

How to Register

This section will show you how to register/create an account with OCHART.

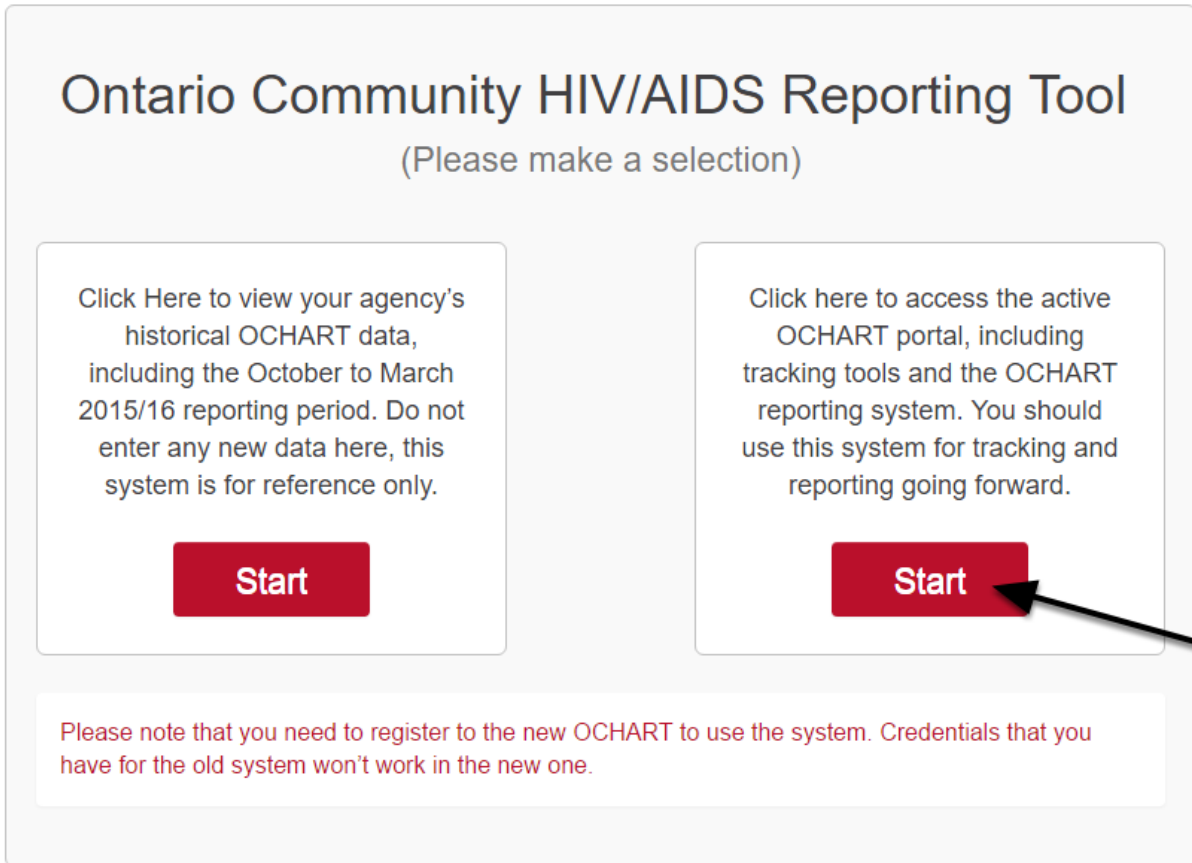
Open a new internet window.



Type "www.ochart.ca" in the address bar. Press "ENTER".



You will see the screen below. Click the "START" button on the right side.



Ontario Community HIV/AIDS Reporting Tool
(Please make a selection)

Click Here to view your agency's historical OCHART data, including the October to March 2015/16 reporting period. Do not enter any new data here, this system is for reference only.

