

## Incoming Class of August 2025 Pre-Matriculation Onboarding Required Tasks for MD, MD/PhD, and MD/MPH students

Note MD/MPH students may have different deadlines for some of the tasks below. If so, deadlines specific to MD/MPH are listed below.

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@onlinephotosubmission.com">hello@onlinephotosubmission.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 7/1/2025.  If you are <b>MD/MPH</b> , complete the task by 5/31/2025.	<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>
7/1/2025  If you are <b>MD/MPH</b> , complete the task by 5/31/2025.	<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> </li> <li>You will NOT receive your OHSU ID badge unless you complete all three COMPASS modules.</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>
7/1/2025	<b>Pre-Entrance Immunization Form*</b>	Student Health & Wellness

<p>If you are <b>MD/MPH</b>, complete the task by 5/31/2025.</p>	<ol style="list-style-type: none"> <li>1. Submit the '<a href="#">Immunization Status Form</a>' to the Student Health &amp; Wellness Center (SHW).</li> <li>• It is very important you submit this form by the deadline <b>whether you have completed all the immunizations or not</b>. SHW is aware some immunizations take time, so this form primarily serves to inform them of where you're at in the process.</li> <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> </ol>	<p>503-494-8665 <a href="mailto:Shwcompliance@ohsu.edu">Shwcompliance@ohsu.edu</a></p>
<p>By 7/1/2025</p>	<p><b>Student Handbook, Code of Conduct, BLS, EHR, Headshot Survey</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. Have your headshot ready. See the <a href="#">instruction here</a>.</li> <li>3. If you have your valid BLS from American Heart Association, save it by your last, first name and have it ready.</li> <li>4. Complete the survey <a href="https://ohsu.ca1.qualtrics.com/jfe/form/SV_bBlqzFYcv1Qgg4u">https://ohsu.ca1.qualtrics.com/jfe/form/SV_bBlqzFYcv1Qgg4u</a></li> </ol>	<p>Dr. Tomo Ito 503-494-5100 <a href="mailto:itot@ohsu.edu">itot@ohsu.edu</a></p>
<p>As soon as you receive email but no later than 7/15/2025</p>	<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>• On 7/15/2025, 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>
<p>Between 7/1/2025-7/31/2025</p>	<p><b>Drug Screen</b> Drug testing must be done between July 1 and July 31, 2025. We will not accept any drug testing done prior to July 1, 2025.</p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://ohsusomdrugtesting.quickapp.pro">https://ohsusomdrugtesting.quickapp.pro</a> to register for your drug test. This website will open at noon on June 30, 2025.</li> <li>2. After you register you will receive an email from <a href="mailto:automation@instascreen.net">automation@instascreen.net</a> with a link to find a collection site and schedule your drug test.</li> <li>3. Click on the link promptly to locate a collection site in your area and to generate your Drug Screening Passport. (If you cannot find a location in your area, reach out to Advanced Reporting immediately via the Messages section in your Donor Portal, at <a href="mailto:occhealth@advrep.com">occhealth@advrep.com</a> or by calling 503-375-0451 for assistance).</li> <li>4. Your passport will include the collection site information, including hours of operation. We do recommend calling ahead to confirm their availability and wait times.</li> <li>5. Bring your passport and photo ID with you to the collection site.</li> <li>6. Refrain from drinking excessive liquids prior to collection.</li> </ol> <p><b>Drug Screen Panel</b></p> <ul style="list-style-type: none"> <li>• Includes testing for:</li> <li>• Amphetamines/Methamphetamines</li> <li>• Benzodiazepines</li> <li>• Barbiturates</li> <li>• Cocaine</li> </ul>	<p>Dr. Tomo Ito 503-494-5100 <a href="mailto:itot@ohsu.edu">itot@ohsu.edu</a></p>

	<ul style="list-style-type: none"> <li>• Methadone</li> <li>• Opiates – Expanded</li> <li>• 6-AM</li> <li>• Oxycodone/Oxymorphone</li> <li>• PCP</li> <li>• Propoxyphene</li> <li>• Marijuana</li> </ul> <p>Notice regarding drug and alcohol testing of students at Oregon Health &amp; Science University Oregon Health &amp; Science University (OHSU) has a drug testing policy for all health care related employees including medical students. Despite the changes in Oregon Statute regarding marijuana use and possession, OHSU will continue to adhere to Federal Law and maintain a zero-tolerance policy in this regard. Test results are confidential as required by Federal and State laws. Tests are paid for by OHSU. If you have any questions, please contact OHSU's Legal Department at (503) 494-5222.</p> <ul style="list-style-type: none"> <li>• Do NOT contact Dr. Ito to verify receipt of your drug screen results. She will contact you if she doesn't receive them.</li> </ul>	
By 7/30/2025	<b>Pre-Matriculation Survey</b> <ol style="list-style-type: none"> <li>1. Complete <a href="https://ohsu.ca1.qualtrics.com/jfe/form/SV_9TrxUW005KnwnC6">https://ohsu.ca1.qualtrics.com/jfe/form/SV_9TrxUW005KnwnC6</a></li> </ol>	Erika Chomina Lenford 503-494-6181 <a href="mailto:chomina@ohsu.edu">chomina@ohsu.edu</a>
By 8/7/2025	<b>Transcripts</b> <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 you've attended in one of two ways (your transcripts must be sent to us directly from the institution, not from you): <ul style="list-style-type: none"> <li>• Option #1 - If any of your institutions provide eTranscripts, have them sent to Kari Kriedberg at <a href="mailto:MDinterviews@ohsu.edu">MDinterviews@ohsu.edu</a> . 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> </li> </ol>	Kari Kriedberg <a href="mailto:MDinterviews@ohsu.edu">MDinterviews@ohsu.edu</a>
By 8/7/2025	<b>WebEx</b> <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>	Teaching Services Office (TSO) <a href="mailto:tso@ohsu.edu">tso@ohsu.edu</a>
By 8/8/2025	<b>Emergency Contact</b> <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>	

\*MD and MD/PhD students: Completion of background, COMPASS modules, and Pre-entrance immunization form and submission of your photo (once you receive email from

[hello@onlinephotosubmission.com](mailto:hello@onlinephotosubmission.com)) are required in order for you to receive OHSU ID badges on the first day of your orientation on 8/11/2025. OHSU ID badge office will be holding a distribution event on 8/11/2025 at RLSB Atrium. Failure to complete all pre-matriculation tasks by the deadline will result in not having OHSU ID badges (badges will be required to enter RSLB starting on 8/12/2025).

\*MD/MPH students: Completion of background, COMPASS modules, and Pre-entrance immunization form are required in order for us to order your OHSU ID badge. Since your MPH portion of the curriculum starts prior to 8/11/2025, we will be ordering your ID badges using a different process than MD and MD/PhD students. Once the badge is ordered and ready, you will receive email from OHSU ID badge office. You will be able to pick up your OHSU ID badge at [one of the locations](#). Be sure to bring a valid government issued photo ID.