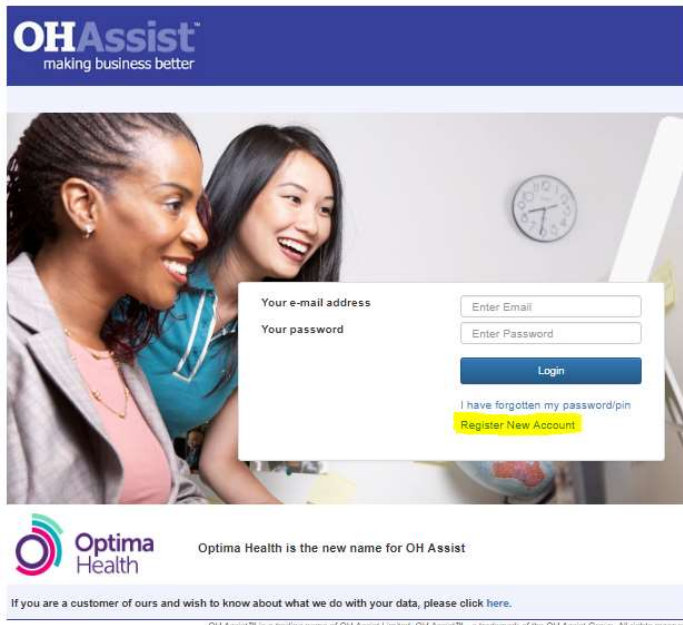


myOHportal – Manager Self Account Creation



1. Visit www.myohportal.co.uk
2. Click on “Register New Account”



3. Complete the form with the required information and press “create”

Enter Registration Detail

Title *	Job Title *
<input type="text" value="---Please Select---"/>	<input type="text"/>
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Customer Identifier *	Primary Contact Tel *
<input type="text"/>	<input type="text"/>

The Customer Identifier must uniquely identify the employee within your organisation
e.g. Staff ID, Payroll number

Security Details

Security Question *	Security Answer *
<input type="text" value="---Select Security Question---"/>	<input type="text"/>

Captcha

Make sure you are human *

Refresh captcha

Please enter the same as showing

Create

4. You will receive a success message



5. You will receive a temporary password and pin number to your email address

From: alerts@myohportal.co.uk
Date: 8 January 2019 at 09:50:33 GMT
To: [REDACTED]
Subject: User Account Created for myohportal.co.uk

Private and Confidential

This email has been system generated by myohportal for OH Assist.

Replies are not monitored.

Date: 08/01/2019

Dear Manager Setup,

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

Your username and password are below:

Username: [REDACTED]
Password: 78=&l5#3
Pin: 364453

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://www.myohportal.co.uk/haite/login> to create your new password and PIN.

Yours sincerely,

OH Assist

www.ohassist.com

6. Log in with these credentials at www.myohportal.co.uk

7. You will be forced to change your password and pin number at first log in and answer your security question

The screenshot shows a web form titled "Update Profile". It contains four main input fields: "New Password" with a "Show password" checkbox, "New Pin" with a "Show pin" checkbox, "Security Question" with a dropdown menu (currently showing "What was the make of your first car?"), and "Security Answer" (currently showing "Ford"). A green "Update" button with a mouse cursor is circled in red at the bottom right of the form.

8. You will be logged into the system when you click update