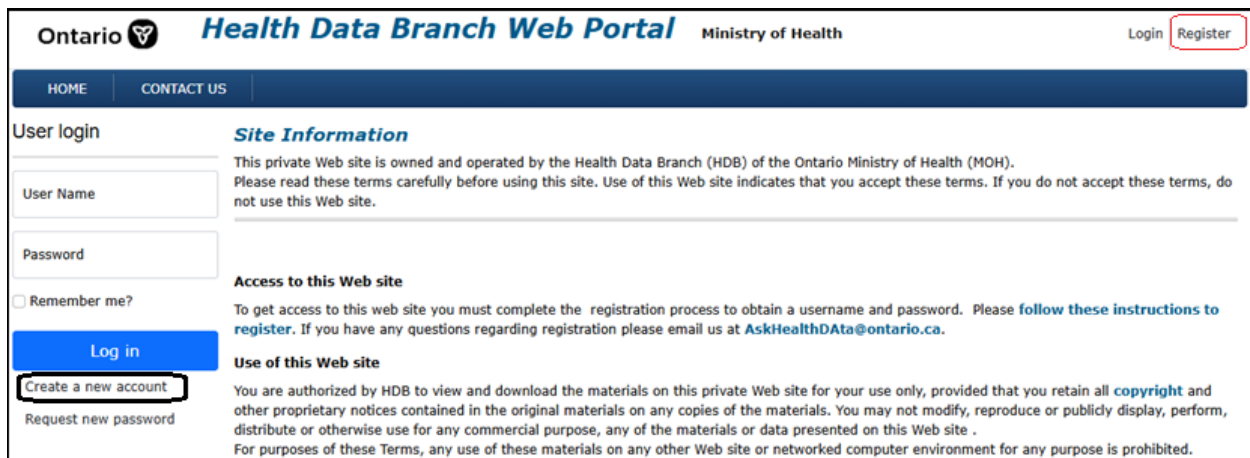


HDB Portal Registration Guide

To get access to the Health Data Branch website you must complete the registration process to obtain a username and password.

New Registration

STEP 1: To register for the new HDB website, please click on this link [HDB Portal](#) and then click on either Create New Account, or Register.



The screenshot shows the 'Health Data Branch Web Portal' page. At the top, there is a navigation bar with 'HOME' and 'CONTACT US' links. The main content area is divided into two columns. The left column is titled 'User login' and contains a 'User Name' input field, a 'Password' input field, a 'Remember me?' checkbox, a blue 'Log in' button, a 'Create a new account' button (highlighted with a red box), and a 'Request new password' link. The right column is titled 'Site Information' and contains text about the website's ownership and terms of use. Below this, there is a section titled 'Access to this Web site' with instructions on how to register and contact information. At the bottom of the right column, there is a section titled 'Use of this Web site' with a disclaimer about copyright and usage.

You will then be presented with the **Create New Account Page**

STEP 2: On the Create New Account Page, complete all the required mandatory information.

NOTE: it is recommended to make note of your Username or use your email address, so it is easy to remember.

Create a new account.

Username *

Please choose your username.

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apos

Email *

name@example.com

A valid e-mail address. All e-mails from the system will be sent to this address. T certain news or notifications by e-mail.

Name (Last, First) *

Organization/Sector *

Department and Role *

Director/Manager's Name *

Address

Telephone Number *

STEP 3: Check off the areas of the site you are requesting access to.

What areas of the web portal will you access?

OHRHS (Ontario Healthcare Reporting Standards)

Access to Sections: Children's Treatment Centres, Home Care Services, Community Health Centre Care Homes, MIS Trial Balance, OHRHS

BCS (Bed Census Summary)

Access to Sections: Bed Census Summary

Funding

Access to Sections: Data Quality, HBAM, OCDM

MTD (Medical Trainee Data)

Access to Sections: Medical Trainee Data

HIT (Healthcare Indicator Tool)

Access to Sections: Healthcare Indicator Tool

STEP 4: Select your “User Type” from the pick list and provide a brief description of your reason for requesting access to the site.

User Type *

Health Service Provider

Reason for requesting access to the website *

User Type *

- Health Service Provider
- Health Service Provider
- Researcher
- MOH
- MLTC
- Ontario Health
- Other Agencies
- Schools
- Health Associations
- Other Ministries

STEP 5: Once you have entered the required information select “Create New Account” to submit your access request to the Health Data Branch.

Create new account

A confirmation email will be sent to the email address you provided confirming your request has been received.

STEP 7: Within 3 business days you will receive an email from ‘HDB Web Portal’ confirming your application approval and instructions for finalizing your registration.

- In the email received from the HDB Portal Admin, click on the unique link or copy it into your browser to open the ‘Create Password’ page.

Create your password.

