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BORN Ontario: Training Guide – Registration, Login, User Self-Management

NOVEMBER 2011

Training Objectives

At the end of the session, you will be able to:

- Request a BORN user account
- Log into the BORN system
- Select an organization
- Perform self-management of account profile
 - Edit profile
 - Change password

Registration and Logging on to BORN

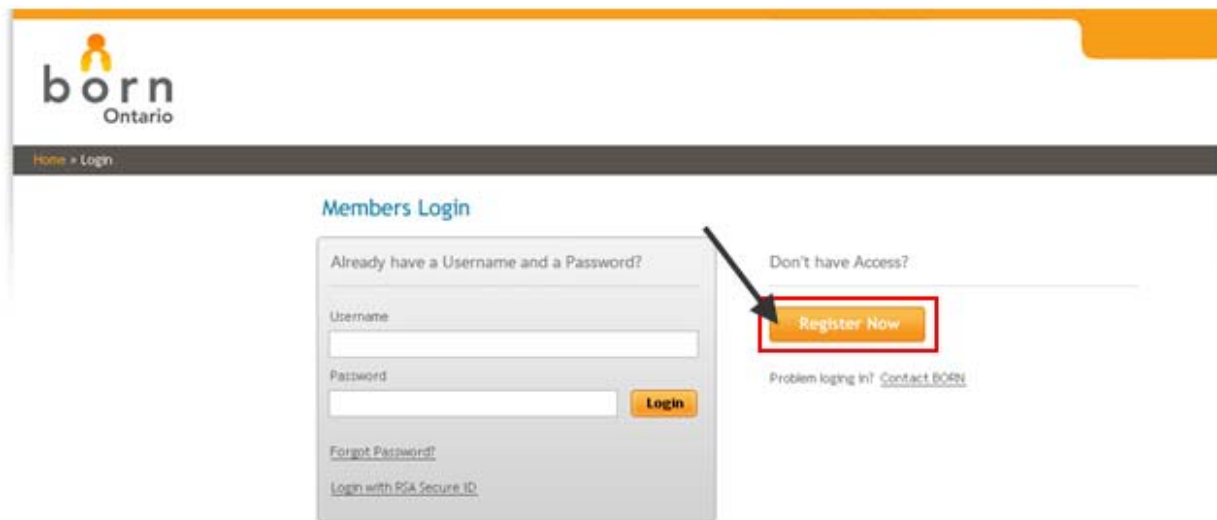
BORN URL:

<https://my.bornontario.ca>

User Account Request

If you do not already have a user account for the BORN system, perform the following steps to request an account:

1. Click on the **Register Now** button as indicated below:



The registration page will display, as shown on the following page.

User Account Request

2. Enter all relevant information into the *Create User* form displayed. All Fields denoted by * are mandatory and must be completed.
3. Click the **Submit Request** button.

Request Access to BORN

Don't have a user account to access the BORN Portal? Please fill in the information below to register.
* fields are mandatory

Organization type for which you are require access to *:

Organization name for which you are require access to *:

Reason for requesting Access *:

Prefix *:

Given Name *: Middle Name : Family Name *:

Job Title *:

Email Address *:

Telephone1 *: Telephone2 :

Submit Request

Note: If any mandatory fields are left blank, the form cannot be submitted for approval. Please ensure all fields are entered accurately.

Your request will be forwarded automatically to an administrator. If your account is approved, the administrator will create your account, and send you an email notifying you of your Username and temporary Password.

