



# Welcome to OHSU!

Below is some information regarding computers, internet access, and other valuable technological information for you to review as you begin your med school journey. This information is meant to be a “quick reference” to get you up to speed on what you’ll need to be successful at OHSU. If you have any questions about acceptable uses of technology or are experiencing issues, please reach out to [tso@ohsu.edu](mailto:tso@ohsu.edu).

## Keegan Murphy

IT Contact – Teaching Service Office  
4A026 (RLSB South Elevators, 5<sup>th</sup> Floor)  
[murphkee@ohsu.edu](mailto:murphkee@ohsu.edu)  
503-494-2271



*Note: Though every effort is made to ensure this information is accurate, OHSU will make changes to computers and networks as needed that will not be reflected here. Please refer to <https://o2.ohsu.edu> for the most current info.*

## Computers

Computers are an integral part of our existence today, and that is especially true at OHSU. From simple word processing to complex data modelling and visual rendering, computers span a wide range of capabilities. For your purposes here at OHSU, it is important that whatever computer you use at least meet the minimum requirements for the common testing applications used for your coursework; which are:

### Windows-based Computers

<b>Operating System</b>	Windows* 10 or 11
<b>CPU/Processor</b>	Intel: Core i3-8xxx or newer AMD: Ryzen 3-2500 or newer
<b>RAM/Memory</b>	8GB
<b>Hard Drive Storage Space</b>	500GB (1TB preferred)
<b>USB Ports</b>	One free USB 2.0/3.0 port
<b>Camera and Microphone</b>	Required
<b>Wireless</b>	Required
<b>Resolution</b>	1024x786 or greater

## MacOS-based Computers

<b>Model</b>	MacBook (Incl. Pro and Air), iMac (all versions)
<b>Operating System</b>	MacOS* 11 Big Sur, or 12 Monterey
<b>CPU/Processor</b>	Intel: Core i3-8xxx or newer Apple: M1 chip or newer
<b>RAM/Memory</b>	8GB
<b>Hard Drive Storage Space</b>	250GB (1TB preferred)
<b>USB Ports</b>	One USB 2.0/3.0 port (or Lightning to USB adaptor)
<b>Camera and Microphone</b>	Required
<b>Wireless</b>	Required
<b>Resolution</b>	1024x786 or greater

*\*Note: Server versions of any OS are not supported. Linux, iOS, ChromeOS, and Android are not supported. MacOS 10.15 Catalina support is being discontinued.*

**Guidance from TSO:** Make sure that whatever device you choose is dedicated first as a tool for learning and productivity. You will use your computer for communication, lectures, and exams, and so much more, so it is critical that it works when you need it. Hand-me-downs, your old gaming computer, or a computer that was just lying around may seem like a clever way to save some money at the time, but time lost from old technology is extremely frustrating when it happens. My recommendation is to avoid this and invest in a new computer that is designed with your school uses in mind. If you would like help with device selection, reach out to me.

## Information Technology at OHSU

OHSU is a complex organization, and as such has strict policies in regard to information technology, accessing IT, and preventing data breaches. It is your responsibility as a student member of OHSU to ensure that you and others are using these resources in a way that follows these policies. Directly from OHSU:

*You are responsible for the computer and mobile devices you use during your studies at OHSU. If you wish to use a computer to access OHSU resources, please ensure that you are using an up-to-date, vendor-supported operating system.*

*In addition, you must abide by OHSU's Acceptable Use of Computing and Telecommuting Resources policy. For a complete list of policies, visit the Information Privacy and Security site on O2 (intranet) at <https://o2.ohsu.edu/oips>.*

## Wireless Internet Access

OHSU maintains several wireless networks to accommodate many distinct types of users. Each network has unique features and restrictions. For student use, “OHSU-Student” is the preferred network.

### OHSU-Student

OHSU-Student is the preferred on-campus network for students using personal laptops, smartphones and tablets.

To connect:

1. Open your Wi-Fi settings.
2. Select OHSU-Student from the list of available networks.
3. Log in with your OHSU username and password.



More info at [www.ohsu.edu/wifi](http://www.ohsu.edu/wifi)

### Eduroam

Eduroam is a shared, global wireless network service for participating research and education institutions. Students visiting other institutions can connect to Eduroam quickly and easily using their OHSU username and password at more than 450 colleges, universities, and research facilities in the United States. While **not recommended** on the OHSU campus, Eduroam is still available for students using personal devices.

For a complete list of available campuses, visit <https://www.eduroam.us>.