Start

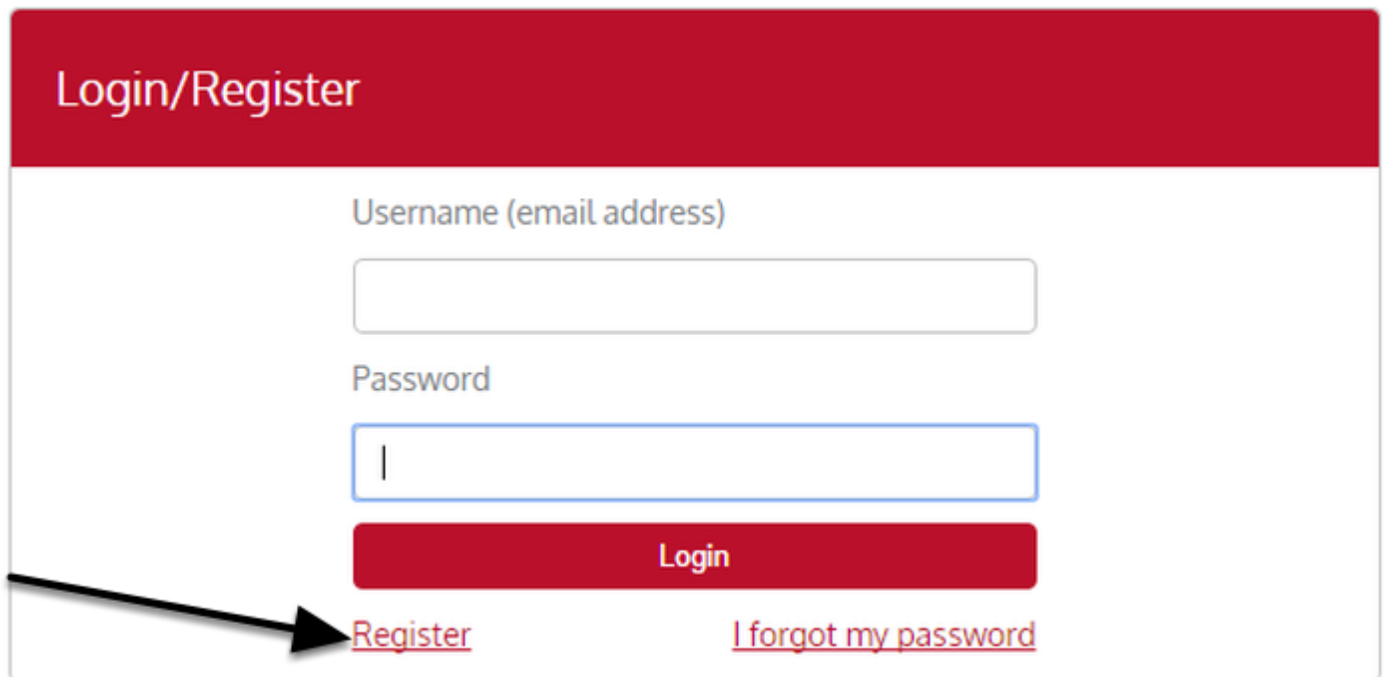
Click here to access the active OCHART portal, including tracking tools and the OCHART reporting system. You should use this system for tracking and reporting going forward.

Start

Please note that you need to register to the new OCHART to use the system. Credentials that you have for the old system won't work in the new one.

Clicking the start button on the left side will take you to the old OCHART system. If you click this accidentally, please click the back button on your internet browser. Next, click the start button on the right.

Click "Register" (bottom left).



Username (email address)