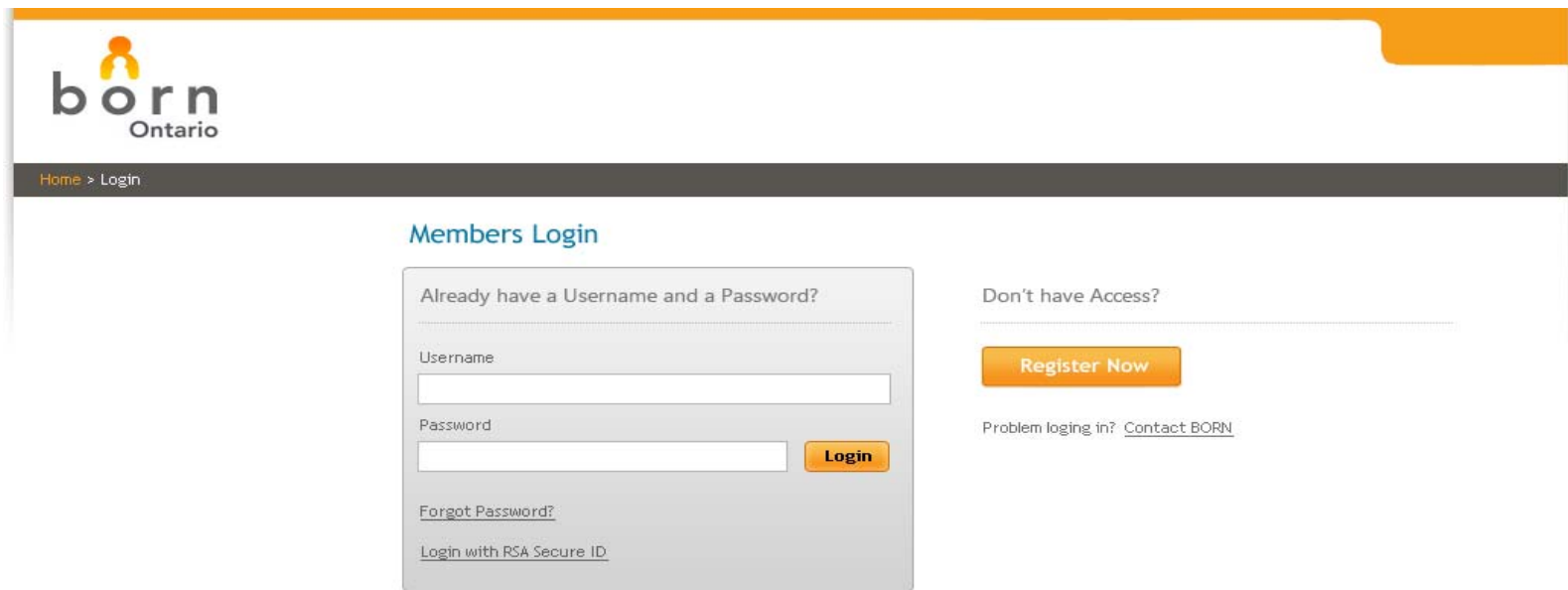
If your request is rejected, the administrator will notify you via email.

Login

If you have previously registered in the BORN system and have received your Username and Password :

1. Go to the BORN website <https://my.bornontario.ca>
2. Enter your Username
3. Enter your personal Password
4. Click the Login button

TB1



The screenshot shows the BORN Ontario website's login interface. At the top left is the BORN Ontario logo. Below it is a breadcrumb trail: Home > Login. The main heading is "Members Login". On the left, there is a login form titled "Already have a Username and a Password?". It contains two input fields: "Username" and "Password", followed by an orange "Login" button. Below the password field are links for "Forgot Password?" and "Login with RSA Secure ID.". On the right, there is a section titled "Don't have Access?" with an orange "Register Now" button. Below that is a link: "Problem logging in? [Contact BORN](#)".

Slide 6

TB1

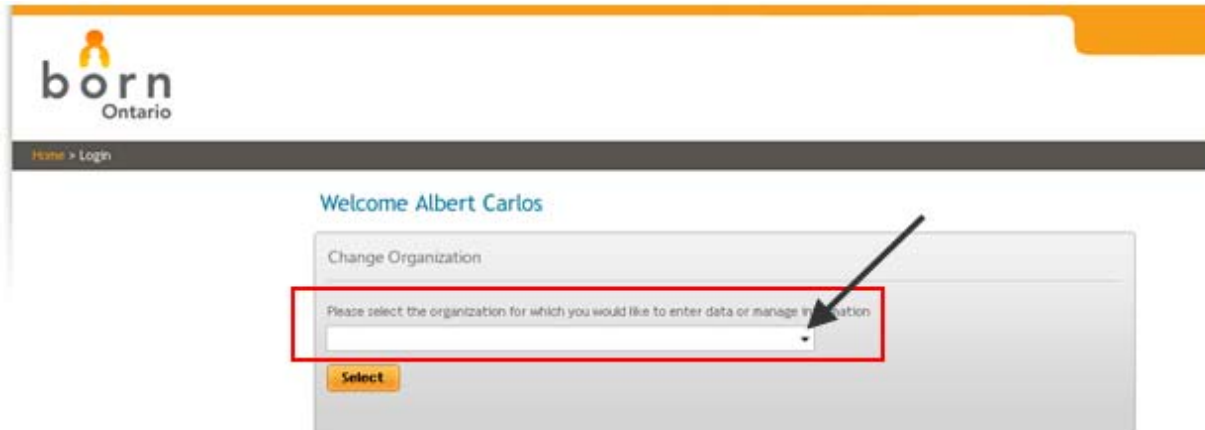
Double check and update if necessary

Tammy Budhwa, 10/18/2011

Organization Selection

If you have access to multiple organizations, the Organization Selection screen will display.

