

# ACCEPTING YOUR INVITATION

Your site admin will invite you to Ocean; after being invited, you will receive an email with instructions for joining Ocean.

1. Select the “Join Ocean” button within your invitation email.

## You've Been Invited to Join Ocean!

Hello,

This is an invitation to join the Ocean Platform from  
at

Please click the button below to create your Ocean user and join the site. It contains a secure, time sensitive token that allows access to the Ocean Platform. Note that once you have obtained site access you will still need to contact another member of your Ocean site to obtain the secret encryption key necessary to view any patient data.

[Join Ocean](#)

Thanks in advance for joining!

Warm Regards,  
The CognisantMD Team



# HOW DO I GET AN ACCOUNT?

- Using the invite your site administrator has sent, click link and follow instructions
- **Part 1:** complete all the fields. Your password must be a minimum of 12 characters, 1 uppercase, 1 lower case, 1 number and 1 special character
- **Part 2:** select Ocean Provider Network
- **Part 3:** Complete the fields as shown
- Sign Up
- You will receive a verification email to verify your email address - you must do that prior to signing in for the first time

The screenshot shows the OceanMD sign-up process. At the top is the Ocean logo. Below it is a box asking "Do you already have an Ocean account?" with a "Sign In" button. The main "Sign Up" section is titled "Community! Please complete the fields below so that we can set up your new account." and is divided into three parts:

- PART 1:** A yellow-bordered box containing the following fields:
  - First Name
  - Last Name
  - Requested Username (with a note: "Minimum of 5 alphanumeric characters.")
  - Password (with a note: "Minimum of 12 characters, with at least 3 of the following: one uppercase, one lowercase, one numeric, one special character.")
  - Confirm Password
  - Email (pre-filled with "lhbourdeau@montfort.on.ca")
  - User Role (dropdown menu)
  - Province (dropdown menu, pre-filled with "Please choose one")
- PART 2:** A brown-bordered box containing:
  - Which OceanMD products are you interested in? (checkboxes for Patient Tablets, Check-In Kiosks, Patient Messages, Patient Reminders, Website Forms, Ocean Studies, Ocean Provider Network, OceanMD Resource Library)
  - How did you find us? (dropdown menu, pre-filled with "My site uses Ocean")
  - Critical System Notifications (checkbox checked, "Sign me up to receive email notifications of events that may affect my ability to use Ocean")
  - Product Updates (checkbox unchecked, "Sign me up to receive new feature updates and resources from OceanMD")
- PART 3:** A purple-bordered box containing the "Sign Up for Ocean" button.

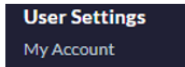
Arrows indicate the flow from Part 1 to Part 2, and from Part 2 to Part 3.

# Settings

Once logged in, click on your name, then User Settings, My Account



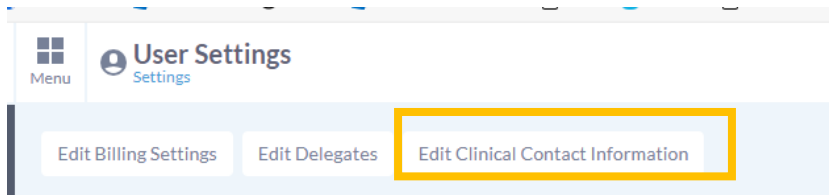
Click My account



Add your email address in the “Referral Notification Email” section – you will receive notifications that there is a new instant message for you to review.

Account Information	
User Name:	bsottana
Password:	*****
Two Factor Authentication:	Disabled
Email Address:	bsottana@bruyere.org
First Name:	<input type="text" value="Becky"/>
Surname:	<input type="text" value="Sottana"/>
User Role:	Administrator
Province:	Ontario
Clinical Delegate Emails:	<input type="text"/>
Referral Notification Email:	<input type="text"/>
Subscriptions:	<input type="checkbox"/> Weekly usage report
Default Home Page:	eReferrals
TReC Application:	<input type="button" value="Submit Application to Regional Authority"/>

Under Edit Clinical Contact Information tab



Add dashes (-)in the Billing and Professional ID sections

### Clinical Contact Information

These details automatically populate the 'Referrer's Information' section of any eRequests (eReferrals, eConsults, etc.) sent by you or your delegate(s).

#### Clinician Information

**Billing #**  
Ministry-assigned Number.

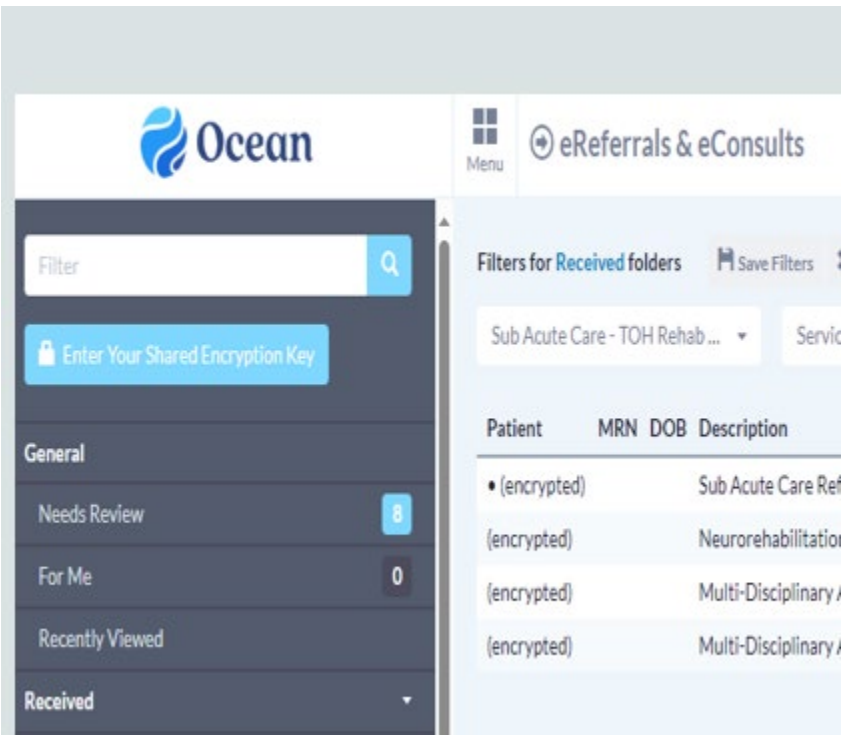
**Professional ID**  
Professional License number.

**Signature**  
Provider's typed formal name (signifying digital signature).

6 dashes (-) for Billing

5 dashes (-) for Professional ID

Once logged in you, you will need to enter your shared encryption key (provided to you by your site admin) in order to see your referrals.



The screenshot displays the Ocean eReferrals & eConsults interface. The top navigation bar includes the Ocean logo and the text "eReferrals & eConsults". A left sidebar contains a search filter, a button labeled "Enter Your Shared Encryption Key" (highlighted by an orange arrow), and a "General" section with items like "Needs Review" (8), "For Me" (0), and "Recently Viewed". The main content area shows "Filters for Received folders" and a table of referrals.

Patient	MRN	DOB	Description
• (encrypted)			Sub Acute Care Ref
(encrypted)			Neurorehabilitation
(encrypted)			Multi-Disciplinary
(encrypted)			Multi-Disciplinary