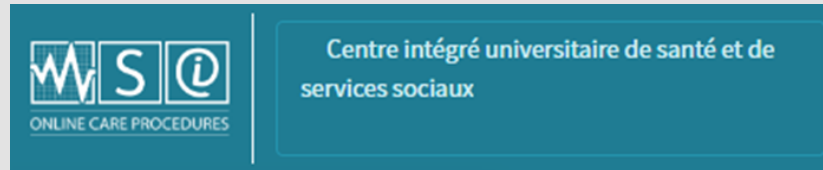


1 Log in using a 'Member' access

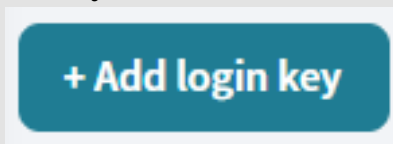
2 Click on the institution's name in the top left-hand corner to access the institution's 'Dashboard'



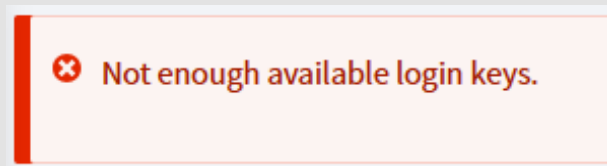
3 Click on "Connection keys"



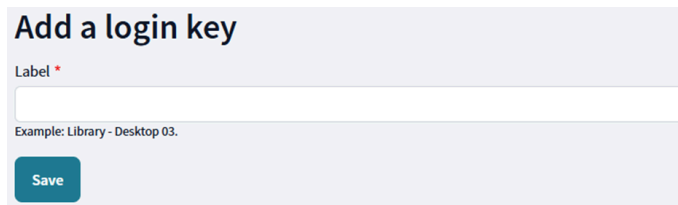
4 Click on the "+Add login key" button



- If the following message appears, contact the OCP IT team, as the maximum number of keys for the institution has been reached



5 Name the key according to the chosen structure (e.g.: Nursing\_station\_123), then click on "Save"



6 Select the text displayed in the "Usage URL" (unique access key) and copy it to the device (e.g.: tablet, workstation) to create a shortcut

