McGill University Health Center – Department of Nursing

OACIS – First Time LOGIN

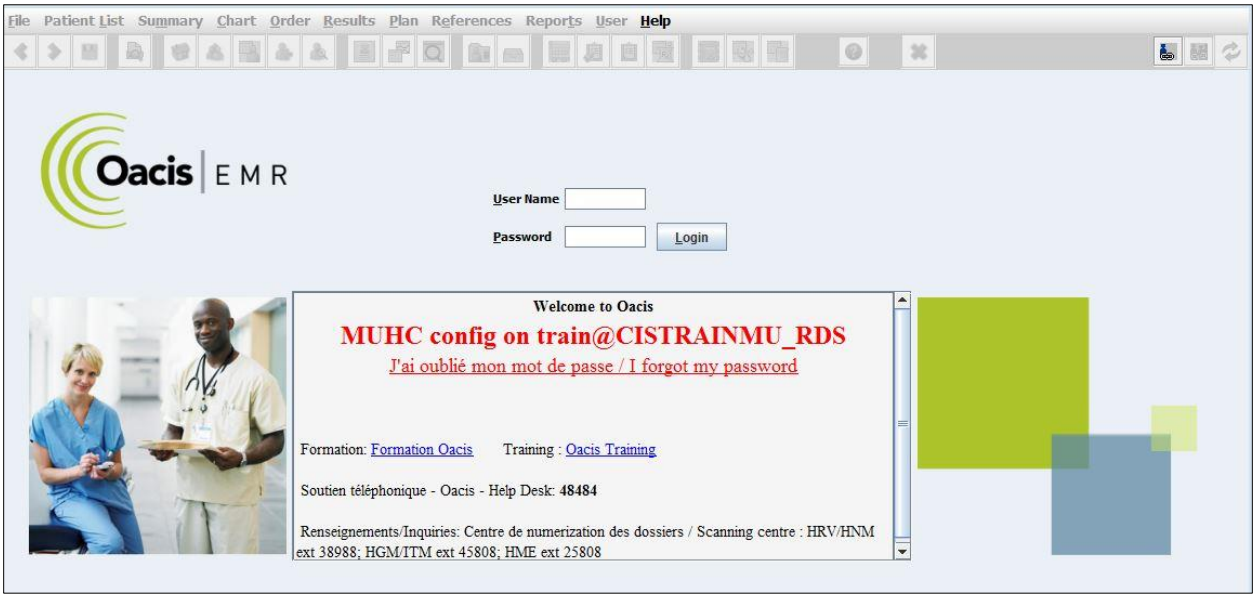
NOTE: you will only be able to access the OACIS System if you have properly completed the Criminal Background Check.

Please read carefully:
You will receive an email from your school clinical placement coordinator with your OACIS login and temporary password.

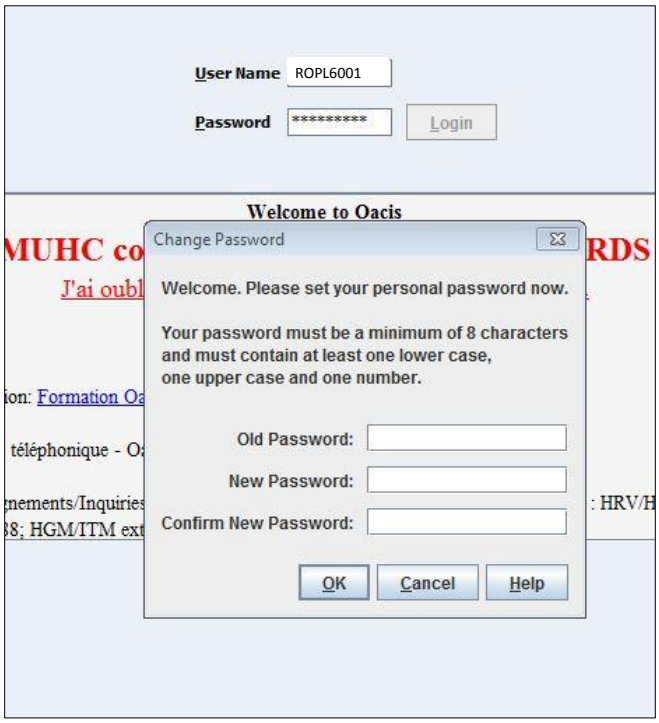
When you are onsite at the MUHC for your clinical placement, you can use this information to access the OACIS system.

