

A step by step guide to Managing your OH Portal User Account

Access to the portal following the deployment of myOHportal

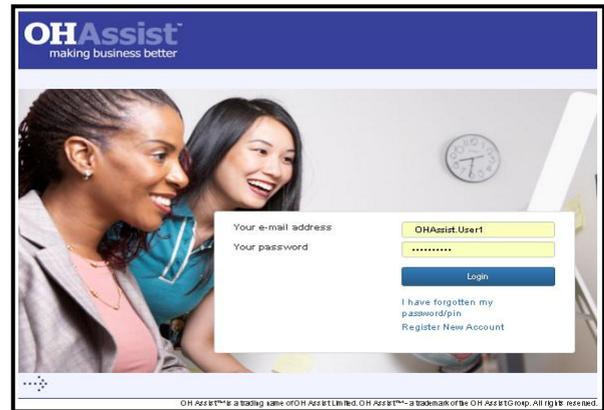
1. All existing user accounts, passwords, Pin numbers and security information will be migrated to the upgraded referral portal
2. Upon accessing www.myohportal.co.uk for the first time, enter your existing **Username, Password,** and **2 digits** from your 6 digit **Pin** number
3. You will then be asked to change your **Password** and **Pin**
4. Save the new URL to your favourites

Changing your Password

5. Once a new user account has been created an email will be sent to the new user with a link to the login page as well as their username & password. Here they should select, **The Hyperlink** which will take them to the login screen
 - N.B. please save the URL www.myohportal.co.uk to your favourite in Google Chrome

Should a user need to change their password

6. Access the portal www.myohportal.co.uk, enter your existing **Username, Password,** and **2 digits** from your 6 digit **Pin** number
7. On the task bar, at the top right hand side of screen, select **Your Name**
8. Select **Settings**
9. Select **Password** from the menu left hand side of screen
10. Input **Old Password**, then **New Password** using the password criteria specified
11. Select **Change Password**

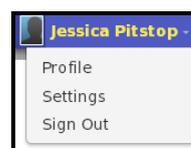


Change Password
Please complete the form to change your password.

Old Password

New Password

Confirm New Password



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Regional - News Password Third-Party Credentials

Language
English (United Kingdom)
Language is set by the system administrator

Time Zone
(UTC) United Kingdom Time (Europe/London)
Time zone is set by the system administrator

Calendar Type
Gregorian
Calendar type is set by the system administrator

Old Password*

New Password*

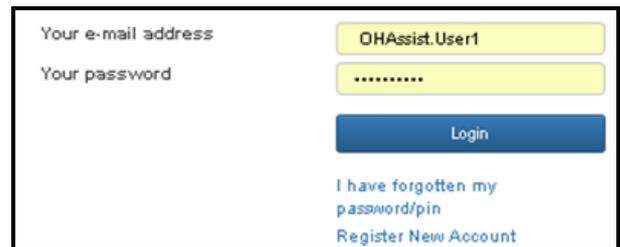
Please select a password that meets all of the following criteria:

- is at least eight characters
- is not your previous password
- contains at least one character in the English alphabet
- contains at least one numeral (0 through 9)
- contains at least one non-alphabetic character (such as !, \$, #, %)

Confirm Password*

Should a user forget their Password

12. Select **Forgot Password** on the login screen



Your e-mail address: OHAssist.User1
Your password:

Login

I have forgotten my password/pin
Register New Account

Forgot Password
Register an account

13. On password reset page, input **Username** and select **Request Password Reset**



Request Password Reset

Please enter your username.

Username: _____

Request Password Reset Cancel

14. An email will be sent with a link to reset the password. Select **The Hyperlink** or copy and paste the link into your browser

15. Input **Username** and **New Password** twice, then select **Update Password**



Enter New Password

Please enter your username and enter what you would like your new password to be.

Username: _____

New password: _____

Re-enter new password: _____

Update Password

16. A message will appear stating **Your Password Has Been Reset**

Your password has been reset.
You may now login using your new password.

17. The user will now be able to log in to the system using **New Password**

Update and configure notifications about the progress of referrals

18. On the landing page go to **My Account Record**



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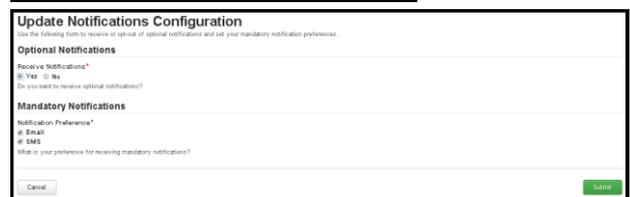
My Account Record

Summary ▾
News
Related Actions

19. Select **Related Actions** from the navigation panel

Update Notifications Configuration

20. Select **Update Notifications Configuration** to make changes to whether optional notifications are received and to change the method of notification e.g. SMS, email or SMS and email



Update Notifications Configuration

You are viewing details to configure optional notifications and set your mandatory notification preferences.

Optional Notifications

Receive Notifications*
Yes No
Do you want to receive optional notifications?

Mandatory Notifications

Notification Preference*
Email SMS
What is your preference for receiving mandatory notifications?

Cancel Save