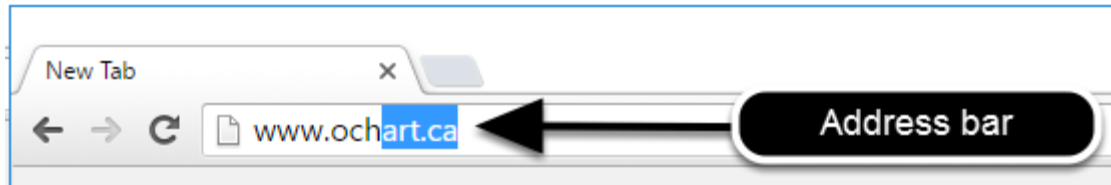


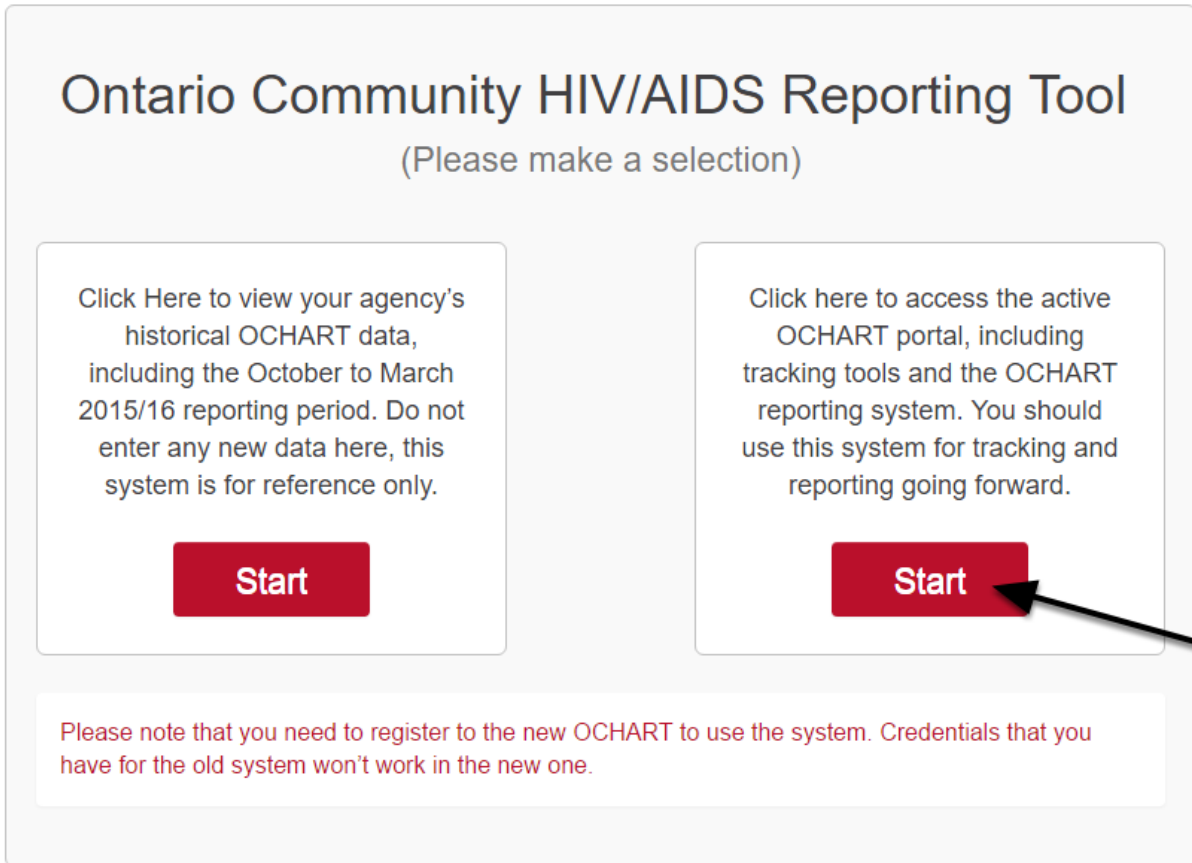
NON-ASO/HIV PROGRAM OCHART Sections

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".

Username (email address)

1 Test_dataentry@email.com

Password

2

3 Login

[Register](#) [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).

Choose a Tool

Enter OCHART Data

Use Tracking Tool

You should see OCHART sections as pictured below.

The screenshot shows a 'Data Entry Selection' interface with a red header. Below the header is a grid of 13 white boxes, each containing a section number and title, and a red 'Start' button. The sections are arranged in two rows: the first row has four boxes and the second row has four boxes with a fifth box on the far right.

Section Number	Section Title	Action
1	Agency profile	Start
2	Program and project information	Start
3	Prevention activities for service users	Start
4	Education for service providers and community development	Start
5	Support services	Start
6	IDU/substance use services	Start
12	Narrative for AIDS Bureau Funding Program	Start
13	Certification	Start

NOTE: If you are funded to do Hepatitis C programs or services, Anonymous Testing, or HIV clinical services, you should see these sections as well.

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.