



NMHIE First Time Login



This module covers:

- Signing in
 - Customizing Your Account
 - Creating Strong Passwords
 - Completing Your User Details
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- Please note that you will receive your NMHIE account login only upon completion of the Learning Central module
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Customizing My User Account

- <https://portal.nmhic.org>
- Sign in using User ID and temporary password
- User ID format is unnm-[your hsc netid]
- Change temporary password



Log in with Your User ID and Temporary Password, and Create a New Password

Please enter your user ID and password

User ID

Password

[? Forgot your password](#)

1

Change Password

Old Password *

New Password *

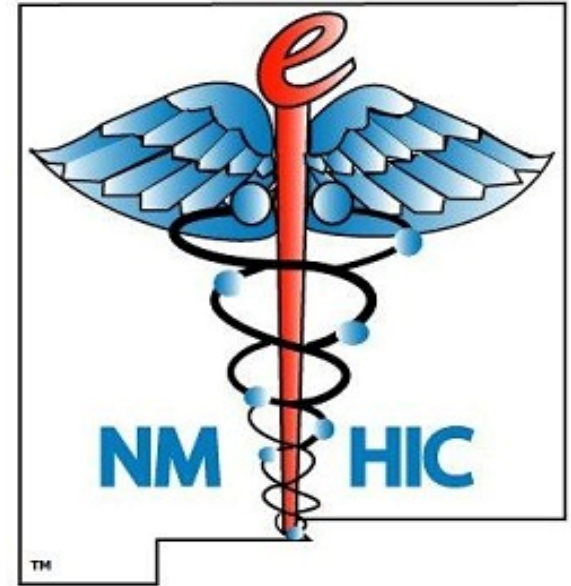
Must be at least 9 characters and not be the same as your user ID.
Password entered is strong

