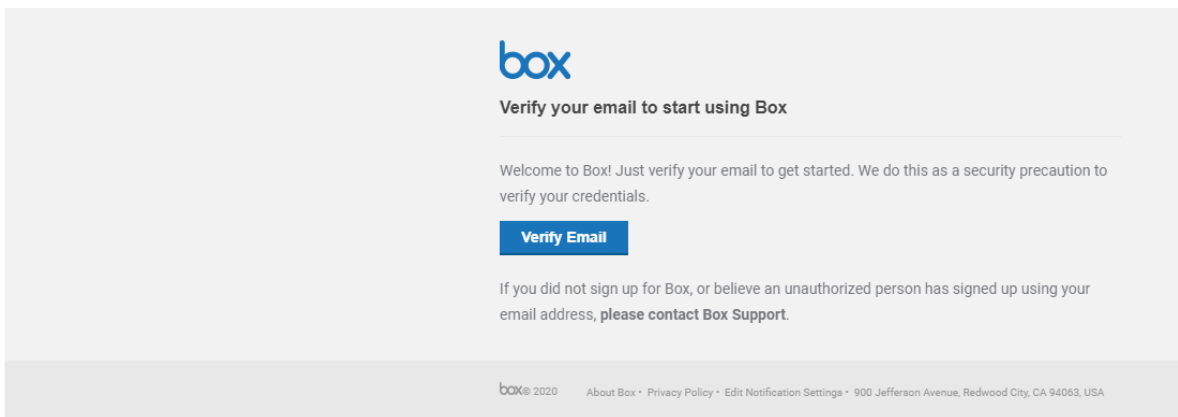Shared by Kari Kriedberg

OHSU

Oregon Health & Science University

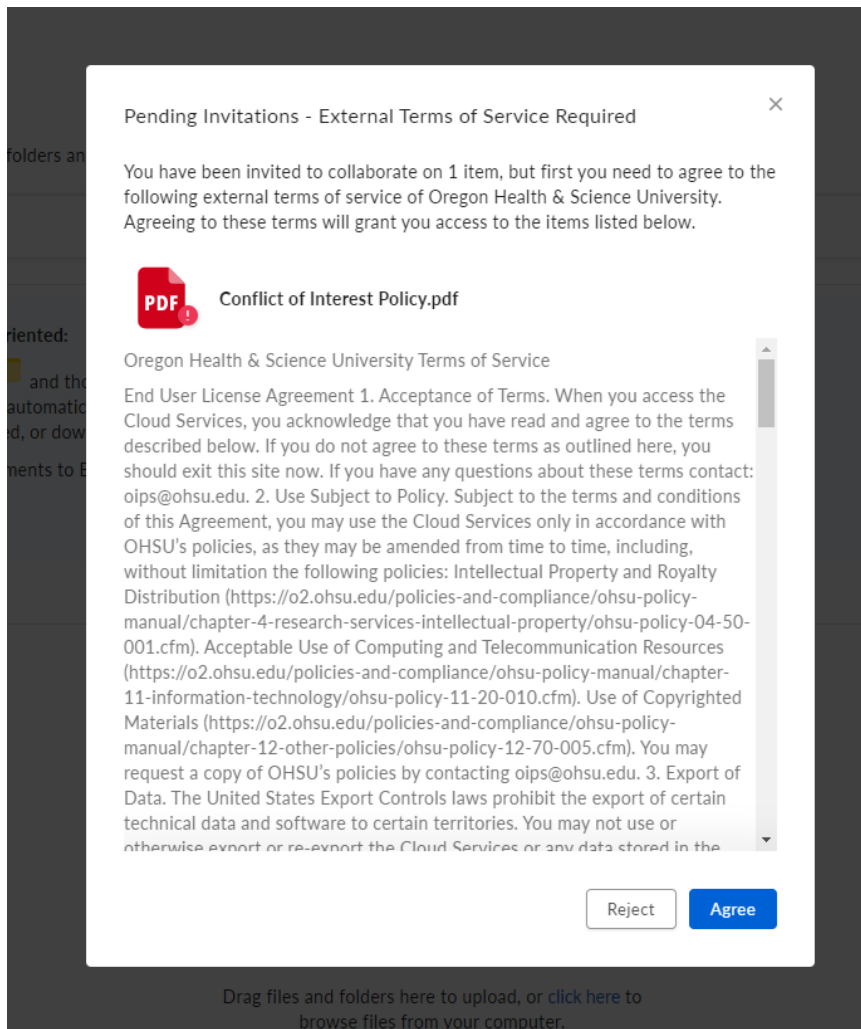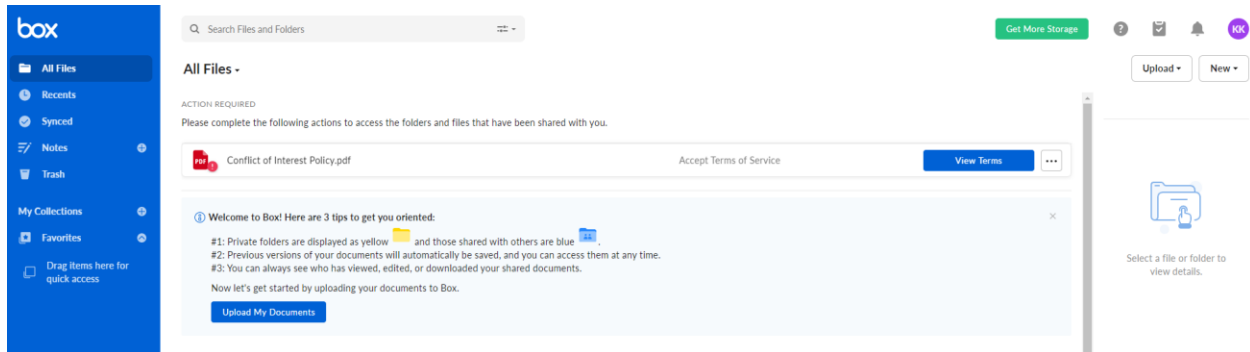**Once you have completed the registration, you will need to log in to your email to confirm the registration.**

