

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.

Health Data Branch Web Portal Ministry of Health and Long Term Care
Login | **Register**

HOME CONTACT US

User login

Username *

Password *

Log in

Create new account

Request new password

Site Information

This private Web site is owned and operated by the Health Data Branch (HDB) of the Ontario Ministry of Health and Long-Term Care (MOHLTC). Please read these terms carefully before using this site. Use of this Web site indicates that you accept these terms. If you do not accept these terms, do not use this Web site.

*****Important Announcement*****

Effective October 01, 2015, all HDB Web Portal accounts that have been inactive for 18 months will be disabled. You are free to register again at any time.

Access to this Web site

To get access to this web site you must complete the registration process to obtain a username and password. Please **follow these instructions to register**. If you have any questions regarding registration please email us at DDMSupport@ontario.ca.

Use of this Web site

You are authorized by HDB to view and download the materials on this private Web site for your use only, provided that you retain all **copyright** and other proprietary notices contained in the original materials on any copies of the materials. You may not modify, reproduce or publicly display, perform, distribute or otherwise use for any commercial purpose, any of the materials or data presented on this Web site. For purposes of these Terms, any use of these materials on any other Web site or networked computer environment for any purpose is prohibited.

Text Size

+ Increase
- Decrease
= Normal

Current Size: 100%

Page Style

Black/White
White/Black
Yellow/Blue
Standard

Current Style: Standard

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 User Name or use your email address so it is easy to remember.

User account

Username *

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

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is used to create a password or wish to receive 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?

OHRs (Ontario Healthcare Reporting Standards)
Access to Sections: Children's Treatment Centres, Community Care Access Centres, Community Health Centres, Community Mental Health & Addictions (CMH&A), Community Support Services, Hospitals, Long-Term Care Homes, MIS Trial Balance, OHRs

DCS (Daily Census Summary)
Access to Sections: Daily Census Summary

Funding
Access to Sections: Case Mix Index, Data Quality, HBAM, OCDM

MTD (Medical Trainee Data)
Access to Sections: Medical Trainee Data

MH Supportive Housing
Access to Sections: MH Supportive Housing

HIT (Healthcare Indicator Tool)
Access to Sections: Healthcare Indicator Tool

PDST (Planning Decision Support Tool)
Access to Sections: Planning Decision Support Tool

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

User Type *

- Select a value -

Health Service Provider
Researcher
MOHLTC
LHINs
Other Agencies
Schools
Health Associations
Other Ministries

reason for requesting access to the website *

STEP 5: Type the code on the shown on the image to test whether you are a human visitor to prevent automated spam submissions.

CAPTCHA

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

L G N 4 X

What code is in the image? *

Enter the characters shown in the image.

CAPTCHA

STEP 6: 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 “HDB Portal” click on the unique link or copy it into your browser in order to open the ‘Create/Set Password’ page. Then click on ‘Login’. On the Edit page create/set your Password.

Password

 Password strength: _____

Confirm password

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

- 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.
- Instead, click on this [HDB Portal](#) to access the site or copy it and paste it to browser
- You may also bookmark this page to visit the site in future.

How to Re-Set Your Password If Required

If you have forgotten your password then you can easily re-set it. You will need to enter your User Name 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 the Health Data Branch Web Portal interface. At the top, there is the Ontario logo and the text "Health Data Branch Web Portal" and "Ministry of Health and Long Term Care". Below this is a navigation bar with "HOME" and "CONTACT US" buttons, and "Login" and "Register" links. The main content area is divided into three columns. The left column is titled "User login" and contains a form with "Username *" and "Password *" fields, a "Log in" button, and two radio button options: "Create new account" and "Request new password". The "Request new password" option is circled in red. The middle column is titled "Site Information" and contains text about the website's ownership and terms of use, an "Important Announcement" regarding inactive accounts, and sections for "Access to this Web site" and "Use of this Web site". The right column contains "Text Size" and "Page Style" controls, with "Text Size" set to 100% and "Page Style" set to Standard.

STEP 2: On the User Account Page enter your Username or email address and select “E-mail new password”.

Ontario **Health Data Branch Web Portal** Ministry of Health and Long Term Care
Login | Register

HOME CONTACT US

Home > User account

User account

Create new account Log in Request new password

Username or e-mail address *

E-mail new password

This private website is intended as a means of information and resource delivery to healthcare facilities. Fax: (416)326-3142
It is maintained by Health Data Branch. Queen's Printer for Ontario Email: DDMSupport@ontario.ca

You will be sent an email (from “HDB Web Portal”), with a one-time login link to login and create a new password.

STEP 3: From the email click on the login link and it will take you to a Reset password page. Select Log in.

Ontario **Health Data Branch Web Portal** Ministry of Health and Long Term Care
Login | Register

HOME CONTACT US

Home

Reset password

This is a one-time login for chrismorley and will expire on Wed, 02/15/2012 - 15:58.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

This private website is intended as a means of information and resource delivery to the healthcare facilities. Fax:(416)326-3142
It is maintained by Health data Branch. Queen's Printer for Ontario Email: Administrator@ournewsite.ca

Step 4: On the Account edit page you can enter and confirm your new Password. Select Save at the bottom of the page to save your new Password.

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