Confirm Password *

2

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

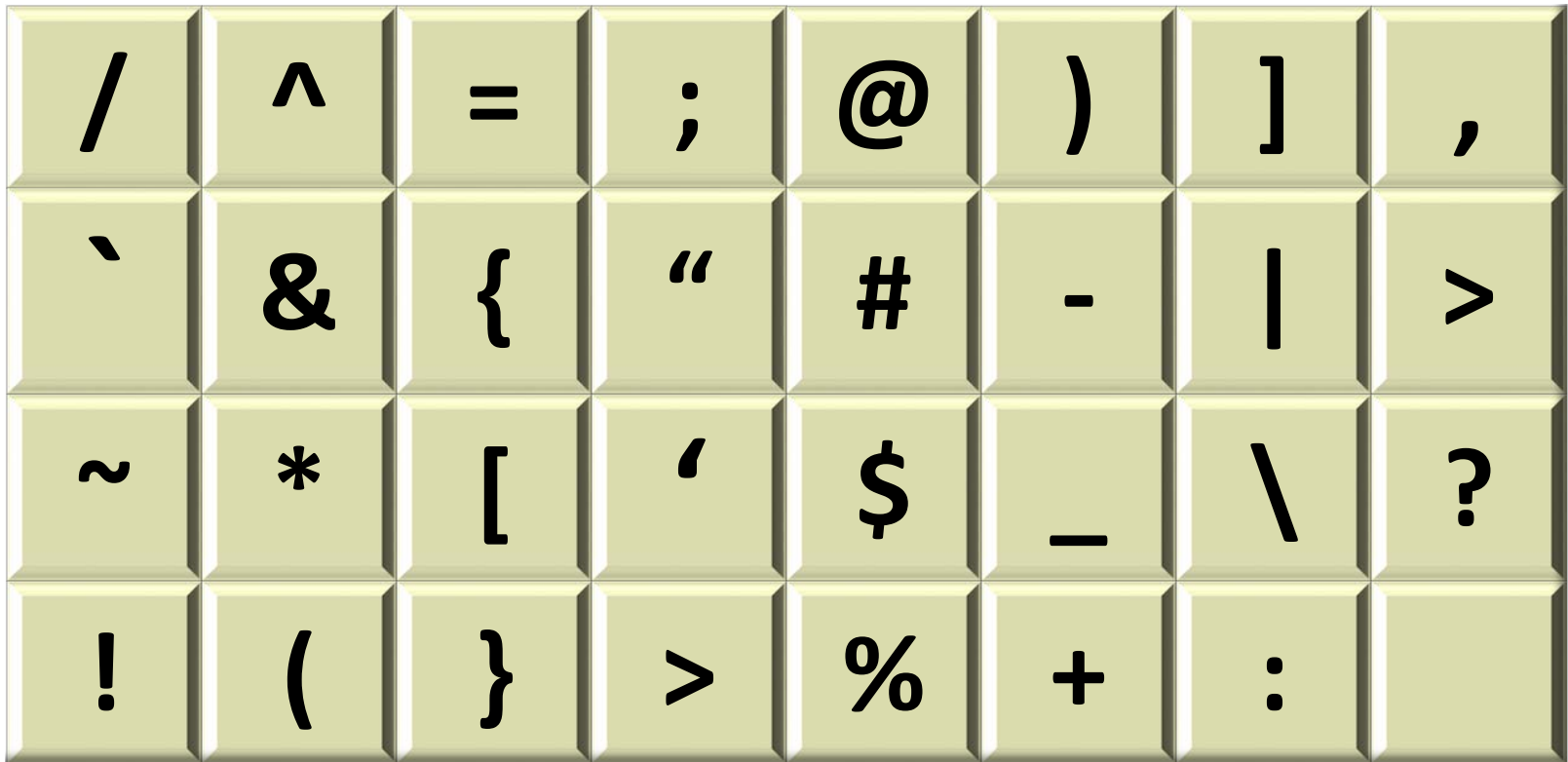


Example:

T@1kT0Me!

Your Password (continued)

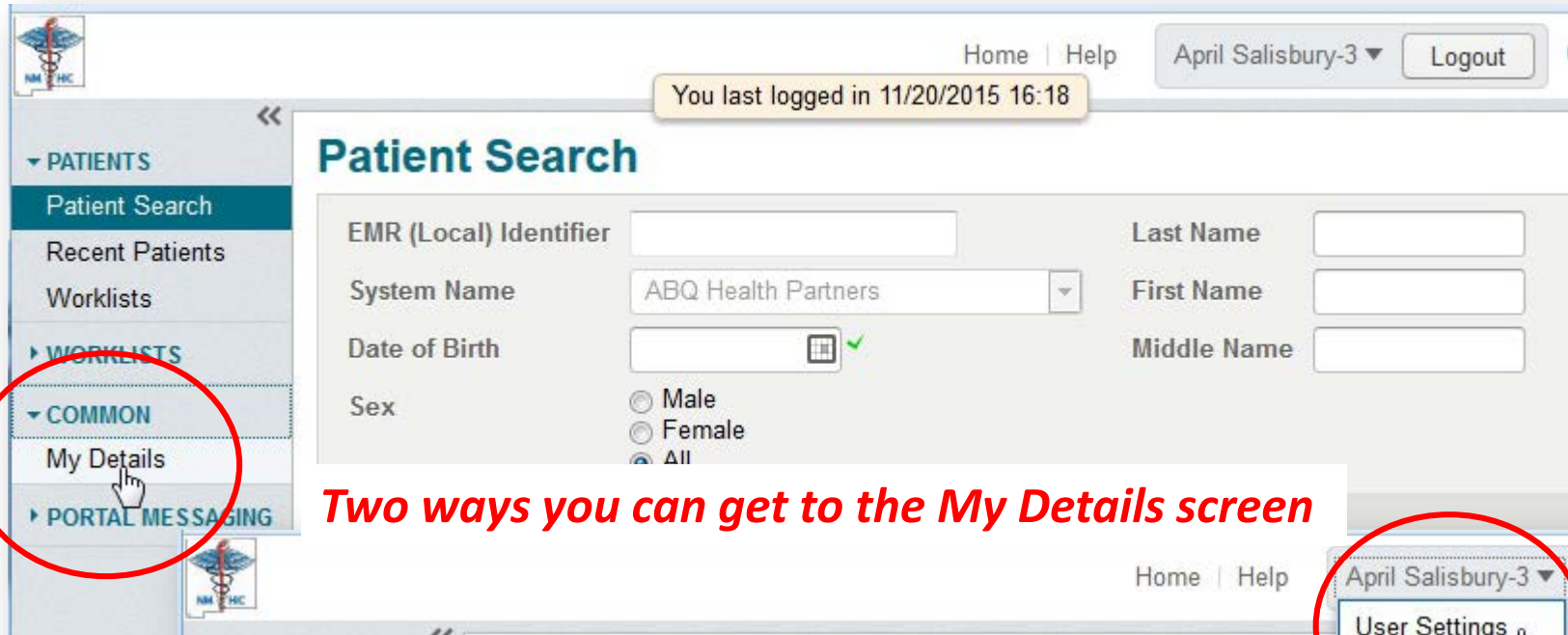
Special characters:



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



Home | Help April Salisbury-3 Logout

You last logged in 11/20/2015 16:18

Patient Search

EMR (Local) Identifier Last Name

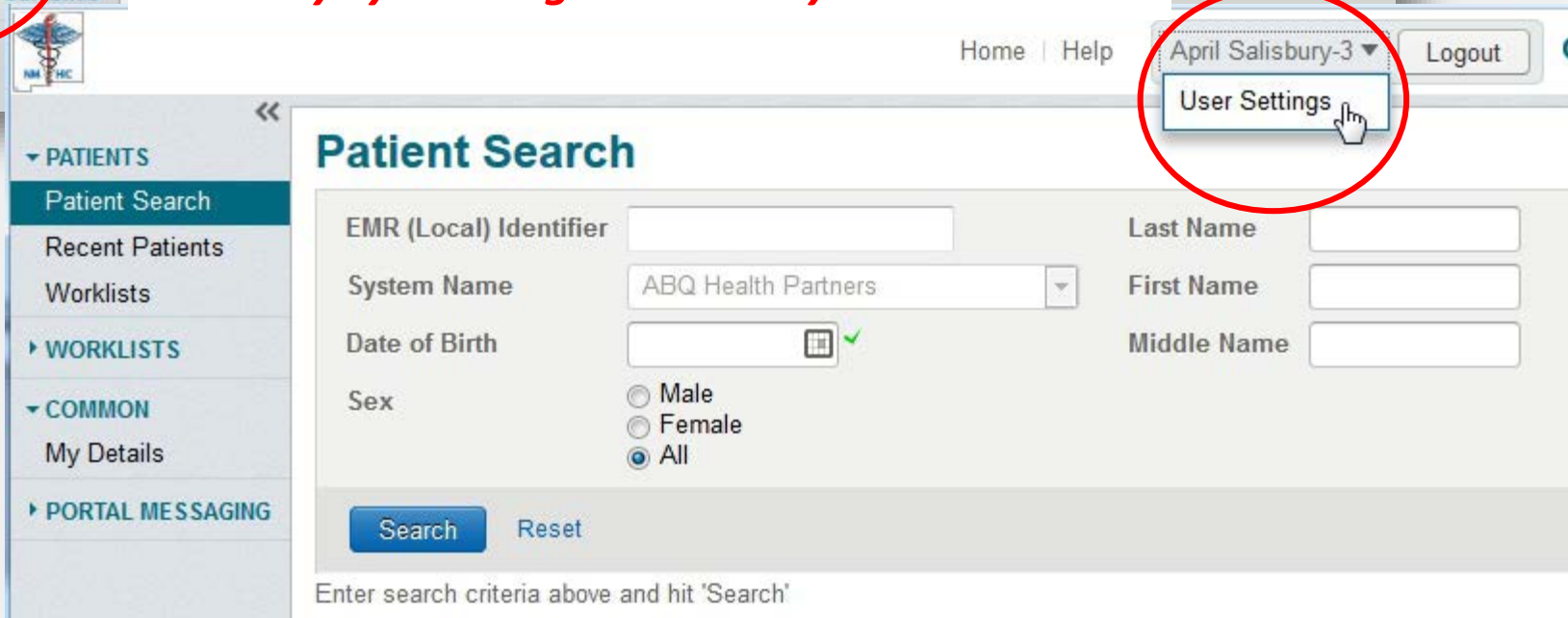
System Name ABQ Health Partners First Name

Date of Birth Middle Name

Sex Male Female All

- PATIENTS
- Patient Search
- Recent Patients
- Worklists
- WORKLISTS
- COMMON
- My Details**
- PORTAL MESSAGING

Two ways you can get to the My Details screen



Home | Help April Salisbury-3 Logout

Patient Search

EMR (Local) Identifier Last Name

System Name ABQ Health Partners First Name

Date of Birth Middle Name

Sex Male Female All

Enter search criteria above and hit 'Search'

Set Security Question!

The image shows a user profile page titled "My Details" with the following sections:

- Username:** as-train3. Below it are links for "Change Password" and "Set Security Question". A red circle highlights these links, and a large purple "1" is next to it.
- Start Screen:** Patient Search (dropdown menu).
- