

How to Register on the Online Portal

University of Salford

2016



Getting Started

You can access the HML Online portal at <https://portal.healthmanagement.org.uk>.

Before using the system you must register for an account and set up your account to share your cases with “UoS – OCCUPATIONAL HEALTH SUPPORT”. Please note that you will only need to undertake these actions once; any future referrals can be made using this account.

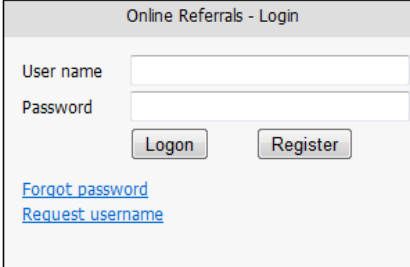
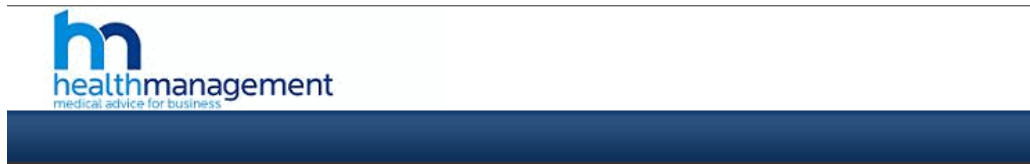
Registering an Account

To register for an account, open Internet Explorer and type the following address into the address bar at the top of the screen.

<https://portal.healthmanagement.org.uk>

Press Enter – you will be taken to the log in screen below.

If you don't see this screen then please check the address carefully, it must be typed into the address bar at the top of your web browser exactly as it appears here.



Online Referrals - Login

User name

Password

[Forgot password](#)
[Request username](#)

Click the Register button.

You will be taken to the registration screen shown below. Please complete the registration form using your own details and corporate email address. Enter the verification code that you have been provided with by HR Central Services.

If everything has been entered correctly the 'Your Company' field will auto populate with University of Salford.

Next, please ensure that you select **'UoS - OCCUPATIONAL HEALTH SUPPORT'** as your Line Manager.

Note: 'Line Manager' in this context is not your line manager within the organisation but the above 'UoS OCCUPATIONAL HEALTH SUPPORT' account. HR Central Services will be in control of this account and this will allow them to track your referred cases. Please refer to HR Central Services on ext 52121 if you have any questions.

If you receive a message stating 'Invalid Verification Code' please check your code and try again.

The Location drop down is limited to one option for the University of Salford. Your email address must be your work email address. We can accept registrations only from email domains that have been previously registered with us for your organisation.

Register New User

← required fields

Verification Code

Company Name

Location

Title

First Name

Surname

Work Address

Work Post Code

Job Title

Contact Telephone No


Email Address

User name

Password

Password confirmation

Please type in the characters seen here



Type the text

register now ✓ Cancel

noCAPTCHA™ Privacy & Terms

Note: Your username should be your University email address.

Note : Your password should be at least 8 characters long and contain a mixture of upper & lower case letters and at least one number or special character (* ! % \$ £ @ # etc). For example *L3tMe1n!* (do not use this!!)

Once you have completed the form click the Register Now button. You will receive an email from online@healthmanltd.com. This contains a link which you must click to activate your account. You will not be able to log into your new account until you activate it like this.

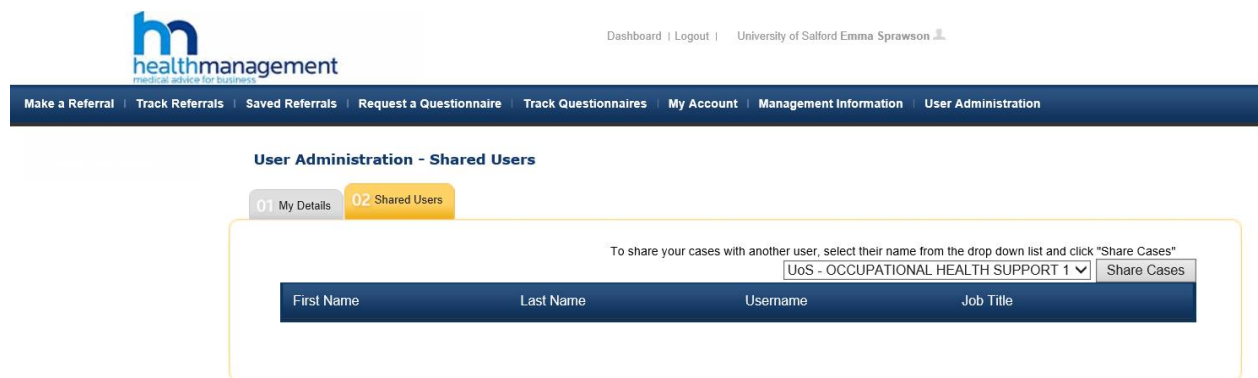
Once your account is activated please visit <https://portal.healthmanagement.org.uk> or follow the link on the activation screen to log on.

Set up Shared User

It is important that the HR Central Services team are able to view the reports that are provided by HML to support line managers and ensure copies are retained on personnel files. Therefore it is critical that you set the “UoS – Occupational Health Support” account as a shared user.

To set up a shared user, log on to the HML portal and click the “My Account” tab from the ribbon at the top of the home page. Then click the tab entitled “02 - Shared Users”.

Next please ensure that you select **“UoS – OCCUPATIONAL HEALTH SUPPORT”** from the drop down list before clicking “Share Cases”



healthmanagement
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Dashboard | Logout | University of Salford Emma Sprawson

Make a Referral | Track Referrals | Saved Referrals | Request a Questionnaire | Track Questionnaires | My Account | Management Information | User Administration

User Administration - Shared Users

01 My Details 02 Shared Users

To share your cases with another user, select their name from the drop down list and click "Share Cases"

UoS - OCCUPATIONAL HEALTH SUPPORT 1 Share Cases

First Name	Last Name	Username	Job Title
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You can now use the “Make a Referral” tab from the ribbon at the top of the page. Further guidance is available in the “How to Make a Quality Referral” document.

If you would like further support in relation to undertaking medical referrals or in managing absence and health issues, please contact HR Advice on ext 52121.