

User Set Up – Quick Guide

THIS QUICK GUIDE GIVES NEW USERS THE FIRST STEPS TO GET STARTED WITH OCEAN. COMPLETING THESE STEPS WILL TAKE NO MORE THAN 20 MINUTES. ADDITIONAL CONFIGURATION WILL BE COMPLETED BY YOUR CLINIC'S OCEAN SITE ADMIN.

Step 1: Sign Up for your User Account

- After your Site Admin has completed your clinic's basic set up and integration, you will receive an email inviting you to create your user account.
- Select **Join Ocean** in the invitation email to take you to the sign-up page to create your user account.
- Now that you've created your user account, you'll be prompted to sign-in with the username and password you just created.
- Once signed in for the first time you'll be presented with the Ocean License Agreement to review and agree to by clicking **I Agree** on the bottom right.

Step 2: Enter your Shared Encryption Key

- After successfully joining your site, enter your site's [Shared Encryption Key](#) by pressing the blue **Enter Your Shared Encryption Key** button on the left-hand side.
- If you do not know your Shared Encryption Key, ask your clinic's site admin.

Step 3: Update your User-Specific Settings

- Once your user account has been created, you can update your user-specific settings.
- Login to Ocean and navigate to your [My Account Page](#) to set-up your **Referral Notification Email** where you'll be sent eReferral notifications.
- While on the **My Account Page**, update your [Clinical Contact Information](#)
- If you're a sender, you may want to set-up [clinical delegates](#) who can send eReferrals on your behalf. There is no limit to the number of clinical delegates that an Ocean user can have.

Step 4: Link your EMR User Account to your Ocean User Account

- If you're a sender and you have an [integrated EMR](#), each user must link their EMR user account to their Ocean user account by following these [steps](#). This will allow you to send eReferrals with a single sign-on.