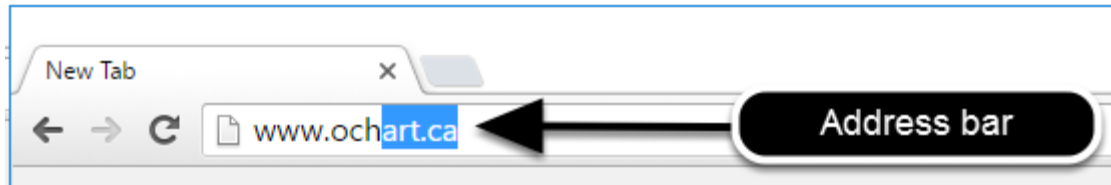


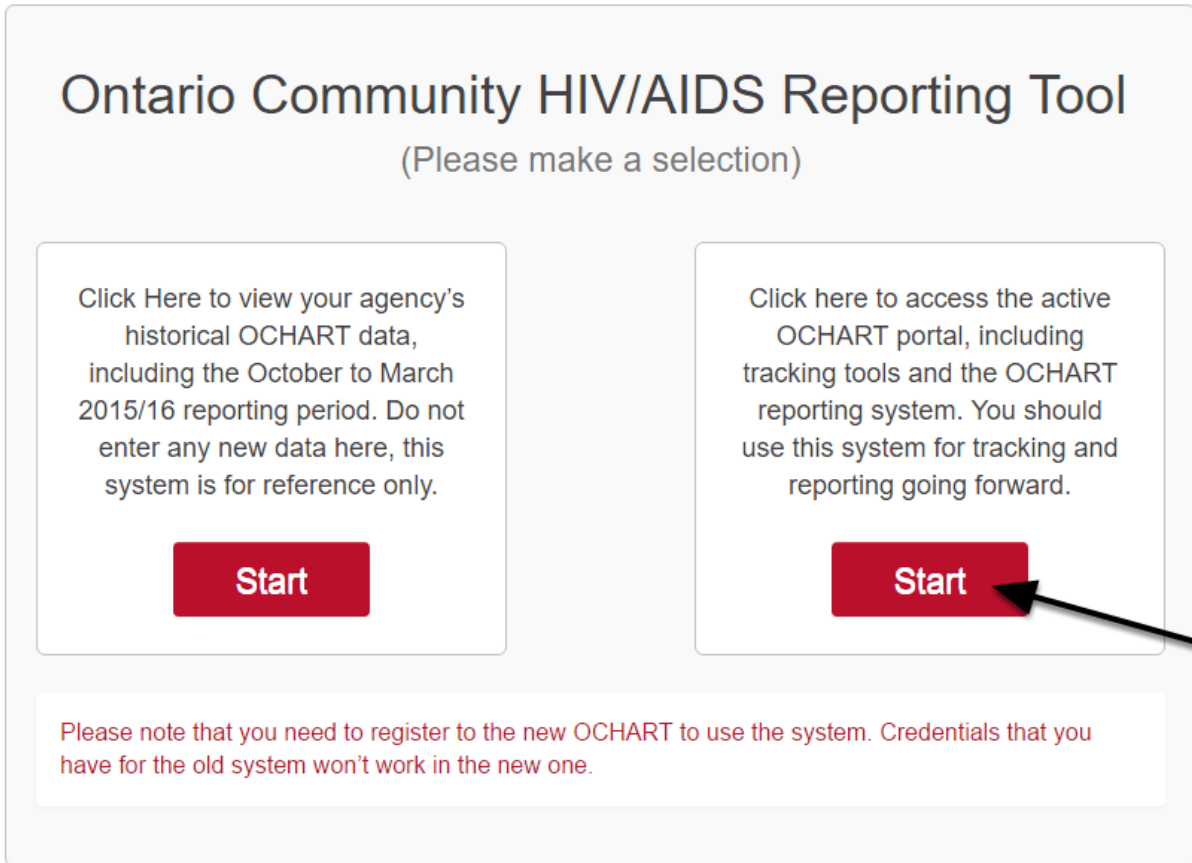
ASO OCHART Sections

This section will show you which OCHART sections you should see when you log into the OCHART reporting portal.

Type "**www.ochart.ca**" into 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.