1. Click the dropdown box as indicated below.
2. Select the desired organization.
3. Click the **Select** button.



The screenshot shows the BORN Ontario user interface. At the top left is the BORN Ontario logo. Below it is a navigation bar with 'Home > Login'. The main content area displays 'Welcome Albert Carlos'. Below the welcome message is a 'Change Organization' section. This section contains a text prompt: 'Please select the organization for which you would like to enter data or manage information'. A red rectangular box highlights this text and the dropdown arrow to its right. A black arrow points from the top right towards the dropdown arrow. Below the dropdown is a yellow button labeled 'Select'.

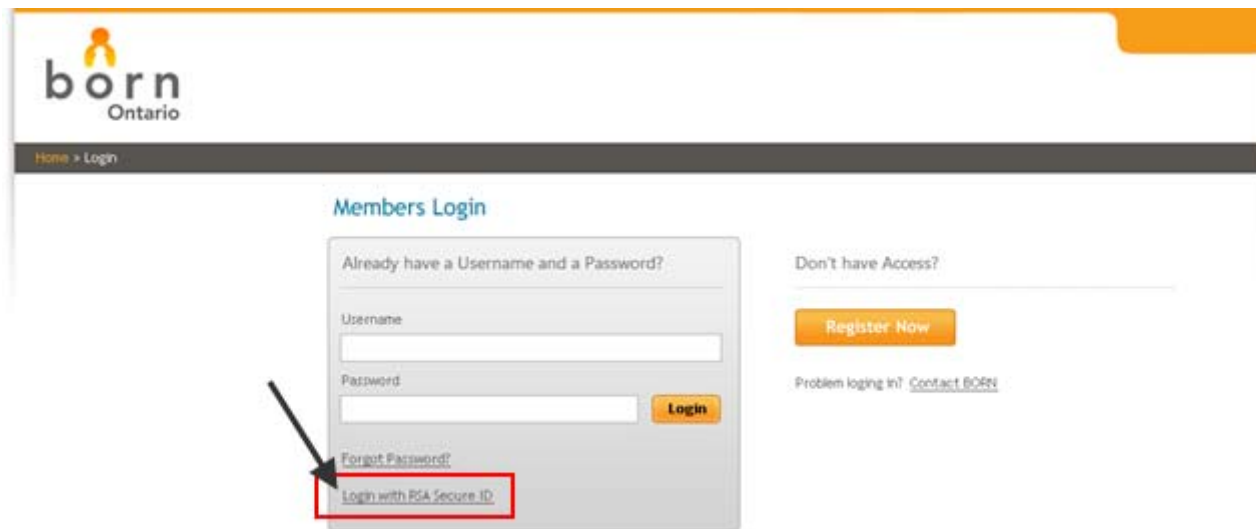
When your credentials are authenticated and you have selected the applicable organization, your browser will be directed to your landing page. The landing page you see is dependent on your role within an organization in the BORN system.

If your authentication fails, an error message will display, prompting you to try again.

Login with RSA SecurID

Some users will be required to login to the BORN system with a RSA SecurID. If you are assigned a SecurID token:

- Click on the **Login with RSA SecurID** link as indicated below.



The RSA SecurID Login page will display, as shown on the following page.

Login with RSA SecurID

1. Enter your **Username**.
2. Enter the RSA SecurID **Passcode** as displayed on the token.
3. Enter your **Password**.
4. Click the **Login** button.

born
Ontario

Home > Login

Members Login

Login with RSA SecurID

User name

Passcode

Password
 Login

[Forgot Password?](#)

Don't have Access?
Register Now

Problem logging in? [Contact BORN](#)

First Time Login

When you log in for the first time, the User Registration Completion screen will display (as shown on the following page). You must accept the '*Acceptable Use Policy*' in order to access the BORN system.

1. Enter your **Temporary Password** (provided to you when your registration was approved).
2. Enter your new **Password**.
3. Confirm your new **Password** by typing it again.
4. Select two **Secret Questions** from those listed in the drop down boxes.
5. Enter answers to your **Secret Questions**.
6. Read the *Acceptable Use Policy* and select the **I agree** button, as indicated below.
7. Click the **Submit** button after entering information in all fields and selecting **I agree** or **I disagree**.

Note: All Fields denoted by * are mandatory and must be completed.

First Time Login

born
Ontario

Home > Login

User Registration Completion

My Information

Name: Dr. James L. Johnston
Organization(s): North York General Hospital

Password

Please update your password

Temp Password*
New Password*
Confirm Password*

Secret Question

Please select your secret question and answer to be used for security validation.

