

## Incoming Class of June 29, 2026 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.

Completed?	Deadline	To do	Contact Person
	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.	n/a
	As soon as OHSU Admissions receive your acceptance form but the latest 5/10/2026.	<b>Questionnaire</b> 1. Complete a questionnaire on the <a href="#">Admission Portal</a> . 2. Be sure to complete this and any remaining tasks outlined on the Portal before starting on the tasks below.	Admissions Office 503-494-2998 <a href="mailto:MDAdmin@ohsu.edu">MDAdmin@ohsu.edu</a>
	As soon as you receive OHSU network and email address.	<b>OHSU outlook email</b> 1. 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) • This is for your photo submission for your OHSU ID badge.	n/a
	As soon as you receive email from Certiphi but no later than 5/10/2026.	<b>Background Check*</b> 1. 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. 2. 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. 3. 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. • You will NOT receive your OHSU ID badge unless we have a verified background check.	Bri Dunn 503-494-4101 <a href="mailto:dunnbri@ohsu.edu">dunnbri@ohsu.edu</a>
	5/10/2026	<b>COMPASS Training Modules*</b> 1. 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. ○ Respect at the University ○ Integrity Foundations	COMPASS Support 503-494-5902 <a href="mailto:teamcompass@ohsu.edu">teamcompass@ohsu.edu</a>  or

		<ul style="list-style-type: none"> <li>○ Information Privacy and Security Essentials</li> <li>• You will NOT receive your OHSU ID badge unless you complete all three COMPASS modules.</li> </ul>	Bri Dunn 503-494-4101 <a href="mailto:dunnbri@ohsu.edu">dunnbri@ohsu.edu</a>
	5/10/2026	<b>Pre-Entrance Immunization Form*</b> <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's very important that you submit this form by the deadline, even if you haven't completed all of your immunizations yet. SHW is aware some immunizations take time, so this form primarily serves to inform them of where you're at in the process. 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>	Student Health & Wellness 503-494-8665 <a href="mailto:Shwcompliance@ohsu.edu">Shwcompliance@ohsu.edu</a>
	5/10/2026	<b>Student Handbook, Code of Conduct, EHR, Headshot Survey</b> <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. This will be used for our roster, evaluation form, etc. See the <a href="#">instruction here</a>. Your headshot should be saved by last, first name.</li> <li>3. Complete the survey  <a href="https://ohsu.ca1.qualtrics.com/jfe/form/SV_9GdVWsbMdUVZ4Ue">https://ohsu.ca1.qualtrics.com/jfe/form/SV_9GdVWsbMdUVZ4Ue</a> </li> </ol>	Bri Dunn 503-494-4101 <a href="mailto:dunnbri@ohsu.edu">dunnbri@ohsu.edu</a>
	As soon as you receive email but no later than 5/10/2026.	<b>Photo for OHSU ID Badge</b> <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>• If you haven't received the email by 4/30/2026, contact <a href="mailto:ohsuid@ohsu.edu">ohsuid@ohsu.edu</a></li> </ol>	OHSU ID badge office <a href="mailto:ohsuid@ohsu.edu">ohsuid@ohsu.edu</a>
	Between 5/18/2026 to 6/18/2026	<b>Drug Screen</b> <ol style="list-style-type: none"> <li>1. Drug testing must be completed in the U.S. between May 18<sup>th</sup> to June 18<sup>th</sup>, 2026. Testing conducted outside of this timeframe or at an unauthorized site will not be accepted.</li> <li>2. 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 May 17, 2026. Once you register, it will give you 5-day window for you to complete your drug screening. Do not access the website link unless you are able to complete your drug screening within 5 days.</li> <li>3. After you register you will receive an email from automation@instascreen.net with a link to find a collection site and schedule your drug test.</li> <li>4. 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> </ol>	Dr. Tomo Ito 503-494-5100 <a href="mailto:itot@ohsu.edu">itot@ohsu.edu</a>  Do NOT contact Dr. Ito to verify receipt of your drug screen results. She will contact you if she doesn't receive them.

		<p>5. Your passport will include the collection site information, including hours of operation. We do recommend calling ahead to confirm their availability and wait times.</p> <p>6. Bring your passport and photo ID with you to the collection site.</p> <p>7. Refrain from drinking excessive liquids prior to collection.</p> <p>Drug Screen Panel includes testing for:</p> <ul style="list-style-type: none"> <li>• Amphetamines/Methamphetamines</li> <li>• Benzodiazepines</li> <li>• Barbiturates</li> <li>• Cocaine</li> <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> <p><b>IMPORTANT NOTE on DRUG SCREENING:</b></p> <ul style="list-style-type: none"> <li>• If you schedule your test and for some urgent reasons you are unable to go in for testing before your passport expires, you must contact via the secure Applicant Portal, by email to <a href="mailto:occhealth@advrep.com">occhealth@advrep.com</a> or by phone at <a href="tel:971-433-5695">971-433-5695</a> to coordinate your testing window.</li> <li>• If a "diluted" report result is received, students must repeat the testing within two business days. If the second test is "dilute" it will be forwarded to the Associate Dean for Undergraduate Medical Education, the Assistant Deans for Student Affairs, and the Medical Student Progress Board. The student will typically be asked to meet with one of the Assistant Deans and the Medical Student Progress Board for further review of the problem and to outline recommendations and/or accommodations to resolve the issue on a case-by-case basis. The second dilute drug tests may disqualify an applicant from matriculating, or prompt a dismissal hearing for a current student.</li> </ul>	
	By 6/15/2026	<p><b>Pre-Matriculation Survey</b></p> <p>1. Complete <a href="https://ohsu.ca1.qualtrics.com/jfe/form/SV_9TrxUW005KnwnC6">https://ohsu.ca1.qualtrics.com/jfe/form/SV_9TrxUW005KnwnC6</a></p>	Erika Chomina 503-494-6181

			<a href="mailto:chomina@ohsu.edu">chomina@ohsu.edu</a>
	By 6/26/2026	<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 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> </li> </ol>	Kari Kriedberg <a href="mailto:MDinterviews@ohsu.edu">MDinterviews@ohsu.edu</a>
	By 6/26/2026	<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 6/28/2026	<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>	

\*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. In the Student Handbook, Code of Conduct, EHR, Headshot Survey, you will be asked to indicate your ID badge pick up date (either on June 29<sup>th</sup> – first day of asynchronous coursework or August 10<sup>th</sup> – first day of in-person coursework).