### OHSU-Guest (Public Wireless Network)

OHSU-Guest is an unsecured wireless network that is provided by for OHSU patients, visitors, vendors, and others who need internet connectivity but not access to OHSU systems. Because OHSU-Guest is outside of the secure network, it is not protected by the OHSU internet security system. *Therefore, it should not be used by OHSU employees, students, and affiliates.*

## Two-factor Authentication with Duo

OHSU uses Duo Mobile for two-factor authentication. Duo Mobile is a free app that you can download from [Apple App Store](#) or [Google Play](#). Two-factor authentication is required to log into many OHSU systems when accessing them from outside the OHSU-Secure wireless network — for example, when you log in to <https://mail.ohsu.edu> from home or other applications including Banner, Compass, and Sakai.

Smartphone apps like Duo Mobile are popular tools for two-step authentication because of their convenience — if you have a smartphone, you probably don't go anywhere without it. If you cannot or do not want to use the Duo Mobile app, you can request a security token (key fob). Send an email to [duo@ohsu.edu](mailto:duo@ohsu.edu) and include your telephone number and your campus mail code (or your USPS address, if you do not have a campus mail code).

To learn more, go to the [Duo Mobile page on O2](#).

## Cloud Storage

Cloud services provide a place to store files that are available via the internet. There are other services such as applications and other tools and resources that can be made available via a cloud service, but most people associate the cloud with file storage. The following cloud storage tools are approved for use at OHSU:

### OneDrive for Business (OneDrive)

OneDrive features built-in integration with Microsoft productivity software. OHSU members may use their OHSU OneDrive accounts to store restricted information, including protected health information (PHI).

### Teams/SharePoint Online

OHSU members may use OHSU SharePoint Online as centralized or team storage — it is approved to store restricted information, including PHI. SharePoint Online is file management platform that stores files in your Microsoft Teams workspace. It can store, manage, and distribute files to users with different access levels and permissions. Access is available from Teams, OneDrive, or directly from the SharePoint Online web address. Learn more about SharePoint Online at the [Microsoft Teams O2 page](#).

## Dropbox

OHSU members may use Dropbox to store restricted information, including PHI. However, Dropbox is **not provided to all OHSU members by default**. If you would like a Dropbox account, [submit a request](#) and agree to comply with enabling link restriction as required by security.

## Protecting Restricted Information

You are responsible for protecting all restricted information that you come across at OHSU. Restricted information is anything that is not meant for the public, such as information about patients, employees or students, and research data. Often, it is protected by federal regulations. For example, Protected Health Information (PHI) is protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

As a medical student, you may work with PHI and other kinds of restricted information during your studies at OHSU. You can help keep that information safe by following these guidelines.

### Text messages

Do **not** use mobile devices, such as smartphones, to text PHI. Mobile devices that are used to receive OHSU pages must be encrypted. Note that an encrypted device does not encrypt the pages it receives, therefore the following additional precautions should be taken:

- Limit PHI to the minimum necessary for effective patient care.
- Change your smartphone settings so that the “preview” does not display on the locked screen. If preview is set to “on,” then any patient information sent may be viewable without authentication.
- Delete pages containing patient information after reading them.

### Photos and videos

- Photos and videos of patients for personal purposes are not permitted.
- If photos are being taken for educational purposes, the patient must sign a release prior to being photographed.
- If photos are being taken for treatment purposes, the photos must be incorporated into the patient’s chart in Epic.

## Additional tips

- Do not include any identifying patient information in written history and physicals (H&Ps) that you complete.
- Never send patient information to personal email accounts (e.g., Gmail, Hotmail).
- Only access the electronic health records of patients for whom you are directly providing care. Do not access the records of your family members or friends.

## If you see something, say something

OHSU is responsible for protecting the personal information of thousands of employees, students, and patients. If you have a concern about the security or privacy of that information, report it as soon as possible. Even if you are not sure if something is really an incident, go ahead and report it — the privacy experts will take it from there.

## What to report

Information privacy and security incidents happen when restricted information is accessed, acquired, used, or disclosed without authorization. Some common examples include:

- Sending to the wrong address a fax or email that contains restricted information.
- Sending an unencrypted email that contains restricted information.
- Losing equipment that is used to store or work with restricted information, such as laptops, mobile phones, pagers, and removable storage devices (e.g., thumb drives, external hard drives). This also includes cases of theft.
- Sharing OHSU network passwords, which is a violation of OHSU policy.
- Inappropriately accessing records in a patient-care tool, such as Epic.
- Inappropriately sharing PHI. Patients file complaints when they suspect the privacy of their information has been compromised — for example, if it has been verbally disclosed when it should not have been.
- Storing PHI in unapproved cloud-based services. Remember, OneDrive is OHSU's approved cloud storage solution.
- Inappropriately disposing of PHI, such as putting an after-visit summary in a recycling bin instead of a locked, confidential shred bin managed by OHSU.

## How to report

To report a concern, contact the Information Privacy and Security Office at 503-494-0219 or [oips@ohsu.edu](mailto:oips@ohsu.edu). Alternatively, you may report a concern anonymously through the Office of Integrity.