Type in your "Username" (your work email address) and your "Password". Click "Login".

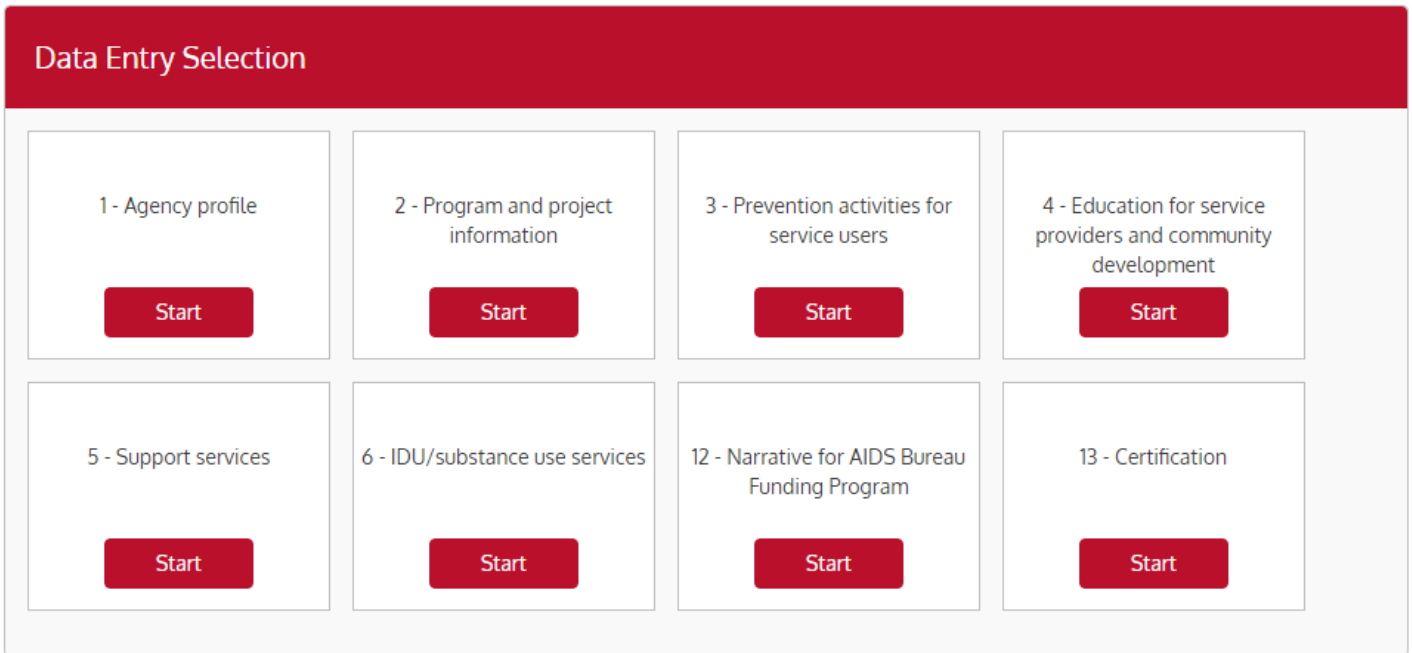
The screenshot shows a login/register form with a red header bar containing the text "Login/Register". Below the header, there are three numbered steps: 1. "Username (email address)" with a text input field containing "Test_dataentry@email.com"; 2. "Password" with a text input field containing "....."; 3. "Login" with a red button. A black arrow points to the "Login" button. Below the "Login" button are two links: "Register" and "I forgot my password".

You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the section titled, "How to Register" for step-by-step registration instructions.

Click "Enter OCHART Data" (left side).

The screenshot shows a "Choose a Tool" section with a red header bar. Below the header, there are two buttons: "Enter OCHART Data" and "Use Tracking Tool". The "Enter OCHART Data" button is highlighted with a red circle and a black arrow pointing to it. The "Use Tracking Tool" button is also highlighted with a red circle.

You should see OCHART sections as pictured below.



If you do not provide IDU/substance use services, you should not see the section called "6 - IDU/substance use services".

If any of the sections are missing or if there are additional sections that should not be there, please contact: ochart@ohtn.on.ca or 416-642-6486 ext. 2303.