## Secure Email Access: MailGate SC

Visiting Student Clinical Placement

MailGate SC is used at OHSU for secure emails. Student Network login and Epic class scheduling information will be sent to the student email address on file from MailGate SC. The email will also include an attachment with instructions indicating how to authenticate your OHSU Network ID during your first rotation. As needed, Omnicell instructions will be provided for authentication and login tips.

When you receive a secure email notification from OHSU staff, you have 60 days to access the mail. If you do not retrieve the secure email within this time period, it will be deleted.

If you wish to view or manage active secure emails, navigate to OHSU MailGate SC login page and sign in.

#### Task 1: View MailGate SC Secure Message

When you receive a secure email notification from an OHSU staff, you have 60 days to access the mail. If you do not retrieve the secure email within this time period, it will be deleted.

 You will receive an email notification in your inbox of your email system (e.g., Gmail, Yahoo! Mail, <u>Outlook.com</u>, work email).



Select View Message.

### Task 2: Create Temporary Account

A new web browser window opens.

- If this is your first time using MailGate SC (or have not used the system in over 90 days), complete **User Registration** by creating a temporary account in MailGate SC system.
- 2 When complete, press **Save.**





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#### Task 3: Sign In

At the MailGate SC login prompt, enter your email address and password. Press **Sign In.** 

**Note:** If you forget your MailGate SC password, select the **Forget password?** link to create a new one.



### Task 4: Reply and Send

<sup>1</sup> Your secure email appears. If you wish to respond securely to your OHSU contact, press **Reply**.

Press **Send** after completing your reply.

**Note:** The secure email is kept for 60 days after it is sent from your OHSU contact. It is deleted after that time.

Your	clinical trial interview contact information
	< @ohsu.edu>
	To: Jenny Tutone < @gmail.com>
-	5 30 January 2019 10:13
	Expires in 60 days
Dear Jen	iny,
I have yo	our number. Please call 503-867-5309 to set up your confidential clinical trial interview.
Thank w	21
тпапк ус	nu,
Thomas	Heath, M.D.
Clinical	Trials Director, OHSU Earworm Studies
heatht@	<u>iohsu.edu</u>
503-340	5-5309
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