NMHIE First Time Login
This module covers:

• Signing in
• Customizing Your Account
• Creating Strong Passwords
• Completing Your User Details

• Please note that you will receive your NMHIE account login only upon completion of the Learning Central module
Customizing My User Account

- https://portal.nmhic.org
- Sign in using User ID and temporary password
- User ID format is unm-[your hsc netid]
- Change temporary password
Log in with Your User ID and Temporary Password, and Create a New Password
Your Password

• Username is not case sensitive but password is
• Must be a minimum of 9 characters:
  – Upper and lower case letters
  – Numbers
  – Special characters
• It should be hard for others to guess but easy for you to remember

Example: T@1kT0Me!
Your Password (continued)

Special characters:
Customizing My User Account

• Review My Details
  • Enter phone numbers and “secret word”
  • Set security questions
• Reduce inactivity time-out if desired
• Select patient search preference if desired
• Select home screen preference if desired
Navigate to My Details / User Settings

Two ways you can get to the My Details screen
Set Security Question!
### HIE Users

<table>
<thead>
<tr>
<th>Organization</th>
<th>NMHIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Phone Number</td>
<td>(505) 938-9925</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sites</th>
<th>New Mexico Health Information Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Phone Number</td>
<td>505-306-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secret Words</th>
<th>Rabbit</th>
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</thead>
</table>
Remember to “Update Preferences” Before Leaving this Screen
Congratulations!

You are ready to use the NMHIE Clinical Portal