1

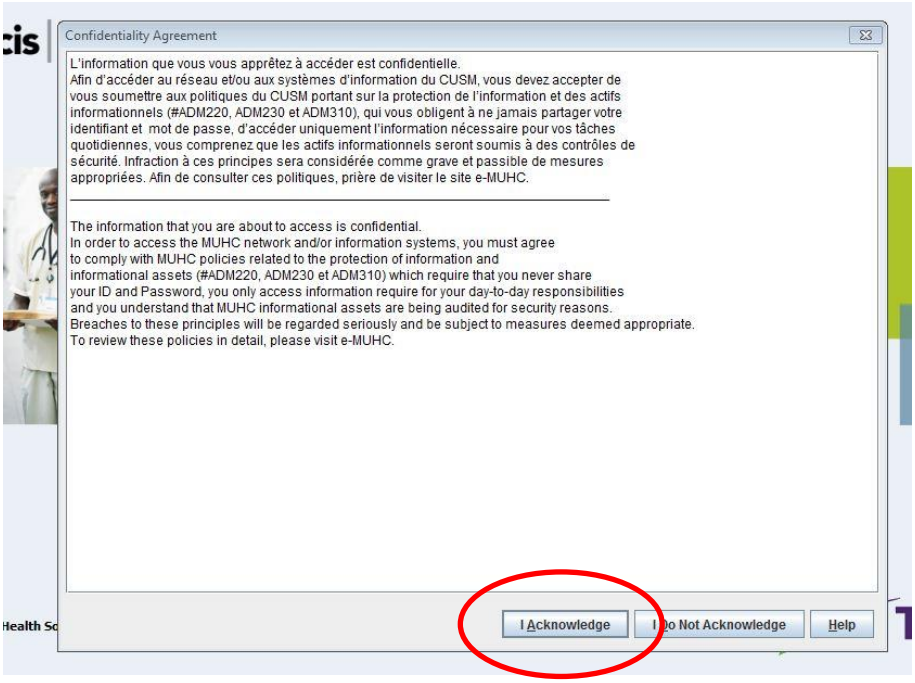
You'll be presented with this screen- Type in your IUN Number and the password you were provided via email by your school placement coordinator. Your OACIS password is different from your ENA login password.
Please note: The ENA support team **cannot** provide support for logging into the **OACIS System. For difficulties please contact your school placement coordinator.**



2 You will then be asked to update your password. MAKE SURE to write down/keep track of the password that you create for yourself. You are responsible for your password.



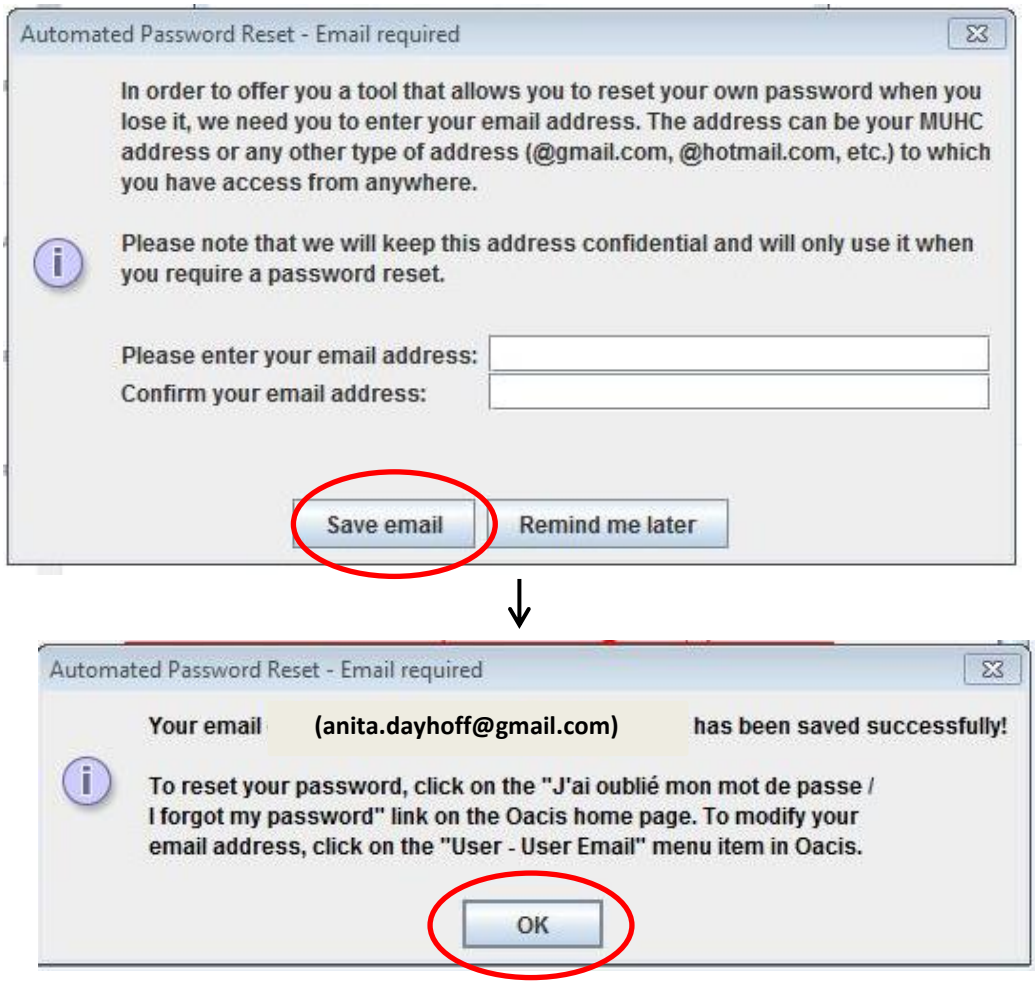
3 Click “I Acknowledge” to the terms and agreements provided.



4 Agreement verification screen – type in your IUN and **NEW** password that you have chosen and click “ok”.



5 **IMPORTANT!** Enter a **VALID** email address and click “**Save email”**



You will then proceed with OACIS orientation with your instructor/supervisor.