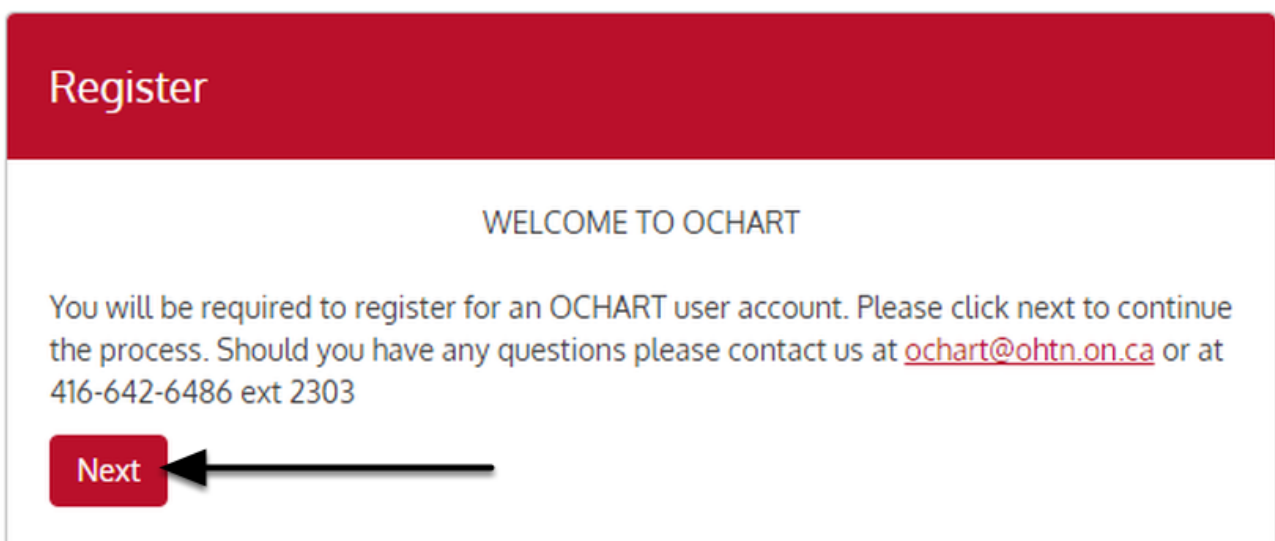
Password

Login

[Register](#) [I forgot my password](#)

Do not enter a "Username (email address)" or "Password". You cannot use your old OCHART username and password, you must first register/create a new account.

You will see the screen below notifying you of the requirement to register. Please click "Next".



Register

WELCOME TO OCHART

You will be required to register for an OCHART user account. Please click next to continue the process. Should you have any questions please contact us at ochart@ohrn.on.ca or at 416-642-6486 ext 2303

Next

Enter your first name, last name, and email address. Confirm your email address by entering it a second time. Enter a password (see instructions below) and re-enter it to confirm it. Enter your position title.

Register

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Password*	Confirm Password*
<input type="text"/>	<input type="text"/>
Position Title*	Organization*
<input type="text"/>	--Select-- ▼

The email you enter should be your work email address. This will become your username. Your password must have at least 8 characters. It must also include one upper case letter, one number and one special character (e.g., ! or \$ or *).

Select your organization by clicking on the triangle and then clicking on the name of your organization. Click "Register".

The screenshot shows a registration form titled "Register" with a red header. The form contains four input fields: "First Name*", "Email Address*", "Password*", and "Position Title*", each with a red asterisk. Below the fields is a red "Register" button. A dropdown menu is open, showing a list of organizations. The organization "Africans In Partnership Against AIDS" is highlighted in blue. Three numbered callouts are present: callout 1 points to the dropdown arrow, callout 2 points to the selected organization, and callout 3 points to the Register button.

Please note that only Executive Directors and Managers will have access to the reporting side of OCHART upon registering.

You will receive an email from OCHART with the subject line "Verify your email address". Open the email. Click on the link in the email.

Subject: Verify your email address

Dear OCHART user,

Thank you submitting your information to register for an account with OCHART. As part of a standard registration process the OCHART system requires email verification. To verify the email address that you have provided while registering for an account please click the link below:

<http://216.191.169.54/OCHARTPortal/Register/Verify/bXNvbmdAb2h0bi5vbi5iYTo5ZDUwNj0OS05NDQ1LTQyYjktYWQ4MC0yZWUwOGIyOTgwNTI%3d>

Should you have any questions, or require assistance please contact us at ochart@ohm.on.ca or call the OCHART coordinator at 416-642-6486 ext 2303

Thank you,
OCHART Support team

The link will take you to a page displaying the message below.

Email Verified

Thank you for verifying your email address. Your request is currently being reviewed. You will receive an email with your OCHART credentials when the account has been created. We aim to do this within 24 hours. Should your request be urgent, please contact us at ochart@ohrn.on.ca or 416-642-6486 ext 2303

You will receive an email confirming that you now have access to OCHART. If you do not receive this email within 24 hours of registering, please contact us: ochart@ohrn.on.ca or 416-642-6486 ext. 2303.

Subject: You have been approved for access to OCHART

Thank you for registering for an account with OCHART. Your account has been successfully created. Your credentials will be those that you registered with. If you have forgotten your password, please use the "Forgot Password" link on the OCHART login page to reset it.

Should you have any questions, or require training please contact us at ochart@ohrn.on.ca or 416-642-6486 ext 2303.

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