

## Incoming Class of August 2024 Pre-Matriculation Onboarding Required Tasks

Deadline	To do	Contact Person
As soon as OHSU Admissions receive your acceptance form	<b>Questionnaire</b> <ol style="list-style-type: none"> <li>Complete a questionnaire on the <a href="#">Admission Portal</a>.</li> <li>Be sure to complete this and any remaining tasks outlined on the Portal before starting on the tasks below.</li> </ol>	Admissions Office 503-494-2998 <a href="mailto:MDadmin@ohsu.edu">MDadmin@ohsu.edu</a>
As soon as you are admitted	<b>Your personal email</b> Add ohsu.edu as a safe sender or be sure to check your junk email as Gmail is known to block emails with an .edu address.	
As soon as you receive OHSU network and email address	<b>OHSU outlook email</b> <ol style="list-style-type: none"> <li>Once you get your OHSU email address, add the following email address to safe sender list: <a href="mailto:hello@onlinphotosubmission.com">hello@onlinphotosubmission.com</a> (Home → Junk → Junk Email Options → Safe Senders → Add → copy and paste the email address → OK → OK)             <ul style="list-style-type: none"> <li>This is for your photo submission for your OHSU ID badge</li> </ul> </li> </ol>	
As soon as you receive email from Certiphi but no later than 7/1/2024	<b>Background Check</b> <ol style="list-style-type: none"> <li>Once the OHSU Admissions Office updates AMCAS of your acceptance, Certiphi (a background check company) will be notified. As soon as you receive a welcome email from SOM UME Admissions Team, log onto the AAMC criminal background check and provide consent for your background check.</li> <li>As soon as you receive a welcome email from SOM UME Admissions Team, log onto the <a href="#">AAMC criminal background check</a> and provide consent for your background check.</li> <li>You will receive an email from <a href="mailto:studentaddition@certiphi.com">studentaddition@certiphi.com</a> and/or <a href="mailto:applicantsservices@certiphi.com">applicantsservices@certiphi.com</a> asking for your approval to proceed with a background check. You will receive two reminder emails; one at day 10 and one at day 20. Beyond that, Certiphi will NOT send any more reminders. Be sure to complete the task as soon as you receive the initial email.             <ul style="list-style-type: none"> <li>You will NOT receive your OHSU ID badge unless we have a verified background check.</li> </ul> </li> </ol>	Arijana Semic 503-494-5664 <a href="mailto:semic@ohsu.edu">semic@ohsu.edu</a>
7/1/2024	<b>COMPASS Training Modules</b> <ol style="list-style-type: none"> <li>Complete the following 3 Compass training modules. You will have access to <a href="#">Compass</a> when you receive your OHSU network ID/email account.             <ul style="list-style-type: none"> <li>Respect at the University</li> <li>Integrity Foundations</li> <li>Information Privacy and Security Essentials</li> </ul> <ul style="list-style-type: none"> <li>You will NOT receive your OHSU ID badge unless you complete all three COMPASS modules.</li> </ul> </li> </ol>	COMPASS Support 503-494-5902 <a href="mailto:teamcompass@ohsu.edu">teamcompass@ohsu.edu</a>  or  Arijana Semic 503-494-5644 <a href="mailto:semic@ohsu.edu">semic@ohsu.edu</a>
7/1/2024	<b>Pre-Entrance Immunization Form</b> <ol style="list-style-type: none"> <li>Submit the '<a href="#">Immunization Status Form</a>' to the Student Health &amp; Wellness Center (SHW).             <ul style="list-style-type: none"> <li>It is very important you submit this form by the deadline whether you have completed all the immunizations or not. SHW</li> </ul> </li> </ol>	Student Health & Wellness 503-494-8665 <a href="mailto:Shwcompliance@ohsu.edu">Shwcompliance@ohsu.edu</a>

