

## OneHealthPort setup for Oregon Health Authority's Clinical Quality Metrics Registry (CQMR) portal access

### A Step-By-Step Guide

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*If you or your staff already have an OneHealthPort subscriber ID login, please do not create additional subscriber IDs for the existing user(s). Each subscriber needs only one subscriber ID login for all OneHealthPort business. You must NEVER share your OneHealthPort subscriber ID and password. If you have any questions about your current subscriber ID login, call 1-800-973-4797 for assistance.*

- 1. If you currently have a OneHealthPort subscriber ID login but want to know more about Oregon Health Authority's CQMR, go here:** <https://www.onehealthport.com/sso-payer/oregon-clinical-quality-metrics-registry>
- 2. If you currently have a OneHealthPort subscriberID login but need to review how to create access by adding CQMR roles to your current account, go to** <https://www.oregon.gov/oha/HPA/OHIT/Pages/CQMR-Onboarding.aspx>
- 3. If you are new to OneHealthPort, you will need to register your organization first. Go here to begin that process:** <http://www.onehealthport.com/sso/register-your-organization>

Once you have completed your registration and have received your approval notification, you are now the Administrator for the OneHealthPort account. Once you activate your account, you can do the following tasks:

- Create subscriber ID accounts for staff that will need access (Step 5)
- Assist the subscribers with completing their account setup (Step 6)
- Add/remove roles for staff
- Reset passwords
- Create additional Administrator accounts (Step 4)
- Assist staff with Multi-Factor Authentication setup & training resource (Step 7)

### To get to the Administrator account section:

- a. Go to <http://www.onehealthport.com/>

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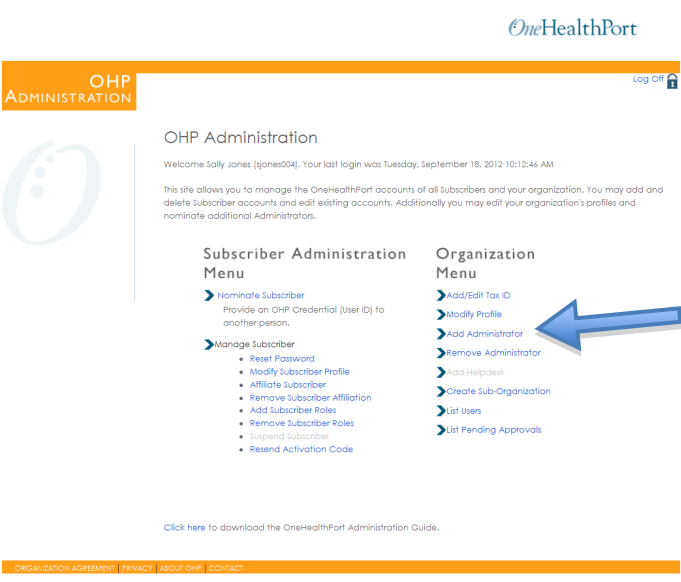
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- b. Click on Single Sign-On "Manage Your Account"
- c. Click on "Administrator Account Login"
- d. Login with OneHealthPort User Name and Password

#### 4. Creating Additional Administrator Accounts

Each organization that uses OneHealthPort should have one or several administrators. You may need to assign others to the Administrator role to manage accounts and below are the steps to completing that workflow.

Note: A person must already be an active OneHealthPort subscriber to be granted administrator rights for your organization.



The screenshot shows the OneHealthPort Administration interface. At the top right, it says 'OneHealthPort' and 'Log Off'. The main heading is 'OHP ADMINISTRATION'. Below that, it says 'OHP Administration' and 'Welcome Sally Jones (jones004). Your last login was Tuesday, September 18, 2012 10:12:46 AM'. A paragraph explains the site's purpose: 'This site allows you to manage the OneHealthPort accounts of all subscribers and your organization. You may add and delete subscriber accounts and edit existing accounts. Additionally you may edit your organization's profiles and nominate additional Administrators.' There are two main menu sections: 'Subscriber Administration Menu' and 'Organization Menu'. The 'Organization Menu' includes options like 'Add/Edit Tax ID', 'Modify Profile', 'Add Administrator', 'Remove Administrator', 'Add Helpdesk', 'Create Sub-Organization', 'List Users', and 'List Pending Approvals'. A blue arrow points to the 'Add Administrator' option. At the bottom, there is a footer with links for 'ORGANIZATION AGREEMENT', 'PRIVACY', 'ABOUT OHP', and 'CONTACT'.

Log on as administrator in "Manage Your Account" and select "Add Administrator" or "List Users".

