Managing your OH Portal User Account

Optima Health

This Quick Reference Guide provides a step by guide to Managing your OH Portal User Account

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1. 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 to your favourite in Google Chrome

2. The new account holder should now Type in **Username** and **Password** provided in the received email

3. The system will require the new user to create a new password. Here the user should input the **Password** from email and input a **New Password** twice to confirm the change.

4. Select, **Submit**

5. The new user will now be logged in and directed to the landing page of the OH Portal

Should a user need to change their password:

6. Log in with your **Username** and **Password**

7. In the top right hand side of screen select, **Your Name**

8. Select **Settings**

9. Select **Password** on the left hand side of screen

10. Input **Old Password**, then **New Password** twice

11. Select, **Change Password**

User Account Created for myohportal.co.uk
From: alerts@myohportal.co.uk
Date: 2019-09-18 07:56
-- Show pictures. →
Replies are not monitored.

Date: 18/09/2019

Dear Jessica Pitstop,

A user account has been created for you within myohportal.co.uk.

Your username and password are below:
Username - ac16111966@yopmail.com
Password - 27@#5=#5

This temporary log in will expire within 90 days.

You will be asked to create a new password and PIN when you log in for the first time.

Please log in to https://ohassistuat.pshealth.systems/suite/login to create your new password and PIN.

Yours sincerely,

Optima Health
www.optimahealth.co.uk

Change Password
Please complete the form to change your password.

Old Password
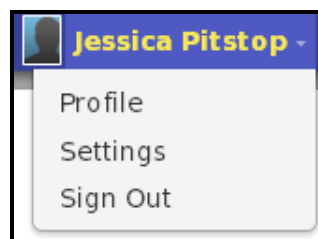
New Password

Confirm New Password

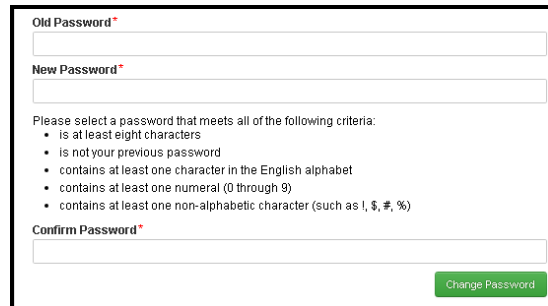Submit   Cancel

Submit

Jessica Pitstop ▾
Profile
Settings
Sign Out

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
Save Changes

Optima Health

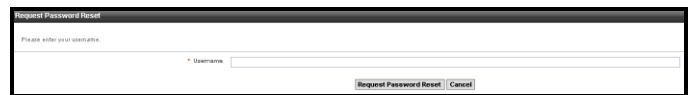| Old Password* |
| New Password* |
| Please select a password that meets all of the following criteria: |

- 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* |

Change Password

Should a user forget their password:

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

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

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

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

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

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

Forgot Password
Register an account

Request Password Reset

Please enter your username.

* Username

Request Password Reset   Cancel

Forgot Password
From: alerts@myohportal.co.uk
Date: 2019-09-18 08:02
Show pictures.
This email has been system generated by myohportal for Optima Health.

Replies are not monitored.

Date: 18/09/2019

Dear Jessica Pitstop,

You have indicated that you have forgotten your log in details to access myohportal.

Please find a temporary password, that when used, will allow you to reset your credentials.
Username - ac16111966@yopmail.com
New Password - 7%865%5%

When you log in you will be asked to answer your security questions (previously set) to validate your identity.

Yours sincerely,

Optima Health
www.optimahealth.co.uk

Enter New Password

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

* User name

* New password

* Re-enter new password

Reset Password

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