



SCHOOL OF PUBLIC HEALTH

Welcome to the Oregon Health & Science University-Portland State University School of Public Health! We are excited about your decision to pursue graduate studies with us, and look forward to meeting you this fall. Please save the date for the School of Public Health New Student Orientation, planned for *Wednesday, September 21*, and for OHSU's New Student Orientation on *Monday, September 26*. Classes begin the week of September 26.

Students in the OHSU-PSU School of Public Health are students at both OHSU and PSU. You will study with faculty at both OHSU and PSU, engage with students from other health-related disciplines and professions, and enjoy the resources of both universities. You will also have two student IDs, two student email addresses, and two university network accounts, to allow you ready access to systems and services across the universities. There is a lot to do to prepare! This letter describes what you need to do to this summer to be ready for the fall term.

The process of getting started at the OHSU-PSU School of Public Health is staged. Some things you can begin right away, and others you must wait to start until later in the summer. Please read and follow the instructions in this letter carefully. You will find information on the following topics:

- Locating course information and registering for class
- Getting your OHSU and PSU credentials (ID badges, network access, etc.)
- Taking care of insurance matters and choosing your health services provider
- Connecting with your academic advisor (you will get your faculty advisor assignment shortly before the beginning of the fall term)
- Links to helpful resources
- ... and more.

The following pages are organized as a list of action items for you to complete. Please be sure to complete each of the actions by the date listed. Some items (immunizations, background check clearance) can require several weeks or more to finalize, so we recommend starting as soon as you can. It's a lot to take in, but there's plenty of time. You can use the timeline on page 1 as an aid to staying on track, and we'll also check in with you periodically over the summer.

Once again, we are looking forward to meeting you this fall! Please feel free to contact me if you have questions.

Kind regards,

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Getting Started at the School of Public Health – A Checklist

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Visual Timeline of Tasks

JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
	Make sure your OHSU student account is active by 6/24			
	Register for coursework 6/20-7/17			
	Complete immune status form 6/20 – 7/29	Update form if needed, 6/30 – 9/24		
	Submit photo and info for OHSU ID badge by 7/29			
	Initiate OHSU background check by 8/19			
	Take care of tech: OHSU setup 8/26- 9/2			
	Complete OHSU pre-entrance learning modules by 9/8			
	Choose your student health services provider by 9/8			
	Review insurance options; apply for waivers by 10/17			
	Take care of tech: PSU setup by 9/21			
	Set up and check email at OHSU and PSU by 9/21			
	Remote Learning Basics: Get to know Sakai, Canvas, WebEx and Zoom 8/26-9/26			
	Document Covid compliance at PSU by 9/26			
	Complete short writing assessment exercise between 9/19 and 9/30			
	Explore the SPH website's current graduates students' "landing page" 9/19-9/30			Of course, you can explore before and afterwards, too!
	Attend New Student Orientations 9/21 (SPH) and 9/26 (OHSU)			
	Pick up OHSU and PSU Student IDs and transit passes 9/21 -9/26			
	Connect with your faculty advisor by 10/7			

Getting Started at the School of Public Health: A Checklist

June 20-June 24, 2022:

Make sure your OHSU student account is active

You should have received your OHSU Student ID Number and a temporary password via two separate, secure e-mails. These grant you access to OHSU's Student Information System (SIS), also known as "Student Self-Service." If you do not have your ID number, contact sphregistration@ohsu.edu. If you do not have your password, or your password does not work, call the OHSU Helpdesk at 503-494-2222 for a reset.

Log in to SIS with your ID and password. Click on "Student Services," then either "Registration" or "Student Services," and click on any menu item. Your account is active; you can register for class now if you are ready.

June 20-July 17, 2022:

Register for coursework

For an overview of registration, please visit the School of Public Health's [course registration webpage](#). Course schedules and descriptions can be found here: <https://ohsu-psu-sph.org/course-directory/>.

What to register for

Please register for the courses specified for your academic program in the document, "[New Student Info: Fall 2022 Course Plans \(What to Register For\)](#)." Your program has **priority registration** for those courses.

What is priority registration?

Priority registration is meant to ensure you can get into the classes you need in a predictable order, so that you can finish your degree in a timely manner. To that end, each SPH program has an academic quarter in which its students have priority registration for certain required courses. Priority registration is open only for a limited time (typically 2 weeks, longer during fall registration), and once priority registration ends, students from other programs may register. That means that courses may fill— so it is important to register promptly, and to follow the course plans laid out in the Fall 2022 Course Plans document (and in your academic Program Guide thereafter), *as your program has priority registration for the courses specified during those terms.*

While there is some flexibility to take courses in alternate terms, ***we can only hold space for you during your prioritized registration term, during the priority registration period.*** If you wait to register until after the priority period, or decide to take a course in another term, we cannot guarantee you a spot. ***The Fall priority registration period closes July 17, 2022.*** But don't wait — register as soon as you are able.

What are Program Guides, and where can I find them?

SPH academic Program Guides, which include your required curriculum and recommended course sequencing, are being updated for the 2022-2023 academic year. In the meantime, you may refer to last year's program guides, as no significant changes are expected. Guides will be finalized by the beginning of the new academic year. Links are here: [Certificate Guides](#) [MPH and MS Guides](#) [PhD Guides](#).

How to Register:

Log in to SIS using your OHSU Student ID number and password to register for School of Public Health classes. Navigate to "Registration Home" and select Add/Drop Classes. Select the Fall 2022 term, then search for classes by subject. Full registration instructions can be found on the OHSU Registrar's webpage here: <https://www.ohsu.edu/education/student-self-service>.

By July 29, 2022

Gather your immunization records and submit your OHSU immune status form*

Gather all required immunization records per OHSU's [Pre-Entrance Immunization Requirements](#) and submit this info using the form and instructions found on the Student Health and Wellness Center's (SHW) website at <https://www.ohsu.edu/education/student-health-and-wellness-center>. You should submit the form, even if incomplete, by July 29, and update as necessary. This allows sufficient time for Student Health and Wellness to review your file, and for you to make updates, well in advance of fall. All immunization-related requirements, including review of your immunization status by SHW, must be complete before the first day of the term, and your Covid-19 immunization compliance must be confirmed 3 weeks prior (by Sept. 5). If you think your compliance might be delayed, or have additional questions, please contact SHW at shwcompliance@ohsu.edu, 503-494-8665.

A special note regarding COVID-19: Admission into OHSU academic programs is considered conditional until proof of full vaccination is provided or a medical or religious exception is approved by OHSU. *If students have not met the [COVID-19 policy](#) requirements 21 days prior to the start of their academic program, their conditional offer of admission to OHSU will be withdrawn and they will be unable to take courses or start their programs of study or other academic activities.*

A special note to new students who are also OHSU employees: if you wish, you may contact Occupational Health and ask them to send your immunization records to Student Health and Wellness. It won't happen automatically because of privacy concerns. Be sure to loop in Student Health (SHWcompliance@ohsu.edu), to let them know that's what you are doing

Submit a photo and info for your OHSU ID badge;* reserve transit pass if desired

Your OHSU Student ID badge will be prepared in advance for you to pick at OHSU Orientation, provided that all of your pre-entrance badging requirements are complete by Thursday, September 8. Pre-entrance badging requirements can be identified by the presence of an asterisk in this checklist. This is one of those requirements.:)

Please complete the form linked here: [OHSU Student Badge Information Form](#).

Students may elect to have their preferred first name, such as a nickname, as well as their preferred pronouns, displayed on their badge. In addition, anyone with an active OHSU ID Badge is eligible for an annual HOP transit pass (TriMet or C-TRAN depending on your residence), subsidized more than 70% by OHSU off retail price.

You will be asked to upload a passport style photo of yourself. **Please save your photo by name: Legal last name, Legal first name.** Your photo must meet the following requirements:

- File size: Less than 170KB; picture size: 200x250 pixels
- File Type: jpeg or png
- Portrait orientation, in color, plain or off-white background
- Full face view directly facing camera, taken from top of shoulders up; decent lighting (face must be clearly visible)
- Taken within the last 6 months

Not acceptable: pdf files, photos embedded in Word docs, pictures of photos, sideways/rotated photos; non-neutral backgrounds; large file/picture size; hats/sunglasses (exception: Hijabs or other religious head covering); waist up/full body photos

A special note to new students who are also OHSU employees: You need to get a separate student ID badge, even though you already have an employee badge. Your student badge will have different access than your employee badge, and will stay with you throughout your academic career, regardless of your employment status.

August 12-19, 2022

☐ Initiate your OHSU background check*

All SPH students must complete a confidential background check. Your name and email address will be provided to Advanced Reporting, OHSU's security vendor. Watch for a request in mid-August from "automation at instascreen.net," with specific instructions on initiating your background check. The base fee for the background check is \$35, but the exact amount will vary based on where you have lived prior to enrolling in the OHSU-PSU School of Public Health. The cost can be considerably more if you have lived overseas. The background check process can take anywhere from just a few days to several weeks. **Your background check must be complete and approved before the fall term begins – so please begin as soon as you receive the request.**

A special note to new students who are also OHSU employees: Depending on when your employee background check was done, and by which vendor, you might not need to repeat the check. OHSU's Office of Public Safety will make that determination. If you receive a request in August, you need a new check.

August 26-Sept 2, 2022

☐ Set up OHSU network access*

Your OHSU network account grants you access to the OHSU library and network services, including your @ohsu.edu email address and [Sakai](#), OHSU's online course management platform. You will receive access to your OHSU network account 30 days before the beginning of the fall term (around August 26). Watch for a message from OHSU's IT Group (Computer Access), containing your OHSU network user name and access instructions. Sometimes the message looks like spam, so be on the lookout, and be sure to act on the instructions promptly. If you need assistance, please contact OHSU's Help Desk at 503-494-2222.

☐ Enroll in two-factor authentication at OHSU

Both OHSU and PSU employ two-factor authentication, via the Duo app, to provide extra login security for some network services. In order to access these systems, you'll combine your login info with a secondary credential delivered through your phone or tablet. This prevents others from signing in, even if they know your password.

- **To enroll in Duo at OHSU**, follow the instructions in the Appendix here : [duo](#)

☐ Set up the Citrix Web Portal on your computer

The [Citrix Web Portal \(portal.ohsu.edu\)](#) offers web-based, secure access to OHSU systems and applications from any computer. For example, you can use the Citrix Web Portal when you are working from home on a personally owned computer. You will not be able to access the OHSU network from a personally-owned computer until you have set up the citrix web portal. Follow the instructions in the Appendix here: [citrix](#)

August 26-September 8, 2022

☐ Complete OHSU's online pre-entrance learning modules*

OHSU's online training modules are intended to orient you to important university policies, and are required for all SPH students. Allow between two and four hours for completion. Once you have OHSU network access, you will be able to access Compass, OHSU's online learning management system. Login and navigate to OHSU's Intranet, at <https://o2.ohsu.edu/>, then click on the Compass option in your shortcut menu. Complete the following modules:

- A. Respect at the University
- B. Integrity Foundations
- C. Information Privacy and Security Essentials (IPS)

A special note to new students who are also OHSU employees: You should already have completed these modules as part of the employee onboarding process. There is no need to repeat them.

August 22 – October 17, 2022:

Review medical and dental insurance plans; apply for waivers, if desired

All degree-seeking graduate students are required to carry both medical and dental insurance. Unless you can show proof of comparable coverage, you will be enrolled in OHSU's student medical and dental insurance plans. Note: PSU's student health insurance plan is not available to most SPH graduate students (students in the MPH/MSW and MPH/MURP dual degree programs are the exception). Information about OHSU's insurance plans are here: <https://www.ohsu.edu/education/student-health-insurance-plan>.

You may apply to waive university insurance if you have equivalent coverage. Note that **there are separate waivers for medical and dental insurance**: If you wish to waive both the student medical and dental insurance, you must complete two separate online waiver applications. Use the links on [this page](#) to apply for medical and/or dental insurance waiver(s). The waiver submission period opens on August 22, and closes on October 17.

If you have questions about student health insurance, dental insurance, or the waivers, contact studentinsurance@ohsu.edu, 503-494-7617, Option 4.

By September 8, 2022

Choose your student health services provider

Student health services, from routine primary and preventive care to behavioral health services, are offered through clinics at both OHSU and PSU. With the exception of students in the dual MD/MPH, MPH/MSW and MPH/MURP programs, SPH graduate students may choose whether to receive services at OHSU's [Student Health & Wellness Center](#) (SHW) or PSU's [Center for Student Health & Counseling](#) (SHAC). *This election can be made only once a year, in the summer, and cannot be changed at other times of the year.* This will be your choice for the Fall 2022 through Summer 2023 terms.

Things to be aware of when making your selection:

- Access to student health services is a benefit of being a student, and is not connected the type of health insurance you carry. You may utilize services and be seen by providers at SHW or SHAC regardless of where you are insured, even if you are not on the student health insurance plan.
- However -- you must choose one clinic to designate as your health services provider – you cannot be seen at both.
- Both clinics are great. PSU's SHAC is closer to the SPH Vanport Building. OHSU's SHW is just a quick trip on the #8 bus or tram up to the Hill.
- **IMPORTANT:** OHSU's Student Health and Wellness Center accepts OHSU student health insurance. PSU's Center for Student Health and Counseling does not accept OHSU's student health insurance plan. ***Students who carry OHSU student health insurance and select PSU's SHAC for health services, must be prepared to pay out-of-pocket, then submit receipts for reimbursement.*** If this is an issue, you should select OHSU's Student Health and Wellness as your provider.
- If you do not make a selection by the deadline, you will receive health services through OHSU's Student Health & Wellness Center.

Carefully review the services each clinic offers by visiting OHSU's [Student Health & Wellness Center](#) and PSU's [Center for Student Health & Counseling](#) webpages. Then complete the student health services selection form through the link below. If you do not actively make a selection, you will receive health services through OHSU's Student Health & Wellness.

[Go to Health Services Selection Form](#)

By September 21, 2022

☐ Activate your PSU network (ODIN) account

School of Public Health students have access to both OHSU and PSU networks. **You must establish network accounts at both OHSU and PSU prior to beginning your program, so that you have full access to systems and resources at both institutions.**

Your PSU ODIN account allows you access to the PSU library and PSU network services, including your @pdx.edu email address and [Canvas](#), PSU's online course management platform. Establish your PSU ODIN account using instructions and an activation PIN sent to you separately by PSU. **We estimate this will be sent by mid-September (exact date TBD).** Consult [this page](#) if you have questions about your ODIN account, or call PSU's Office of Information Technology at 503-725-4357.

Special note for students who already have an academic record at PSU: You will retain the same ID, username, password, and email address, and will not receive new instructions from PSU regarding your ODIN account. Make sure that your PSU ODIN account is active before the term starts. If you have forgotten your password, you can recover it through the password recovery process you set up when you first created your account. You may reset your password at [oam.pdx.edu](#). Consult [this page](#) if you have questions about your ODIN account, or call PSU's Office of Information Technology at 503-725-4357.

☐ Enroll in two-factor authentication at PSU

Both OHSU and PSU employ two-factor authentication, via the Duo app, to provide extra login security for some network services. In order to access these systems, you'll combine your login info with a secondary credential delivered through your phone or tablet. This prevents others from signing in, even if they know your password.

- **To enroll in Duo at PSU**, follow the instructions here : [Enroll in Duo -- PSU](#)

☐ Document your compliance with Covid-19 vaccination requirements at PSU

Once you have PSU network access, document your compliance with PSU's Covid-19 vaccination requirements. Follow the instructions on this page: <https://www.pdx.edu/covid-19-response/vaccinations>.

☐ Check your OHSU and PSU email accounts

School of Public Health students have email accounts at both universities, and **you must check both email accounts regularly.** Once you the fall term begins, these are the only addresses the School will use to communicate with you. You can link your OHSU and PSU email accounts by auto-forwarding your PSU email to your OHSU account, but because of OHSU's security settings, it is not possible to auto-forward your OHSU email to your PSU account.

Email is accessible via the web from within university networks or through internet. Duo two-step authentication is required for accessing OHSU or PSU email outside the corresponding network. Use the links below to log into your email when you are off campus.

- [Log in to OHSU email](#) (mail.ohsu.edu)
- [Log in to PSU email](#) (mail.pdx.edu)

If you wish to access your OHSU email from your mobile device, such as a smartphone or tablet, it must be enrolled in a mobile device management system. Consult [ITG's mobile device management FAQ](#) for guidance.

September 19-30, 2022

☐ Complete short writing assessment exercise

Writing is an important part of our School of Public Health programs, and we want to provide support and tools to help our students be successful. To help us achieve this goal, *we will be asking you to respond to a brief writing prompt shortly before or after the term begins.* More details to come, but please be assured that this writing exercise will take no more than 20 minutes to complete, and requires no special preparation. Your response will not be factored into any grades and will not be shared with course faculty. Its only purpose is to provide opportunities for you and our SPH Writing Coach to identify helpful writing resources together, should you need them.

□ Explore the SPH website's current graduates students' "landing page"

Familiarize yourself with the School of Public Health's [current graduate students' landing page](#). There is tons of helpful information there. Think of the "Graduate Student Essentials" navigation menu on that page an online handbook to the School of Public Health. Explore each of the links, and come back to the page frequently.

By September 26, 2022

□ Remote Learning Basics: Get to know Sakai, Canvas, WebEx, and Zoom

OHSU and PSU make use of web-conferencing services to support courses, formal and informal meetings, and events. OHSU uses WebEx, and PSU uses Zoom. As a School of Public Health student, you will soon become familiar with both platforms, which are integrated into the universities' learning management systems – Sakai at OHSU, Canvas at PSU. Familiarizing yourself with Sakai, Canvas, WebEx, and Zoom in advance will help you feel more comfortable when the term begins. Visit this page for an overview and quick links to remote learning guides: <https://ohsu-psu-sph.org/online-and-remote-learning/>.

September 21-26, 2022

□ Attend School of Public Health New Student Orientation on Wednesday, September 21

Save the date for the School of Public Health's New Student Orientation, planned for Wednesday, September 21, in the Smith Memorial Student Union (SMSU) ballroom (no dancing involved, though 😊) on PSU's downtown campus. Details to come as we get closer to the date, but plan for an in-person experience from approximately 8am – 3pm.

□ Attend OHSU New Student Orientation on Monday, September 26

A New Student Orientation to OHSU is planned for Monday, September 26, 2022. Details to come later in the summer – but plan for an in-person experience on OHSU's Marquam Hill campus, and save the whole day.

□ Get your student IDs and transit passes

PSU ID card: Always carry your PSU ID with you. Most PSU buildings are on electronic access, with an ID card required to enter.

Visit [PSU ID Services](#) to get your ID card, any time during business hours. No appointment is needed, and the card is free. Be sure to bring a government-issued photo ID with you. *Please note: you must be flagged as a registered student for the upcoming or current term to get your card.* If you are a graduate student whose registration services are through OHSU, please wait until a day or two before the upcoming term to visit ID Services, to be certain that your registration status is accurately reflected in PSU systems.

Location: Fairborz Maseeh Hall (FMH) Student Services Lounge, 1855 SW Broadway

Hours: Monday – Friday, 9am to 5pm

PSU Campus Map: <https://www.pdx.edu/buildings/interactive-campus-map>.

OHSU ID Badge

Always carry your OHSU ID Badge with you. Many OHSU buildings are on electronic access, with an ID badge required to enter. An OHSU badge also gives you free passage on the Portland Aerial Tram: <https://www.ohsu.edu/visit/tram>.

Get your badge at OHSU Orientation on Monday, September 26 – if and only if you have completed all of your pre-entrance requirements by the deadline.

Graduate students who complete all of their OHSU pre-entrance requirements (background check cleared; all required learning modules complete in Compass; immune status form submitted to OHSU Student Health and Wellness), and who submit their photo and badge information by the deadline, will have their badges prepared in advance, and may pick up their badges at OHSU Orientation on Monday, September 26. Be sure to bring a government-issued photo ID with you.

Badges not picked up at OHSU Orientation will be available at OHSU's Parking and Transportation Customer Service

Center on the South Waterfront Campus beginning Tuesday, September 27. Badges not picked up after 30 days will be destroyed.

[OHSU Parking and Transportation Customer Service Center](#)

[Rood Family Pavilion,](#)

3410 S. Bond Avenue, South Waterfront Campus:

See map at <http://www.ohsu.edu/SWmap>

*If you do not finish all of your pre-entrance badging requirements, and/or do not submit a suitable photo and badge information by the deadline, your badge will not be prepared in advance. **To get your OHSU ID badge after the deadline has passed,***

1. Ensure that all your pre-entrance requirements are complete. You cannot get a badge until all requirements are marked complete.
2. Contact sphregistration@ohsu.edu, using the subject line Badge Request: [Your Name]. Be sure to include the following information:
 - Your legal first and last names
 - Your network ID (the first part of your OHSU email address)
 - Your preferred first name, if different from your legal name
 - Your preferred pronouns, if desired.
 - Your expected pick-up date. The date must be on or after 9/27/2022; no badge requests will be processed before then.
3. An electronic badge request will be submitted to OHSU ID Services on your behalf.
4. You will receive a copy of the approved badge request at your OHSU email address
5. Visit [OHSU Parking and Transportation Customer Service Center](#) to get your badge.

By October 7, 2022

Connect with your Faculty Advisor

Each student in the School of Public Health is assigned a faculty advisor. Your faculty advisor can help you identify academic and career goals, recommend elective courses and professional experiences that support those goals, and assist you with navigating your program of study.

Your faculty advisor will be assigned to you shortly before the beginning of the fall term. Please reach out to your advisor by the end of the second week of the term to set up a time to meet this fall, so that you can develop an overall plan for your coursework and discuss opportunities to support your professional development.

After your initial meeting, you can maximize the benefits of advising by contacting your faculty advisor at least once per quarter (electronically or in person), and promptly informing your advisor of changes to your registration status or issues that could affect your progress to degree. If at any time you wish to change advisors, you may do so by finding another SPH faculty member who agrees to assume the advisor role and submitting a Change of Advisor form to sphregistration@ohsu.edu.

Appendix: Resources and Websites

- **Course Schedules:** <https://ohsu-psu-sph.org/course-directory/>
- **SPH Academic Program Guides:** [Certificate](#) [MPH](#) [MS](#) [PhD](#)
- **SPH Academic Policies and Procedures:** <https://ohsu-psu-sph.org/graduate-students-policies-and-procedures/>
- **Integrated PSU and OHSU Academic Calendar:** <http://ohsu-psu-sph.org/index.php/students/academic-calendar/>
- **Registrars' Offices:**
 - New Dual Degree MPH/MSW and MPH/MURP students: enrollment services provided by **PSU Registrar's Office:** <https://www.pdx.edu/registration/students>
 - All other new SPH students: enrollment services provided by **OHSU Registrar's Office:** <http://www.ohsu.edu/xd/education/student-services/registrar/>
- **Tuition and Fees:**
 - New Dual Degree MPH/MSW and MPH/MURP students: refer to **PSU Tuition and Fees** (2020-2021 info to come): <https://www.pdx.edu/student-finance/tuition/graduate>
 - All other new SPH Students: refer to **OHSU Tuition and Fees** (2021-22 info coming soon): <http://www.ohsu.edu/xd/education/student-services/registrar/registration-information/tuition-fees/index.cfm>
- **Financial Aid:**
 - New Dual Degree MPH/MSW and MPH/MURP students: Financial Aid services through **PSU Financial Aid:** <https://www.pdx.edu/student-finance/financial-aid>
 - All other new SPH Students: Financial Aid services through **OHSU Financial Aid:** <http://www.ohsu.edu/xd/education/student-services/financial-aid/contact.cfm>
- **OHSU Office for Student Access (Disability Services):** <http://www.ohsu.edu/xd/education/student-services/education-diversity/student-access/>
- **PSU Disability Resource Center:** <https://www.pdx.edu/disability-resource-center/>
- **OHSU Center for Diversity and Inclusion:** <http://www.ohsu.edu/xd/about/vision/center-for-diversity-inclusion/>
- **PSU Office of Global Diversity and Inclusion:** <https://www.pdx.edu/diversity/>
- **OHSU Student Health and Wellness Center (SHW):** <https://www.ohsu.edu/education/student-health-and-wellness-center>
- **PSU Center for Student Health and Counseling (SHAC):** <https://www.pdx.edu/health-counseling/>
- **OHSU March Wellness & Fitness Center:** <http://www.ohsu.edu/xd/about/services/march-wellness/>
- **PSU Academic & Student Rec Center (ASRC):** <https://www.pdx.edu/recreation/student-rec-center>
- **OHSU campus maps, directions, parking, and public transport options:** <http://www.ohsu.edu/xd/about/visiting/>
- **PSU interactive campus map:** <https://www.pdx.edu/campus-map>
- **Tri-Met Trip Planner:** <http://trimet.org/#/planner>
- **OHSU Off-Campus Housing List:** <http://pub40.bravenet.com/classified/show.php?usernum=3382318336>

Appendix: Enrolling in Duo (OHSU)

Overview

OHSU uses Duo Security for two-step authentication, which is required when logging in to many OHSU systems from outside the network. After entering your OHSU username and password, you will confirm your identity by using the Duo Mobile app on an enrolled smartphone or tablet. This is the second step of the two-step authentication process.

After you install Duo app for your mobile device, you can enroll in Duo in about two minutes.

Before you start

- You must have a working OHSU network account.
- Your computer must be connected to the internet.
- Your mobile device (smartphone or tablet) must be connected to the internet.
- If you are using an Apple device, an Apple ID is required to download the Duo Mobile app from the App Store. If you do not have an Apple ID, [create one](#).
- If you are using an Android device, a Google account is required to download the Duo Mobile app from the Google Play Store. If you do not have a Google account, [create one](#).

First-time Duo setup

What to expect

When you log into an OHSU system that uses Duo, there are two steps for a successful login: signing in with your username and password, and then confirming your identity using your Duo app or Duo key token.

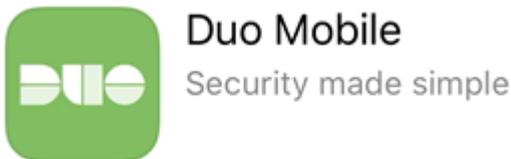
After you enroll in Duo, you will be prompted to confirm your identity the next time you log in to a Duo-protected system from outside the OHSU network. You will enter your username and password, then you will approve a push notification on your Duo-enrolled mobile device. Alternatively, you can enter a passcode from your Duo Mobile app or your Duo security token (if you have one).

Every time you log in using Duo, you must use your Duo-enrolled mobile device or a Duo security token.

Install the Duo Mobile app on your smartphone (or tablet)

1. ***With your mobile device***, launch its app store and search for *Duo Mobile*.

Note: There are many apps with similar names. Be sure to download the *Duo Mobile* app. The correct icon has a bright green background with *DUO* in white, capital letters.



2. Download and install the app.
 - **iOS:** Select **Get** then **Install**.
 - **Android:** Select **Install**.
3. Continue the setup process ***with your computer*** in the next section.

Use your computer and your smartphone (or tablet) to register with Duo

If you are replacing a mobile device you previously enrolled in Duo, please review the *Enroll your new/replacement phone in Duo* section to learn how to reactivate your Duo Mobile app on your new smartphone.

1. **From your computer**, open a web browser.
 - If you are connected to the OHSU secure network (e.g., wired or *OHSU-Secure* wireless network), open [Duo Self-Service Portal \(duo.ohsu.edu\)](https://duo.ohsu.edu), select **Manage Your Duo Devices** and log in with your OHSU **Username** and **Password**.



Duo Device Management Portal

Log in to access the Duo Device Management Portal where you can enroll in Duo, add new devices, remove existing devices, and change your Duo settings.

Username

Password

- If you are away from the OHSU campus, open [OHSU Outlook Web App \(mail.ohsu.edu\)](https://mail.ohsu.edu) and log in with your OHSU **User name** and **Password**.

The login screen for the OHSU Outlook Web App. It features a blue sidebar with the OHSU logo on the left. The main content area is white and contains the Outlook logo, a "User name:" field with "beyonce" entered, a "Password:" field with masked characters, and a "sign in" button with a right-pointing arrow icon.

 OHSU

 Outlook

User name:

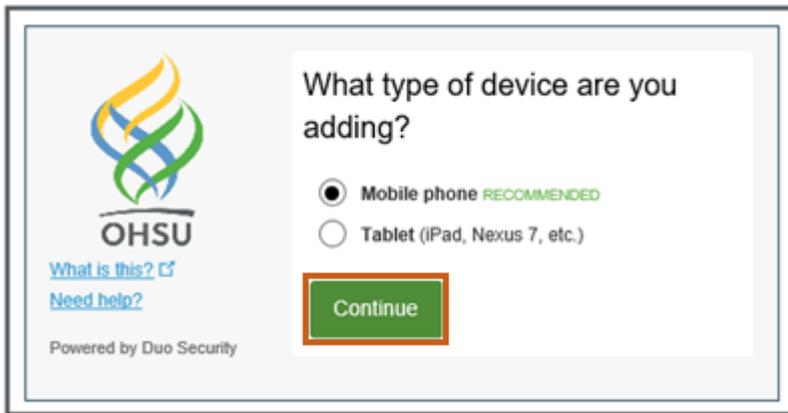
Password:

 sign in

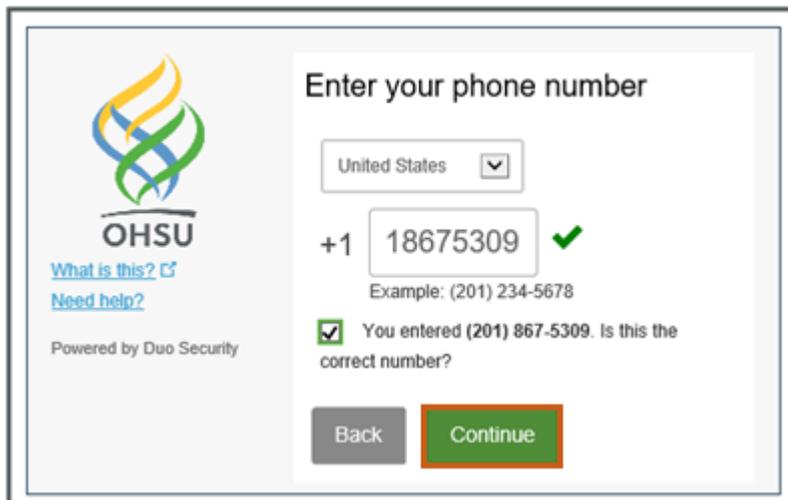
2. Select **Start setup**.



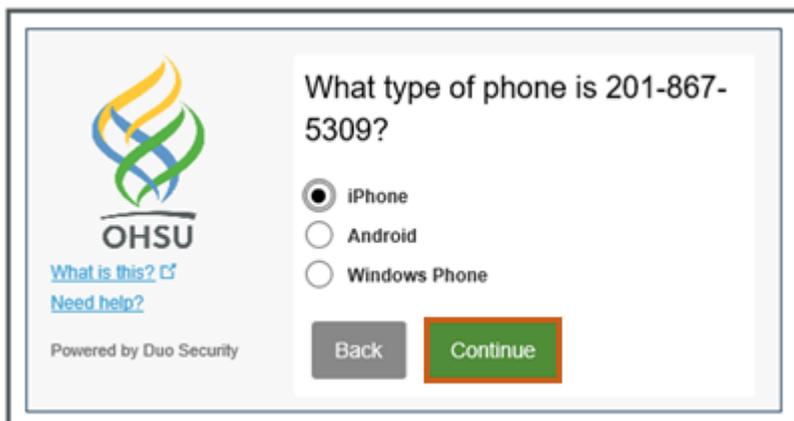
3. Select **Mobile Phone** or **Tablet**, depending on the type of device. Select **Continue**.



4. **Smartphones only:** Enter your smartphone number, verify that you have entered it correctly and select **Continue**.



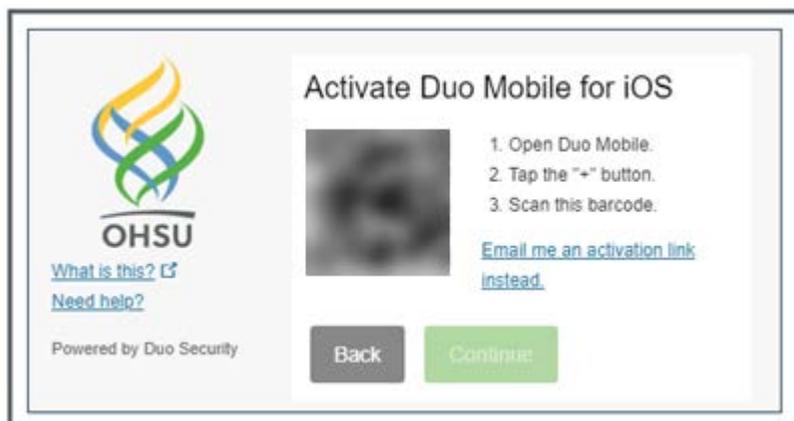
5. Select your device type and select **Continue**.



6. **On your computer screen**, select **I have Duo Mobile**.



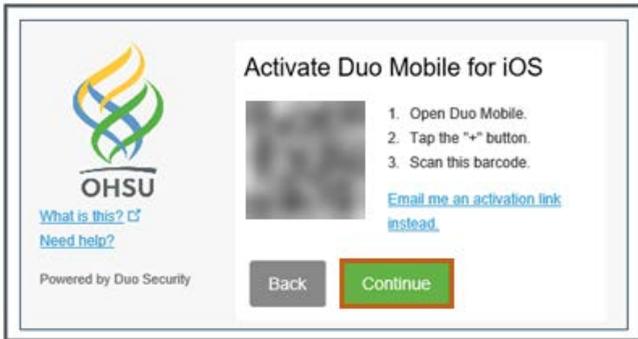
7. Verify that a QR code appears **on your computer screen**. This code will be used in a later step.



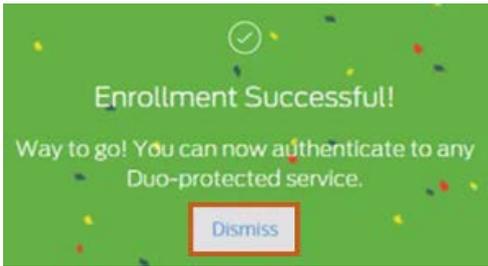
8. Open the Duo Mobile app **on your mobile device**. If prompted, allow Duo Mobile to access your smartphone's camera (this permission can be turned off after activating the app).
9. With **your mobile device**, scan the QR code on **your computer screen**.
10. The Duo Mobile app will send a push notification to your mobile device. Open it, and select **Approve**.



11. On your computer, a green check mark will appear on the QR code to confirm that you have scanned the code. Select **Continue**.



12. When the computer displays an *Enrollment Successful!* message, select **Dismiss**.



13. Continue to the next section. You will choose how to configure the Duo mobile app to automatically prompt you during a login attempts.

Set Duo notification options

After enrolling your mobile device, a **My Settings & Devices** screen appears in *your computer's browser*.

1. In the **When I log in:** pull-down menu, choose how you wish to be notified when you log into a Duo-protected system from outside the OHSU network.
 - **Ask me to choose an authentication method:** Every time you log in, you will be asked if you want to receive a push notification or enter a passcode. The latter option is recommended if you are in areas without cell phone service (where receiving Duo push notifications may be difficult).
 - **Automatically send this device a Duo Push:** Every time you log in, you will automatically receive a push notification. This requires you to open the Duo Mobile app and approve the notification to complete the login process.



2. Select **Save**.



3. The **Save** button turns to **Saved**. Select **Log Out**.

Note: If you do not save your changes before logging out, your preferences will **not** be retained.

Log in with Duo for the first time

After you enroll in Duo, log in to a Duo-protected system from outside the OHSU network **with your computer**. In these steps, we will use [OHSU Outlook Web App \(mail.ohsu.edu\)](mailto:mail.ohsu.edu).

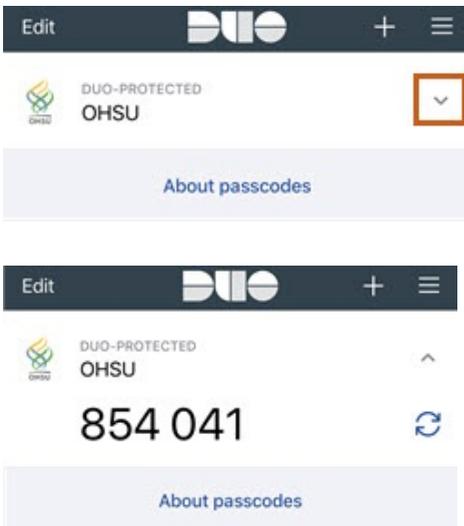
1. **From your computer**, navigate to a Duo-protected system and log in.



2. At the Duo Mobile prompt, authenticate with Duo. How you authenticate depends on your personal Duo preferences.
 - **Push notification in the Duo app with your mobile device:** On your mobile device, select the Duo Mobile Login request notification. Select **Approve** from the Duo Mobile app.



- **Passcode in the Duo app with your mobile device:** In the Duo Mobile app, select the **V** icon to retrieve your passcode, and enter it in the login screen *on your computer*.





OHSU

[What is this? C?](#)
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Powered by Duo Security

Device:

Choose an authentication method

Duo Push RECOMMENDED

Remember me for 8 hours

Enter a passcode from Duo Mobile

Appendix: Using Citrix Web Portal (OHSU)

Overview

The [Citrix Web Portal \(portal.ohsu.edu\)](http://portal.ohsu.edu) offers web-based, secure access to OHSU systems and applications from any computer. For example, you can use the Citrix Web Portal when you are working from home on a personally owned computer. Learn how to use the Citrix Web Portal.

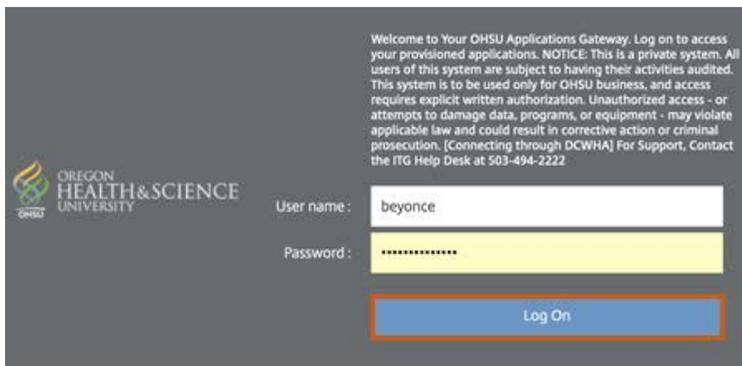
Before you start

- You must have a working OHSU network account, and your computer must be connected to the internet.
- You must have Citrix Web Portal access privileges. Staff who receive paycheck from OHSU and students already have Citrix Web Portal access.
- Two-step authentication with Duo is required to use the Citrix Web Portal from off campus. If you aren't already using Duo, you'll be guided through the steps to set up the Duo Mobile app on your mobile device (e.g., smartphone) the first time you log in from off campus.

Personally owned computers: First-time Citrix Web Portal setup (light version – no software required)

Use the light version of the Citrix Web Portal if you do not require advanced Citrix features, or if you do not want to install additional software on your personally owned computer.

1. Open a web browser and go to the [Citrix Web Portal \(portal.ohsu.edu\)](http://portal.ohsu.edu).
2. Enter your OHSU **User name** and **Password**. Select **Log On**.



Welcome to Your OHSU Applications Gateway. Log on to access your provisioned applications. NOTICE: This is a private system. All users of this system are subject to having their activities audited. This system is to be used only for OHSU business, and access requires explicit written authorization. Unauthorized access - or attempts to damage data, programs, or equipment - may violate applicable law and could result in corrective action or criminal prosecution. [Connecting through DCWHA] For Support, Contact the ITG Help Desk at 503-494-2222

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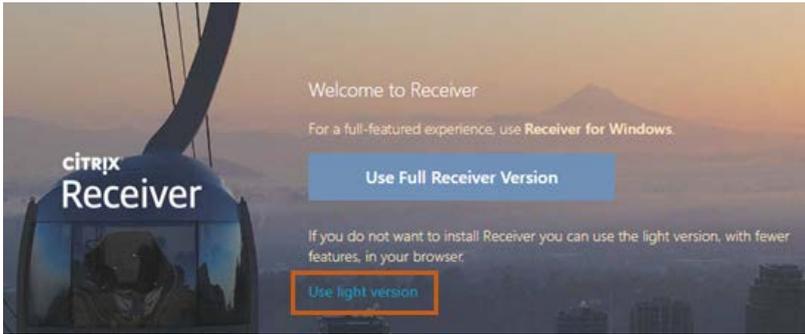
User name: beyonce

Password: *****

Log On

Note: If connecting from off campus, you will be prompted to confirm your login with Duo. If you aren't already enrolled in Duo, follow the onscreen prompts to set up the Duo Mobile app on your mobile device (e.g., smartphone).

3. The first time you successfully log in to the Citrix Web Portal from your personally owned computer, you will be prompted to choose a version of Citrix Receiver. Select **Use Light Version**.

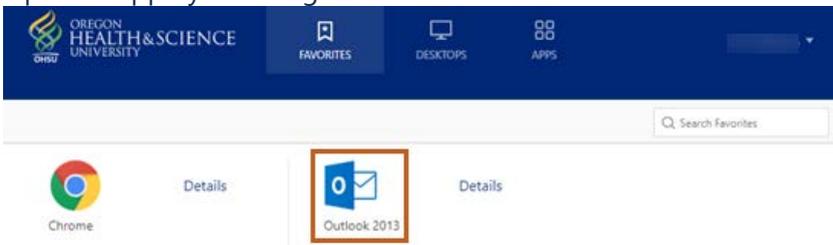


4. Select a menu (**Favorites**, **Desktops** or **Apps**) to display your available apps.



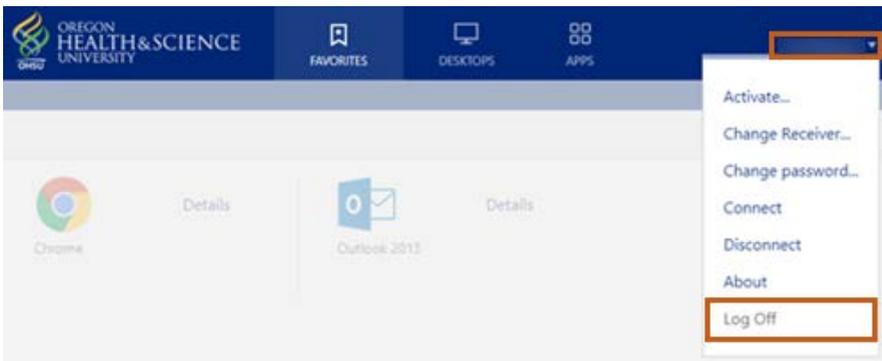
Note: Select **Apps** to show all of your available apps.

5. Open an app by selecting its button.



Tip: To add an app to your **Favorites** menu, select **Details** next to the app, and then choose **Add To Favorites**.

6. When you are done using the Citrix Web Portal, select your name (in the upper-right corner of the screen) and choose **Log Off**.

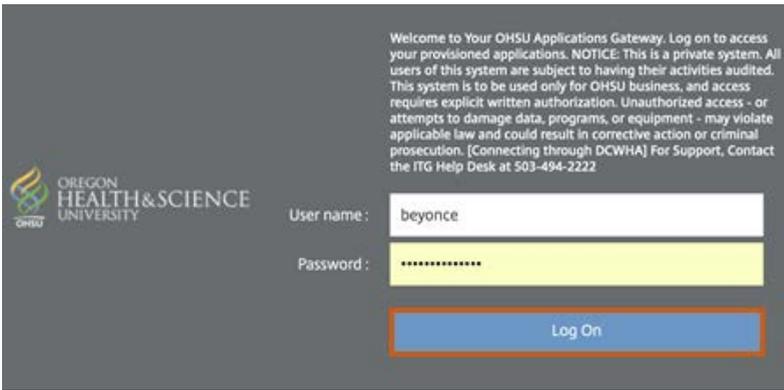


Personally owned computers: First-time Citrix Web Portal setup (full version – software required)

The full Receiver version is used to perform advanced functions in Citrix apps. This version requires you to install software on your personally owned computer.

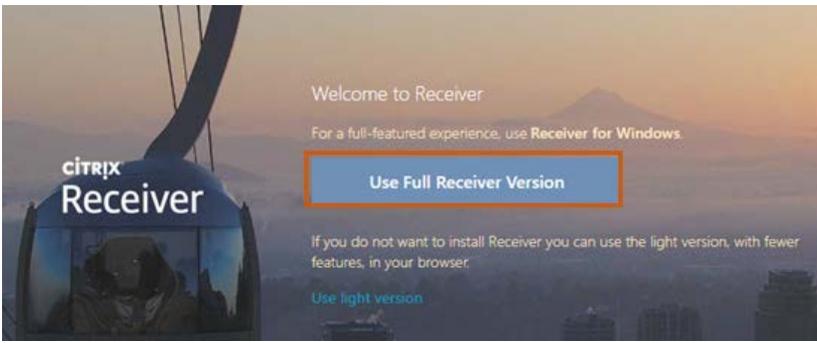
Note: The full Receiver software is already installed on OHSU-managed computers.

1. Open a web browser and go to the [Citrix Web Portal \(portal.ohsu.edu\)](http://portal.ohsu.edu).
2. Enter your OHSU **User name** and **Password**. Select **Log On**.



Note: If connecting from off campus, you will be prompted to confirm your login with Duo. If you aren't already enrolled in Duo, follow the onscreen prompts to set up the Duo Mobile app on your mobile device (e.g., smartphone).

3. The first time you successfully log in to the Citrix Web Portal from your personally owned computer, you will be prompted to choose a version of Citrix Receiver. Select **Use Full Receiver Version**.



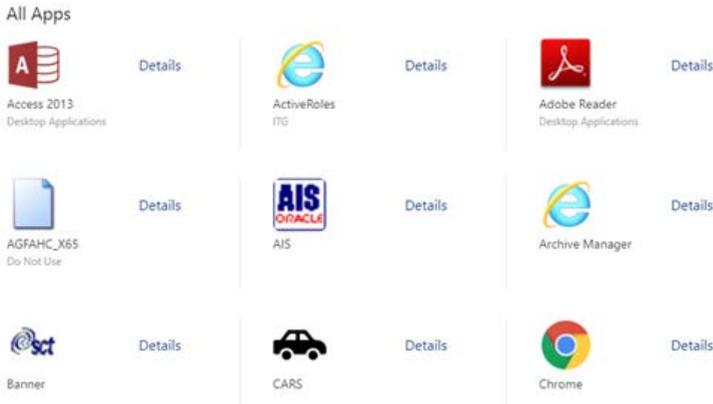
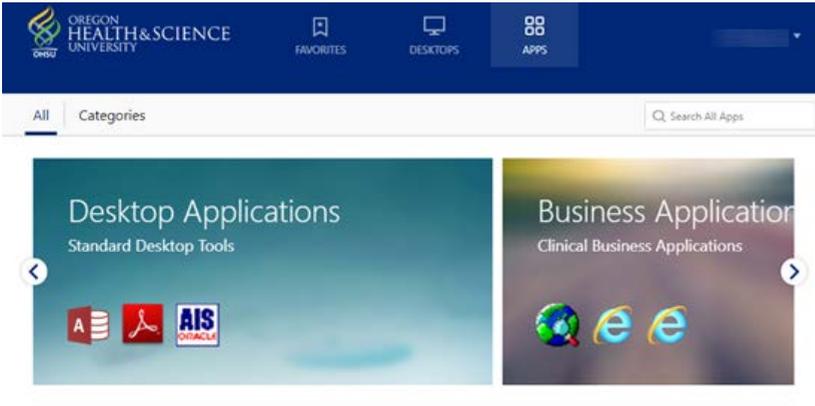
4. Your browser will check your computer for the Citrix software it needs to use the full version of Citrix Receiver. If an *Open Citrix Receiver Launcher?* (or *Open URL: Citrix Receiver*) prompt appears, select **Open Citrix Receiver Launcher**.

Open Citrix Receiver Launcher?

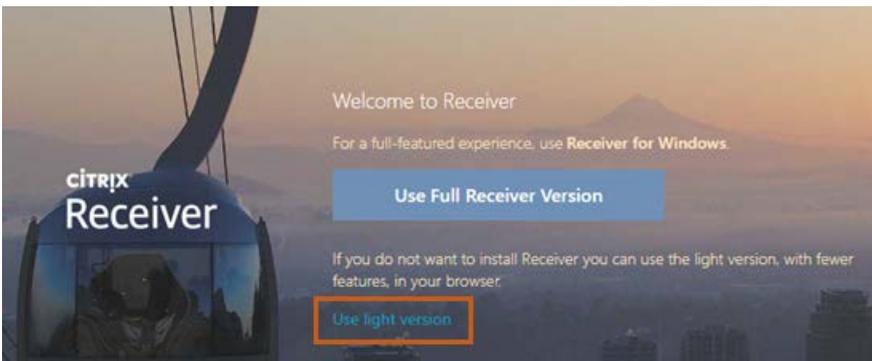
https://portal.ohsu.edu wants to open this application.