Username or e-mail address *

name or name@example.com

Password *

Please enter your password. Password strength: **very weak**

Confirm password *

Please confirm your password.

To change the current user password, enter the new password in both fields.

Create

- This password is unique to you and should not be shared with anyone.

- For security purposes, the HDB site will prompt you with specific requirements regarding the strength of your password if the one you choose is insufficient.
- A secure Password has a minimum of 8 alphanumeric characters, upper and lower case, plus one punctuation character. Please note punctuation is not counted as an alphanumeric character. **Example: wM4k!xY5e**
- Select the save button at the bottom of the page to save your password.
- You have now completed your registration and will see the “Welcome” page which indicates that you now have access to the HDB web portal.

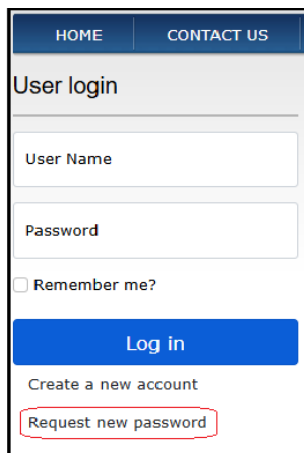
NOTE:

- Please note that the email link you just used will not be active in future as it is intended for one time use only - do not try to access the site from the email link again.

How to Re-Set Your Password If Required

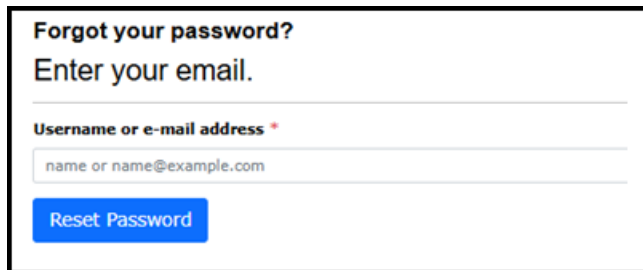
If you have forgotten your password, then you can easily reset it. You will need to enter your Username or email address and a reply will come within minutes with a new link to start the password process again.

STEP 1: On the website landing page select “Request new password”.



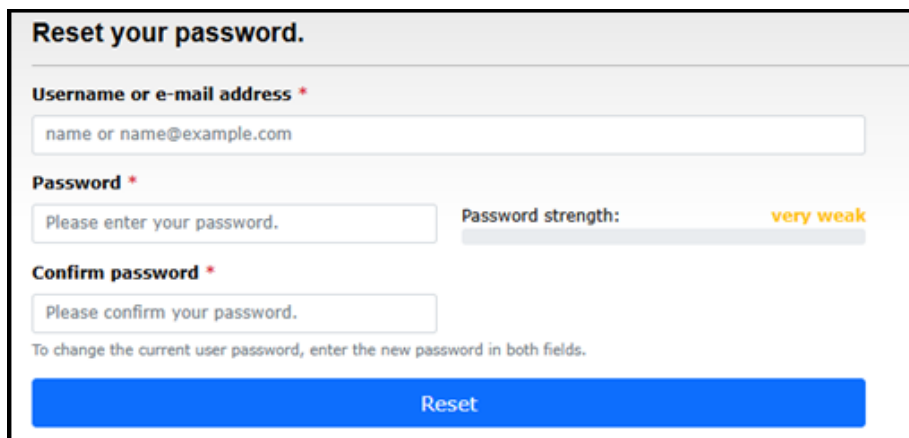
The screenshot shows a user login interface. At the top, there are two navigation links: "HOME" and "CONTACT US". Below them is the "User login" section. It contains a "User Name" input field, a "Password" input field, and a checkbox labeled "Remember me?". A blue "Log in" button is positioned below the input fields. Underneath the button, there are two links: "Create a new account" and "Request new password". The "Request new password" link is highlighted with a red rectangular border.

STEP 2: On the User Account Page enter your Username or email address and click on “Reset Password”.



The screenshot shows a form titled "Forgot your password?". Below the title is the instruction "Enter your email." followed by a text input field containing the placeholder text "name or name@example.com". Below the input field is a blue button labeled "Reset Password".

STEP 3: You will receive an email from HDB Portal Admin, click on the unique link or copy it into your browser to reset your password.



The screenshot shows a form titled "Reset your password.". It contains three input fields: "Username or e-mail address" with placeholder "name or name@example.com", "Password" with placeholder "Please enter your password.", and "Confirm password" with placeholder "Please confirm your password.". To the right of the password field is a "Password strength:" indicator showing a progress bar and the text "very weak". Below the input fields is a blue button labeled "Reset". A note at the bottom of the form reads: "To change the current user password, enter the new password in both fields."

Step 4: Enter and confirm your new Password. Select Reset at the bottom of the page to save your new Password.

If you require further information, please contact: AskHealthData@ontario.ca