Question 1*
Answer 1*
Question 2*
Answer 2*

Please read carefully and agree to our Acceptable Use Policy before continuing

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam at nunc lorem. Duis blandit dui eleifend tortor mattis mollis. Ut mollis tempor nisi, ut feugiat tellus ultrices ac. Praesent quis nisi arcu. Praesent condimentum dui in eros feugiat in porttitor mi adipiscing. Duis turpis libero, aliquet non lobortis et, pulvinar et eros. Duis interdum consequat dapibus. Curabitur eget dolor sit amet nulla volutpat convallis. Maecenas et nisi purus, a laeulis neque. Etiam nec sem purus. In viverra, neque ac condimentum pellentesque, odio neque porttitor metus, a rhoncus nibh metus vel est. Vivamus enim ante, sollicitudin eu ornare nec, pulvinar feugiat elit. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Etiam faucibus pulvinar erat a adipiscing. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam at nunc lorem. Duis blandit dui eleifend tortor mattis mollis. Ut mollis tempor nisi, ut feugiat tellus ultrices ac. Praesent quis nisi arcu. Praesent condimentum dui in eros feugiat in porttitor mi adipiscing. Duis turpis libero, aliquet non lobortis et, pulvinar et eros. Duis interdum consequat dapibus. Curabitur eget dolor sit amet

I agree I disagree

Submit Cancel

If you have agreed with the Acceptable Use Policy, the system will save your new Password, Secret Questions and answers, and your browser will be directed to your applicable landing page.

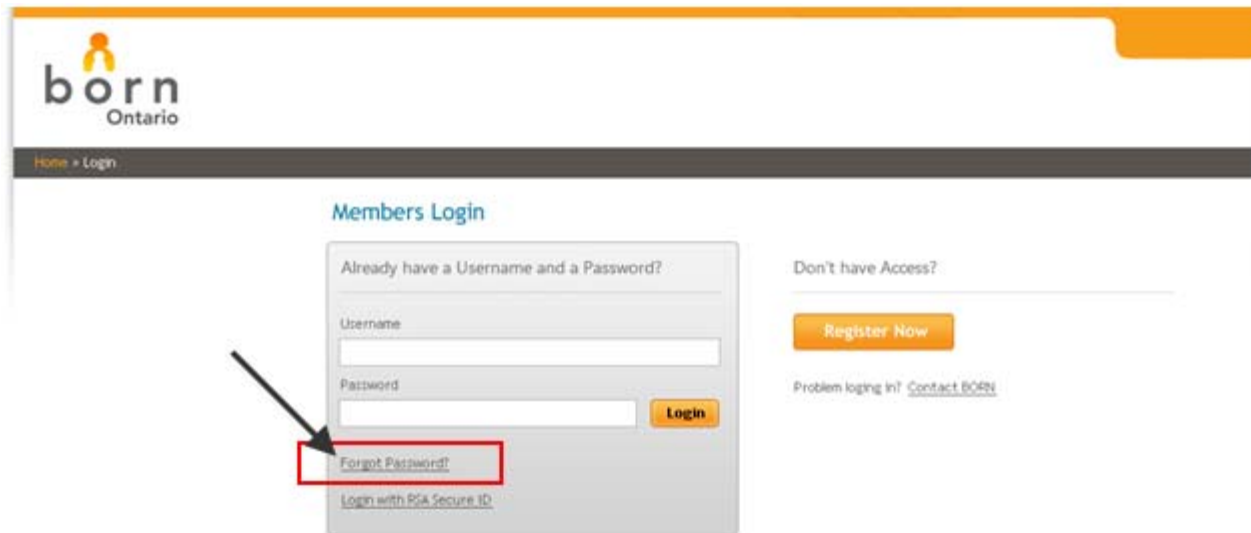
Note: If you select the I disagree button, you will be logged out of the system and redirected to the Login page.

Note: At any time, you can click the Cancel button to stop the registration process, at which point you will be logged out of the system and your browser will be redirected to the Login page.