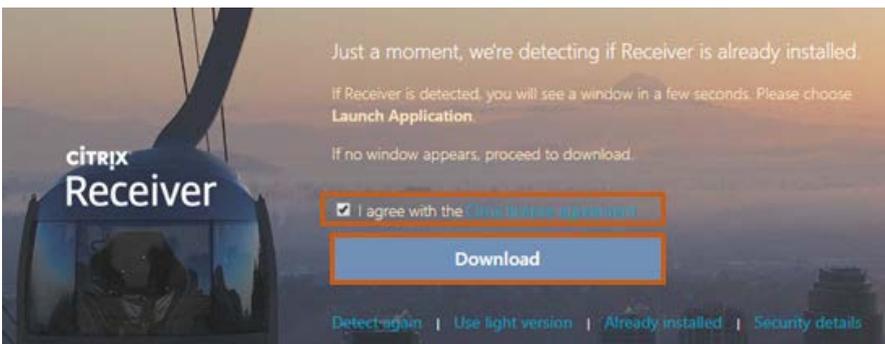
5. If your browser detects the Citrix software it needs, the Citrix Web Portal will display your available apps. Skip to Step 11.



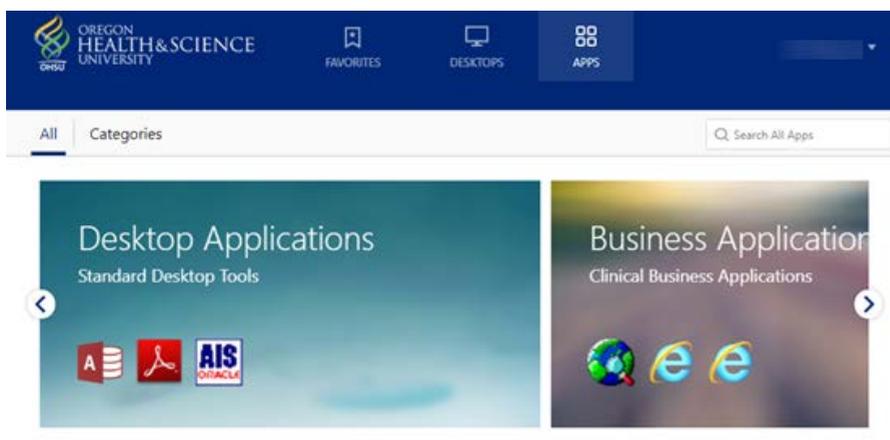
6. If your browser does not detect the Citrix software it needs to use the full version of Citrix Receiver, a screen with additional options will appear. If you think your computer already has the necessary Citrix software but it wasn't detected, select **Detect again**.



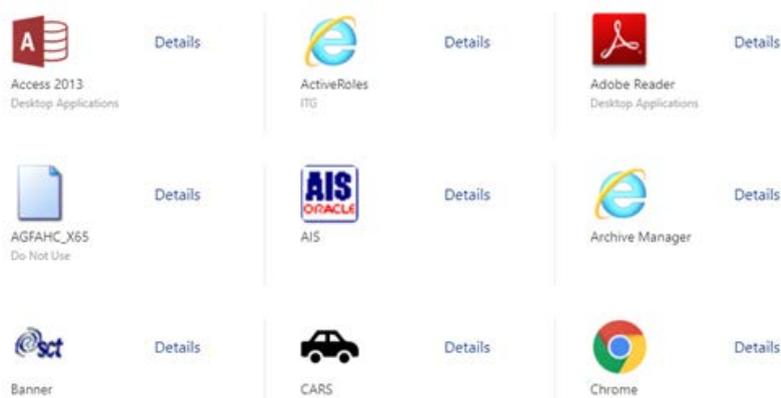
7. To install the Citrix software, check the *I agree with the Citrix license agreement* box. Select **Download**.



8. While installing the Citrix software, do **not** select the **Enable single sign-on** checkbox.
9. Follow the onscreen licensing agreement prompts and install the Citrix software.
10. After the installation completes, the Citrix Web Portal will display your available apps.



All Apps



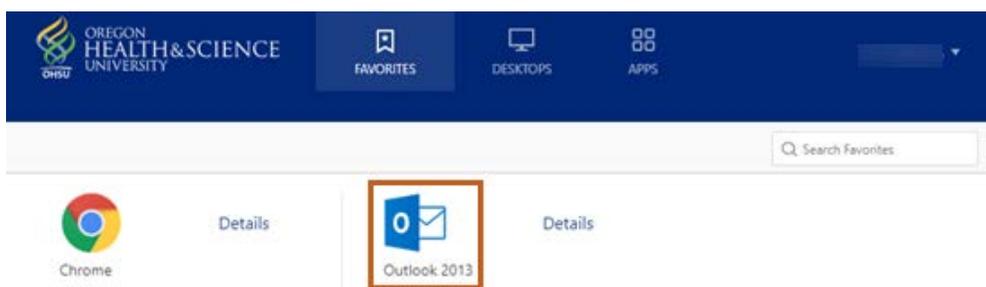
Note: If no apps are displayed, reload the page to force your browser to detect Citrix software again.

11. Select a menu (**Favorites, Desktops or Apps**) to display your available apps.



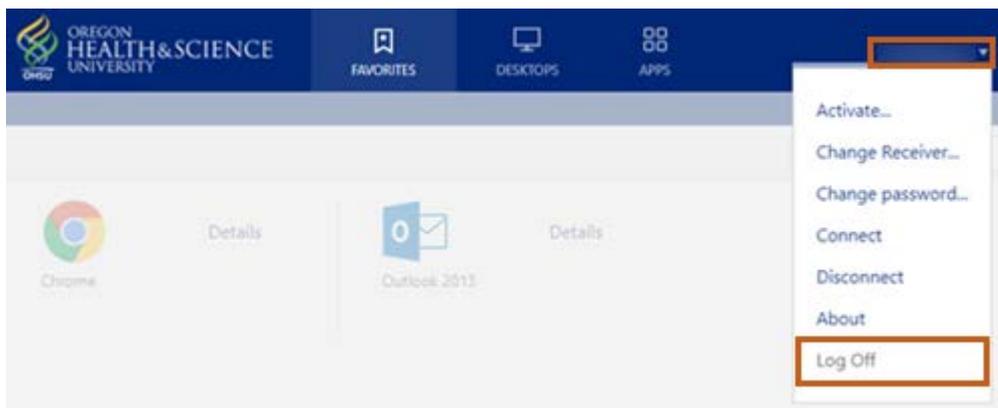
Note: Select **Apps** to show all of your available apps.

12. Open an app by selecting its button. If an app does not open, refer to the next section of these instructions: *Troubleshoot your Citrix Web Portal setup*.



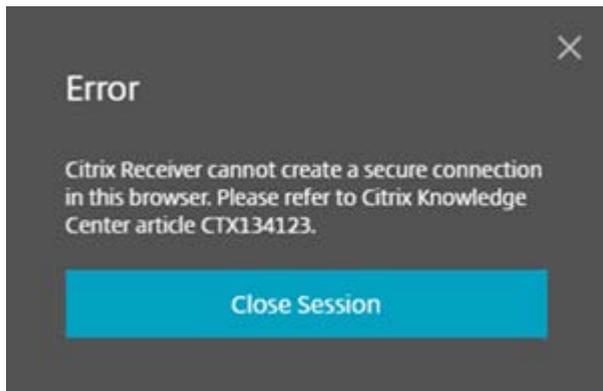
Tip: To add an app to your **Favorites** menu, select **Details** next to the app, and then select **Add To Favorites**.

13. When you are done using the Citrix Web Portal, select your name (in the upper-right corner of the screen) and choose **Log Off**.



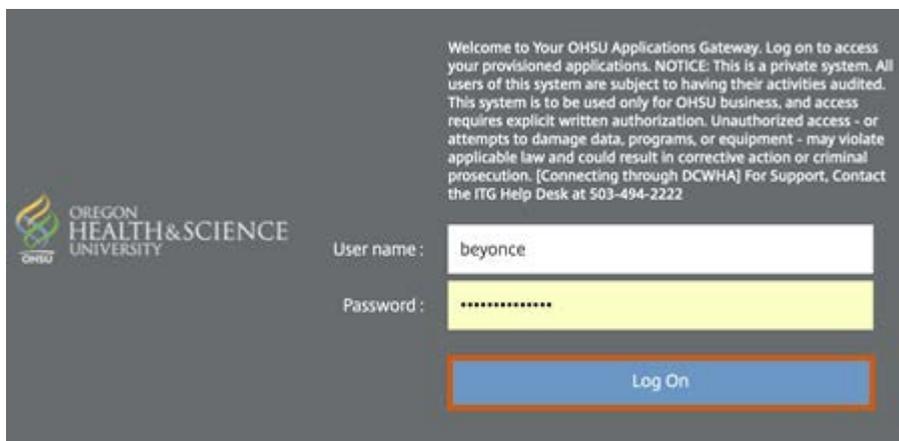
Troubleshoot your Citrix Web Portal setup

If a *Citrix Receiver cannot create a secure connection in this browser* message appears, you may be using the light version of Citrix Web Portal while connected to OHSU's secure networks.