	<p>is aware some immunizations take time, so this form primarily serves to inform them of where you're at in the process.</p> <ul style="list-style-type: none"> <li>• Even if you do not have all the immunization requirements listed in the immune status form met, fill out the sections that you can and submit the form to SHW. As you meet the requirements, you can contact SHW to update your immunization record.</li> <li>• You will NOT receive your OHSU ID badge unless you submit the immunization form.</li> </ul>	
7/1/2024	<p><b>Headshot for Class Roster, Small Group Roster, Evaluation System, etc.</b></p> <ol style="list-style-type: none"> <li>1. Use the instruction on page 4 of this document.</li> <li>2. Save your photo by last, first name (must be your legal name)</li> <li>3. Email Taylor Bazhaw your headshot.</li> </ol>	<p>Taylor Bazhaw 503-494-7388 <a href="mailto:bazhaw@ohsu.edu">bazhaw@ohsu.edu</a></p>
Between 7/1/2024-8/5/2024	<p><b>Drug Screen</b></p> <ol style="list-style-type: none"> <li>1. Complete a drug screen at one of the designated sites in the <a href="#">instruction document</a> between 7/1-8/5/2024.</li> <li>• Do NOT go to the drug screening site before July 1.</li> <li>• Be sure to bring the document with you or give them the account number, OHSU, Office of Education &amp; Student Affairs, Account # 17471.</li> <li>• Refrain from drinking too much fluid prior to collection.</li> <li>• Do NOT contact Dr. Ito to verify whether or not we received your drug screen result or not. She will contact you if she doesn't receive your results.</li> </ol>	<p>Dr. Tomo Ito 503-494-5100 <a href="mailto:itot@ohsu.edu">itot@ohsu.edu</a></p>
7/15/2024	<p><b>Basic Life Support (BLS) and Electronic Health Record (EHR) Survey</b></p> <ol style="list-style-type: none"> <li>1. Complete the survey <a href="https://ohsu.ca1.qualtrics.com/jfe/form/SV_6eVDz9tYUsbkYbl">https://ohsu.ca1.qualtrics.com/jfe/form/SV_6eVDz9tYUsbkYbl</a></li> <li>• BLS for Provider from American Heart Association (AHA) is required for your preceptorship in winter term. OHSU will provide a BLS course, but if you already have your BLS for Provider from AHA, we will arrange re-certification course rather than a full-on certification course once you matriculate.</li> <li>• Note BLS certificate from RQI or any other organizations other than AHA will NOT be accepted at OHSU. We will arrange a BLS certificate course for you to take after you matriculate.</li> </ol>	<p>BLS related: Dr. Tomo Ito 503-494-5100 <a href="mailto:itot@ohsu.edu">itot@ohsu.edu</a></p> <p>EHR related: Gretchen Scholl <a href="mailto:schollg@ohsu.edu">schollg@ohsu.edu</a></p>
7/15/2024	<p><b>Code of Conduct and Medical Student Handbook Form</b></p> <ol style="list-style-type: none"> <li>1. Read the <a href="#">Code of Conduct</a> and the <a href="#">Medical Student Handbook</a>.</li> <li>2. Complete and submit the attestation survey <a href="https://ohsu.ca1.qualtrics.com/jfe/form/SV_bd76xZPmoOEEWii">https://ohsu.ca1.qualtrics.com/jfe/form/SV_bd76xZPmoOEEWii</a></li> </ol>	<p>Taylor Bazhaw <a href="mailto:bazhaw@ohsu.edu">bazhaw@ohsu.edu</a></p>
As soon as you receive email but no later than 7/26/2024	<p><b>Photo for OHSU ID Badge</b></p> <ol style="list-style-type: none"> <li>1. As soon as you receive email to your OHSU email address from <a href="mailto:hello@onlinphotosubmission.com">hello@onlinphotosubmission.com</a>, submit your photo to CloudCard system (a link will be provided in the email).</li> <li>2. On 7/19/2024, if you haven't received the email, contact Arijana Semic.</li> </ol>	<p>Arijana Semic 503-494-5664 <a href="mailto:semic@ohsu.edu">semic@ohsu.edu</a></p>
7/30/2024	<p><b>Pre-Matriculation Survey</b></p> <ol style="list-style-type: none"> <li>1. Complete <a href="#">Pre-Matriculation Survey</a></li> </ol>	<p>Erika Chomina Lenford 503-494-6181 <a href="mailto:chomina@ohsu.edu">chomina@ohsu.edu</a></p>
8/8/2024	<p><b>Transcripts</b></p> <ol style="list-style-type: none"> <li>1. Because AMCAS does not forward transcripts, you are required to submit official copies of your transcripts from each institution</li> </ol>	<p>Kari Kriedberg <a href="mailto:MDinterviews@ohsu.edu">MDinterviews@ohsu.edu</a></p>