Forgot Password

If you have previously created an account, but have forgotten your password, you can request a new password. To request a new password, follow the steps below:

1. Click the **Forgot Password?** link as indicated below.



2. Your browser will be redirected to the Forgot My Password page.

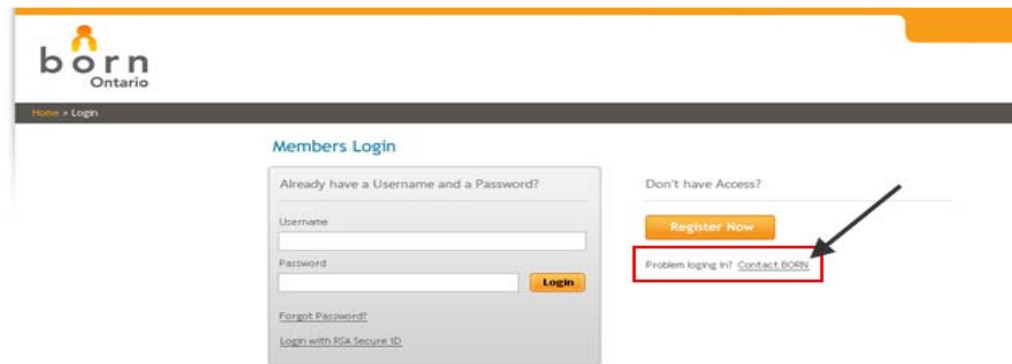
Forgot Password

3. Enter your User ID.
4. Choose Security Questions from the drop down lists, and enter the correct answers.
5. Click the **Submit** button.
6. Enter a new password.
7. Enter the identical password.
8. Click the **Reset Password** button.
9. If you have typed both passwords identically, your new password will be saved and a confirmation message will display. If the passwords are not identical, the system will display an error message prompting you to try again.
10. After changing your password successfully, you can return to the Login page to access BORN.

Problems Logging In

If you have problems logging in, you can contact a BORN representative for more information.

- Click the **Contact BORN** link as indicated below.



- The Contact Us form will display.
- Enter your user ID.
- Type a description of your issue in the message box.
- Click Submit.
- A BORN administrator will contact you to address your problem

User Self Management – My Profile

- Edit Profile
- Request to Add Organization
- Change Password



Edit My Profile

1. Click the **Edit My Profile** link in your Quick Links menu. You will be able to change the security questions that are tied to your account in the event that you have forgotten your password.
2. The Edit My Profile page will display.
3. Add or change information as applicable.
4. Click **Save**.

Edit User Profile

* fields are mandatory

User ID *:	<input type="text" value="BORNDEV\cmjiang"/>	Prefix *:	<input type="text" value="Ms"/>		
Given Name *:	<input type="text" value="Cindy"/>	Middle Name:	<input type="text"/>	Family Name *:	<input type="text" value="Jiang"/>
Job Title *:	<input type="text" value="Nurse"/>				
Email Address *:	<input type="text" value="cmjiang@dapasoft.ca"/>				
Telephone 1 *:	<input type="text" value="416-847-4080"/>	Telephone 2:	<input type="text"/>		
Is Active *:	<input checked="" type="radio"/> Yes <input type="radio"/> No				

Please select and answer 2 security questions in the event that you forget your password.

Security Question 1*:	<input type="text" value="Select"/>
Answer *:	<input type="text"/>
Security Question 2*:	<input type="text" value="Select"/>
Answer *:	<input type="text"/>

Organization: Mount Sinai Hospital

Your Role(s) within this organization.

Roles:

- Hospital Data Analysis – Standard reports
- Hospital Data Entry – Antenatal General
- Hospital Data Entry – Birth (Mother and Child)
- Hospital Data Entry – Labour
- Hospital Data Entry – NICU
- Hospital Data Entry – NICU Follow-up
- Hospital Data Entry – Post Partum (Mother and Child)
- Organization Data Upload
- Organization Local Administration
- Organization queue management (L&M only)
- Organization queue management (Upload only)

Save

Request to Add Organization

1. To add an organization to your BORN system profile, click the **Request to Add Organization** link in your Quick Links menu. The Request to Add Organization page will display, as shown below.
2. Enter the information as applicable.
3. Click **Submit Request**.

Request to Add Organization

You already have access to the following organization(s):

- Mount Sinai Hospital
- MW Collective Toronto (Toronto)
- BORN

To Request access to data from another organization, please fill in the information below.

* fields are mandatory

Organization Type for which you are requesting access to *:

Organization name for which you are requesting access to *:

Reason for requesting access *:

Job Title *:

Email Address *:

Telephone1 *: Telephone 2:

Submit Request

Change My Password

1. Click on the **Change My Password** link in your Quick Links menu. The Change My Password page will display.
2. Enter your current password in the **Current Password** textbox
3. Enter a new password in the **New Password** textbox.
4. Enter the same password in the **Confirm New Password** textbox.
5. Click the **Save** button.

Change Password

* field is mandatory

Current Password *:

Password must be between 6-12 characters, and contain an uppercase letter, a number and a symbol.

New Password *:

Confirm New Password *:

Save

After successfully resetting your password, the BORN system will log you out. You can then login to BORN with your new password.

Questions?



www.BORNOntario.ca
info@BORNOntario.ca