After you have verified your email account through your email, it will re-direct you to your box account where you will be able to access all training materials. You will need to select "VIEW TERMS" next to the RATER TRAINING folder. Once you do that you will be able to access the files!
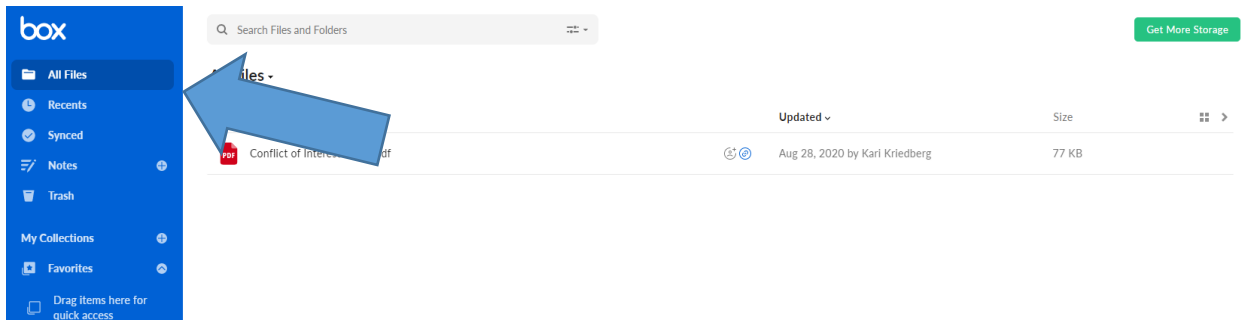
Click in to the Raters – MD Admissions folder.

All Files ▾

Name		Updated ▾	Size
📁 Raters - MD Admissions	🔗	Sep 11, 2020 by Kari Kriedberg	8 Files

Then, in your Box account, you will see and "All Files" folder to the left. You can click there to make sure you are viewing the page that contains all of the documents and videos for training.

IF YOUR PASSWORD IS NOT STRONG ENOUGH THIS WILL POP UP. Go through that process and you will be able to access the files! MAKE SURE YOU HAVE NUMBERS, SYMBOLS AND CAPITAL LETTERS!

All Files ▾

ACTION REQUIRED

Please complete the following actions to access the folders and files that have been shared with you.

📁 Raters - MD Admissions	Strong Password Required	Update	⋯

Password Change Required

The owner requires all collaborators to have passwords that meet the minimum requirements below. In order to collaborate in this folder, your Box account password should have:

Suggestions for a strong password include using at least 8 characters, with either a combination of numbers, upper case letters, or special characters (i.e. $#@&!).

< Return to your account

Enter your new password

Old password: _____
(Required to change your password)

New password: _____
Strength ▢▢▢▢

Confirm password: _____

Update