How to create student users in the **Operation House Call** site as an administrator:

1. In your web browser, open the appropriate Operation House Call site either by going directly to it or selecting it from the landing page at [http://www.operationhousecall.com](http://www.operationhousecall.com/)

2. You will be prompted for your username and password. Enter those credentials into the designated fields and click 'Log in.'

*Once logged in, you'll be able to see all of the individual Blocks' chat rooms and some additional navigation on the left and right sides. On the left, the bottom box is labeled "Site Administration."*

3. Click "Users" in the Site Administration box. That will expose some sub-navigation.

4. Click "Accounts" in that sub navigation. This will expose further sub-navigation.

5. Click "Add a new user" in there.

*A form will be shown that allows you to type in information about the new students including their username, password, first and last name and school**email address. Using the school emails is good for uniform instructions to students for website access.*

***The student username****:*

*You can also use the full student school email, all lower case. Whatever you use will be the students’ login information, and the information handout you give in class will need to correlate exactly.*

***Password to school website:***

*For the students’ password to the school OHC site use the same password for everyone at your program. Currently BUSM and Tufts Pediatrics uses “Pediatrics”. Simmons has been using “ohc student”.* ***Passwords ARE case sensitive.*** *As you fill in the password you can also check “unmask password” to be sure it is correct.*

6. Fill in the required fields that are labeled in red. Those are the only ones that are required and leaving everything else as default is fine.

7. Check the "Force password change" checkbox. This will cause a "change password" screen to appear the first time that the student logs into the site, so they can choose a password that is more personalized for them.

8. Click the "Update profile" button at the bottom of the page. The user is now created.

9. Every student is assigned a specific Block Forum by the parent instructor in class. The parent instructor is responsible for sharing with their class their specific Forum Password, which is also case sensitive.