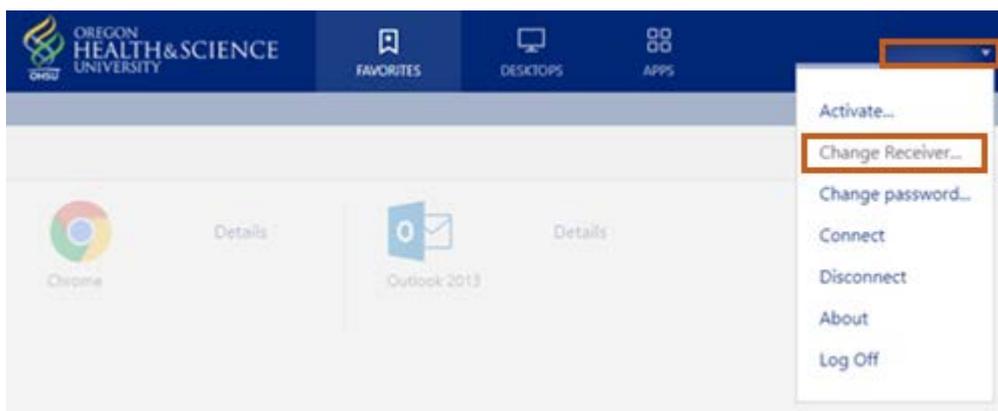
Switch to the full Receiver version of Citrix Web Portal to resolve this.

1. With a web browser, navigate to the [Citrix Web Portal \(portal.ohsu.edu\)](http://portal.ohsu.edu).
2. Enter your OHSU **User name** and **Password**. Select **Log On**.

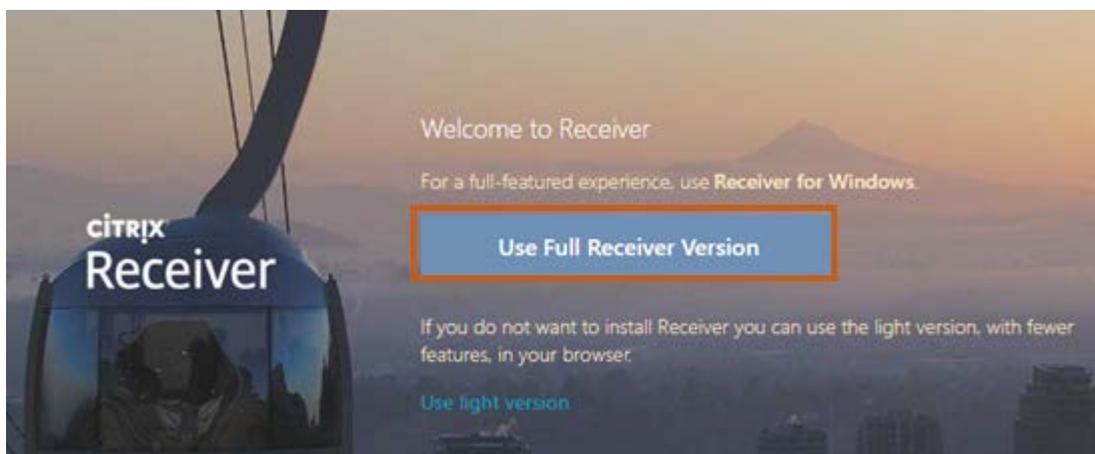


Note: Access from off-campus will require you to use Duo authentication.

3. Select your name (in the upper-right corner of the screen) and choose **Change Receiver...**



4. Select **Use Full Receiver Version.**



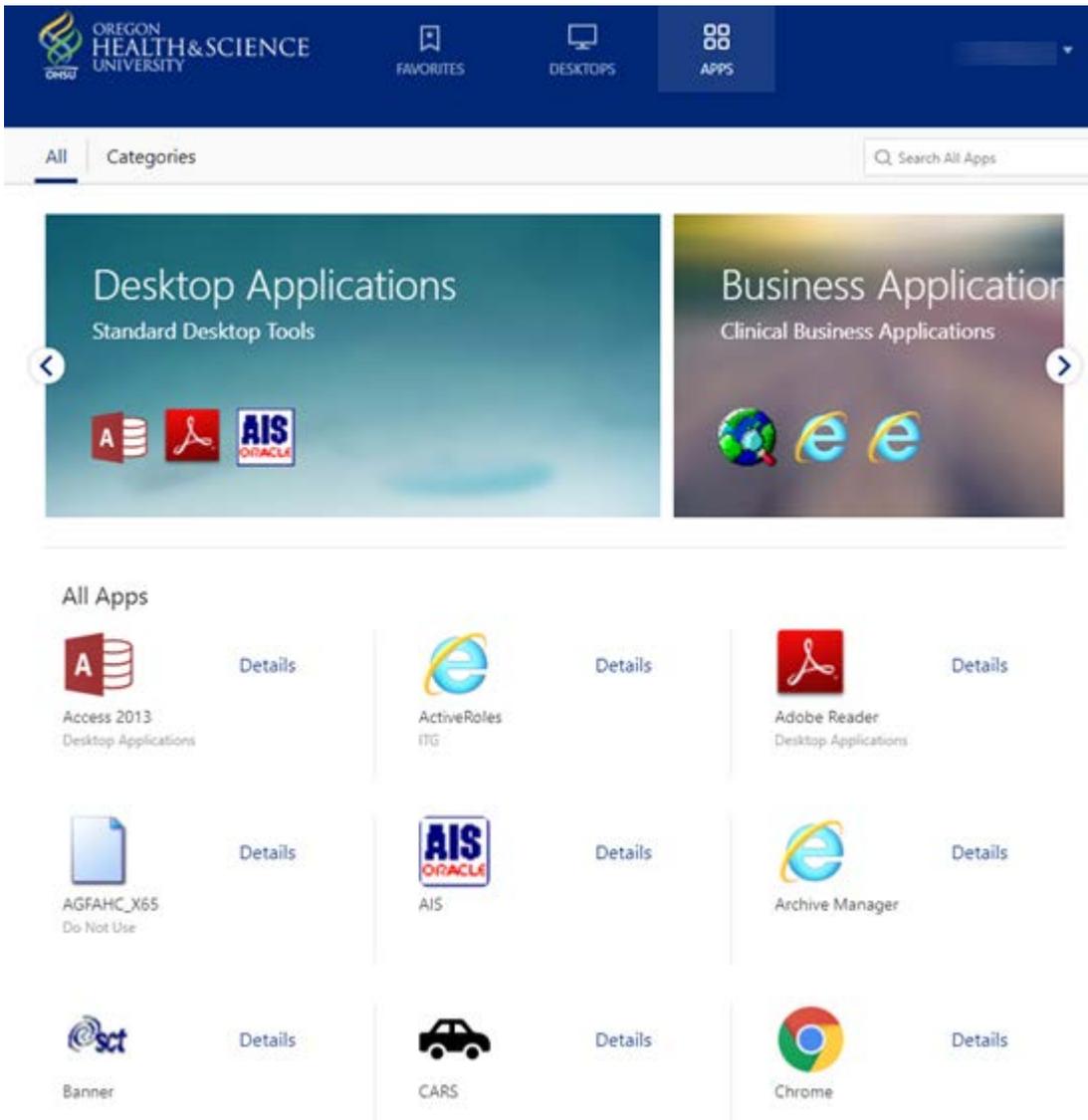
5. If an *Open Citrix Receiver Launcher?* (or *Open URL: Citrix Receiver*) prompt appears, select **Open Citrix Receiver Launcher.**

Open Citrix Receiver Launcher?

https://portal.ohsu.edu wants to open this application.



6. The Citrix Web Portal will display your available apps.



7. Open several Citrix apps and verify that they are working.