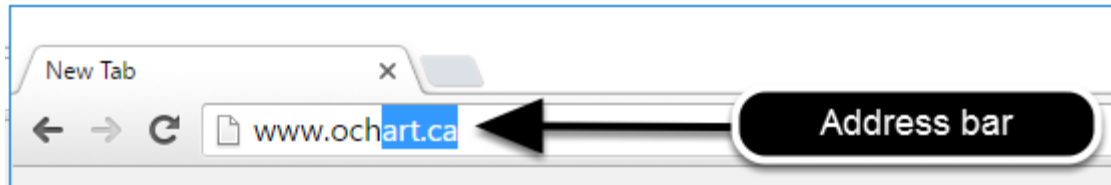


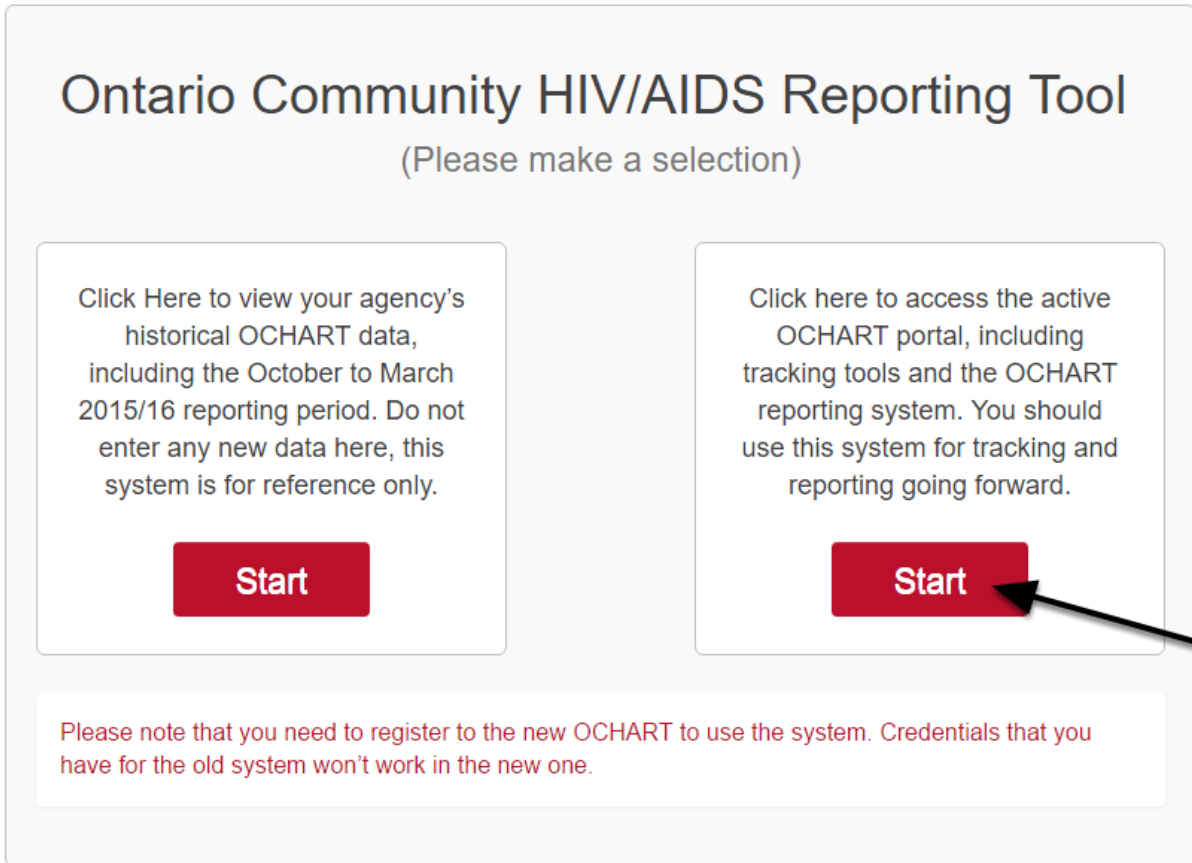
# Anonymous Testing OCHART Sections

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**

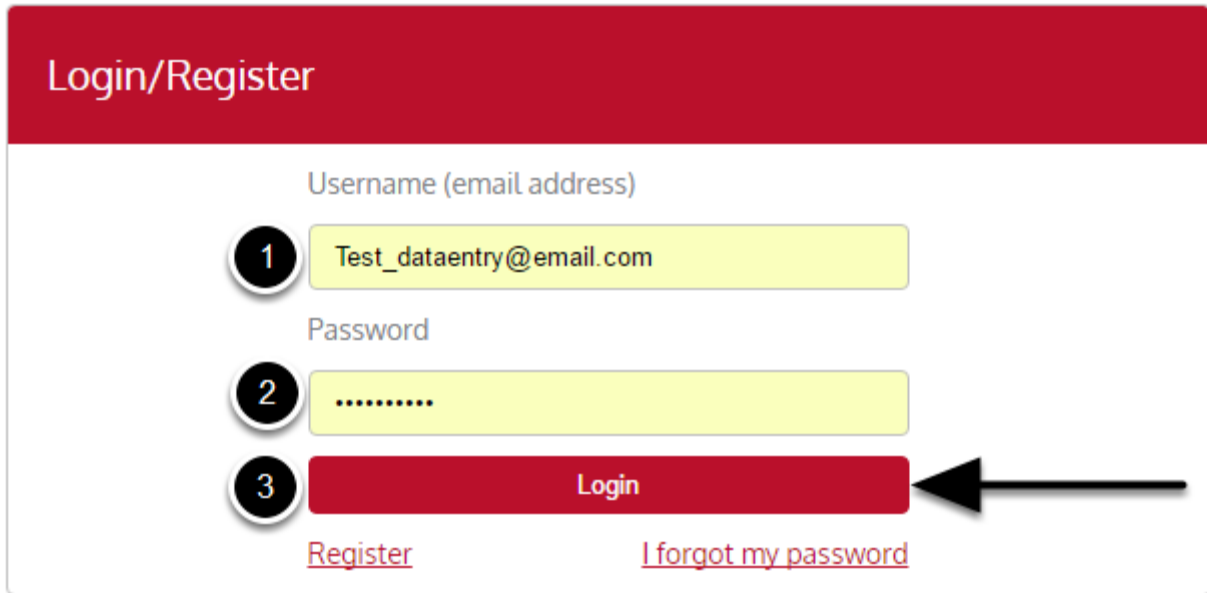
Click here to access the active OCHART portal, including tracking tools and the OCHART reporting system. You should use this system for tracking and reporting going forward.

**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. The form contains three numbered steps: 1. Username (email address) field with the text 'Test\_dataentry@email.com'. 2. Password field with masked characters '.....'. 3. A red 'Login' button with a black arrow pointing to it from the right. Below the 'Login' button are two links: 'Register' and 'I forgot my password'.

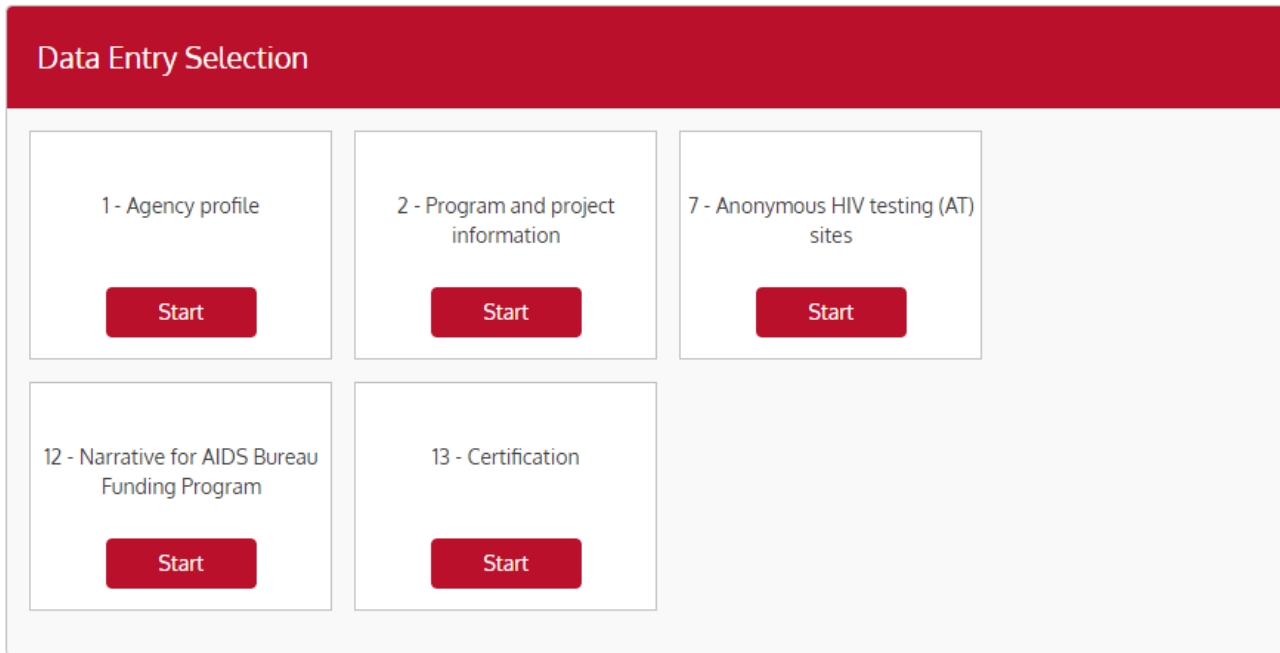
You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the section titled, "How to Register" for step-by-step registration instructions.

Click "Enter OCHART Data" (left side).



The screenshot shows a 'Choose a Tool' section with a red header. Below the header are two buttons: 'Enter OCHART Data' (with a document icon) and 'Use Tracking Tool' (with a bar chart icon). A black arrow points to the 'Enter OCHART Data' button from the right.

You should see OCHART sections as pictured below.



If you do prevention, education, and outreach activities with service users, you will see an additional section called "3 - Prevention activities for service users".

If you provide education for service providers and community development, you will see an additional section called "4 - Education for service providers and community development".

If you provide support services, you will see an additional section called "5 - Support services".

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