	<p>you've attended in one of two ways (your transcripts must be sent to us directly from the institution, not from you):</p> <ul style="list-style-type: none"> <li>• Option #1 - If any of your institutions provide eTranscripts, have them sent to Kari Kriedberg at MDinterviews@ohsu.edu . Electronic transcripts are preferable when able.</li> <li>• Option #2 - If you are requesting paper transcripts, have them mailed to the following address: OHSU School of Medicine, Office of Admissions - Mailcode CL5MD, 2730 SW Moody Avenue, Portland, OR, 97201</li> </ul>	
8/8/2024	<p><b>WebEx</b></p> <ol style="list-style-type: none"> <li>1. Download and test run Cisco Webex to your computer and mobile devices.</li> <li>2. Go to instruction <a href="#">here</a>.</li> <li>3. Make sure you are able to participate in Webex virtual meetings with both audio and visual prior to the first day of orientation. Testing with fellow classmates, friends, or family members ahead of time is highly recommended.</li> </ol>	<p>Teaching Services Office (TSO)  <a href="mailto:tso@ohsu.edu">tso@ohsu.edu</a></p>
8/8/2024	<p><b>Epic eLearning Modules</b></p> <ol style="list-style-type: none"> <li>1. Complete the eLearning Modules</li> <li>2. Go to instruction <a href="#">here</a>.</li> </ol>	<p>HealthCare Epic Applications Team  503-494-8855  <a href="mailto:epiclearning@ohsu.edu">epiclearning@ohsu.edu</a></p>
8/8/2024	<p><b>Emergency Contact</b></p> <ol style="list-style-type: none"> <li>1. Add an emergency contact in the <a href="#">Student Information System (SIS)</a></li> <li>2. Use <a href="#">this instruction</a>.</li> </ol>	



# Photo Requirements for Class Roster, Small Group Roster, Evaluation System, and other educational purposes.

## Guidelines

Your photo does NOT need to be taken professionally and can be taken from your phone or a personal camera.

Here is an example of an acceptable photo (not considering size):



## Photo Requirements:

- Save the photo by name: Legal last name, Legal first name
- File size: Less than 170KB
- Picture size: 200x250 pixels
- File Type: jpeg or png
- Portrait orientation
- In color
- Plain or off white background
- Full face view directly facing camera
- Taken from top of shoulders up
- Taken within the last 6 months
- Decent lighting (be aware of shadows obscuring the face)
- Workplace appropriate clothing

Be sure to save your photo by your last , first name (must be your legal name).

Email your photo to [bazhaw@ohsu.edu](mailto:bazhaw@ohsu.edu) by 7/1/2024.

## The following is NOT acceptable:

- PDF files
- Photos imbedded in Word docs
- Pictures of photos
- Sideways/rotated photos
- Non-neutral backgrounds (i.e. a bush, a brick wall, any sort of scenery)
- Large file/picture size
- Hats/Sunglasses (exception: Hijabs or other religious head covering)
- Waist up/full body photos
- Edited photos, digital alterations to the individual