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Pick the desired organization from the drop down and select Submit. Enter the subscriber name for promotion to administrator. You can see a list of active users with the “user list” function or use the search tool to find the subscriber you wish to upgrade with administrative privileges.

Organization	Login	Last Name	First Name	Email	Phone	Is City Admin?	Role
Our Town Clinic (IW2C50-000)	10101004	Scly	John	mytestuser@mail.adhost	(206) 424-3120	Yes	Office worker
	10111001	Tyler	Smith	mytestuser@mail.adhost	(206) 424-3120	No	Office worker
	10111001	Tyler	Smith	mytestuser@mail.adhost	(206) 424-3120	No	Credentialed Manager
Pleasant Valley Clinic (IW2C50-001)	10101002	Julie	Brown	mytestuser@mail.adhost	(206) 424-3120	No	Credentialed Manager
	10111001	Julie	Brown	mytestuser@mail.adhost	(206) 424-3120	Yes	Office worker

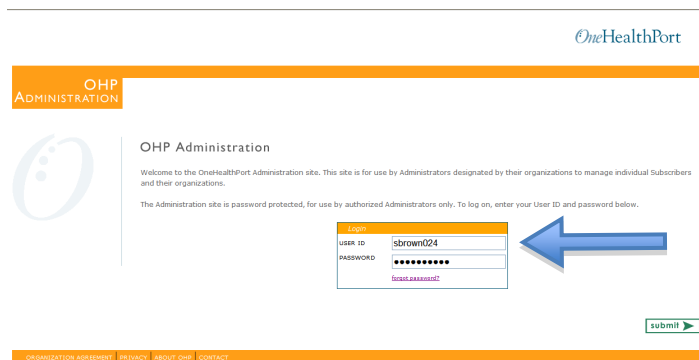
The requested subscriber account will come up on the screen for you to confirm. If you have chosen the correct subscriber, select “Submit”.

You will receive a confirmation screen.

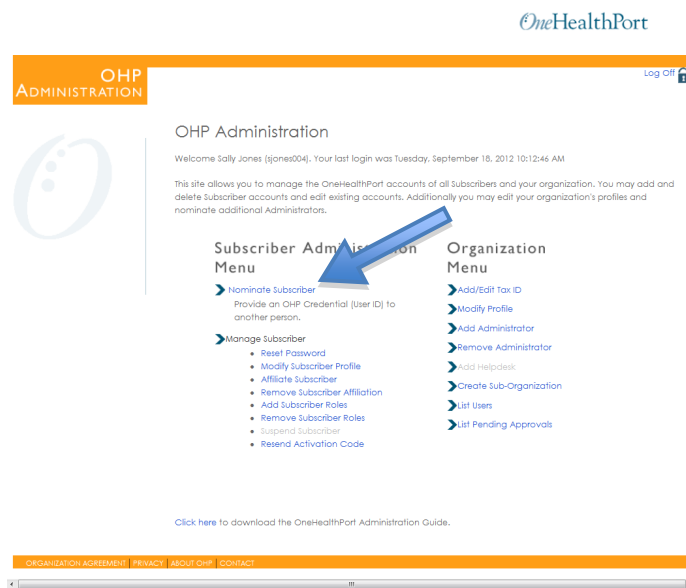
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### 5. OneHealthPort Administrator for Your Organization nominates each subscriber



Log on by going to “Manage Your Account” and then “Administrator Account” and entering your user ID and password.



Select “Nominate Subscriber” then click “Begin” after reading about subscriber nomination.

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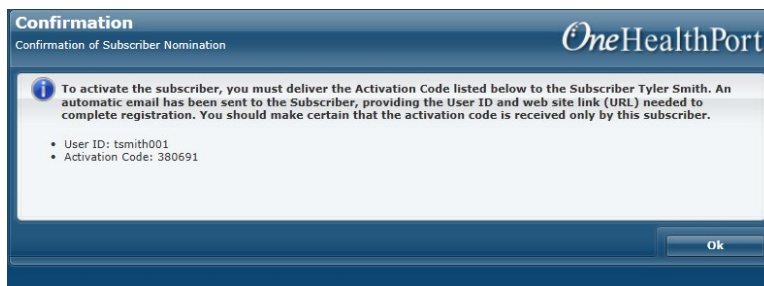
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Enter information on the staff including full name, email address. Use an email address that will go to a person.



Select the appropriate role for new users you want to access CQMR portal. Then click "Submit" to proceed. Refer to roles training materials at <https://www.oregon.gov/oha/HPA/OHIT/Pages/CQMR-FAQs-and-Resources.aspx>



You will then see confirmation of successful nomination. **It is very important to note the activation code on this screen.** The activation code is needed to complete registration, but will not be viewable after this screen is closed. Print a copy to give to the person activating the new account.

At this time, an email will automatically be sent to the email address you provided, with the subscriber ID and a link to complete registration. You will need to provide the activation code separately.

**Note:** The activation code is a one-time only code. It is valid for 30 days after creation; however, once the registration process has been completed and the subscriber has finished the last step of creating their password, the activation code will no longer be valid.

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#### 6. Assist Staff in Registering as a Subscriber

An email with instructions for registration will be sent to staff (to the email address assigned to them during nomination). The email will provide the subscriber ID, a link to Subscriber Registration and the nominating administrator's name and contact information. To complete registration, the person assisting the staff will need the activation code from the administrator. Click on the link in the email and begin the steps below.

The screenshot shows the 'Activation Code Validation' page. At the top, it says 'Please enter activation code'. Below that is a text input field labeled 'Activation Code'. To the right of the input field is a checkbox labeled 'Wait to see results' which is checked. Below the checkbox is a 'Submit' button. The OneHealthPort logo is in the top right corner.

Enter the subscriber's subscriber ID (in the invitation email) and activation code (provided by the administrator) and click "Submit".

The screenshot shows the 'Subscriber Information' page. At the top, it says 'Enter Your Subscriber Information'. Below that is a form with the following fields: Salutation (dropdown), First Name (text, value: Test), Middle Name (text, value: Test), Last Name (text, value: screenshot), Suffix (dropdown), Primary E-mail (text, value: tdavis@onehealthport.com), Alternate E-mail (text), Year of Birth (text), Job Title (text), Gender (dropdown), Address Line 1 (text), Address Line 2 (text), City (text), State (dropdown), Zip (text), Contact Number (text, format: ( ) - - - -), Mobile Number (text, format: ( ) - - - -), and a checkbox for 'Accept SMS for Mobile Number'. At the bottom right are 'Cancel' and 'Next' buttons. The OneHealthPort logo is in the top right corner.

Enter business contact information, year of birth and gender then click "Submit".

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**New Password Entry**  
Please enter a new password that matches the complexity policy

**Password Policy**

- The minimum password length is 8 characters
- The Maximum password length is 24 character(s)
- Passwords must contain characters from at least three of the following categories:
  - English upper case letters [A, B, C, ... Z]
  - English lower case letters [a, b, c, ... z]
  - Numbers [0, 1, 2, ... 9]
  - Non-alphanumeric characters such as punctuation symbols

**New Password**

New Password

Confirm Password

Submit Cancel

They will then be asked to set their password.

**Password Self-Service Reset Questions**  
Please answer questions for future password self-service reset

**Selectable Questions**

Question	Answer
What was your High School Mascot	****
What was the first car you learned to	****
Where would your dream vacation be	*****
What was the name of the hospital	*****

Hide Answers

Submit Cancel

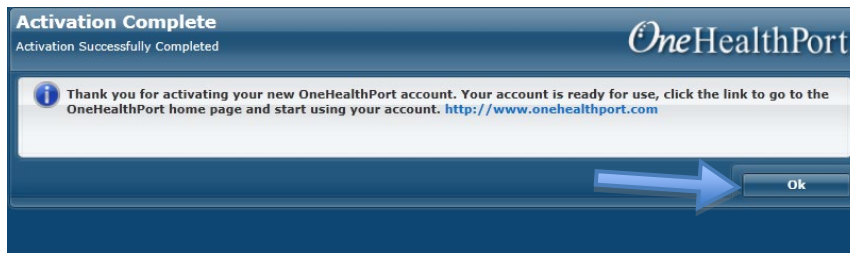
They will need to answer a series of questions that they will use later if they should need to reset their account.



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You will receive confirmation of successful password / secret question creation. This completes the OneHealthPort registration process.

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\*Please note that before you can actually use the CQMR, your organization will need to sign legal agreements with OHA and MiHIN. Organizational legal agreement execution can occur before, after, or in parallel with the OneHealthPort registration process. However, until that process is complete, you won't be able to use the CQMR system. Visit OHA's [CQMR webpage](#) or contact OHA at [Oregon.CQMR@dhsaha.state.or.us](mailto:Oregon.CQMR@dhsaha.state.or.us) if you have questions about this process.

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## 7. CQMR portal requires Multi-Factor Authentication

OHA takes privacy and security very seriously. To enhance security of the CQMR, OHA requires the use of Multi-Factor Authentication (MFA), which adds another layer of security to verify a user's identity by requiring additional authentication beyond just the OneHealthPort subscriber ID & password. To learn more about MFA in OneHealthPort, visit <http://www.onehealthport.com/multi-factor-authentication>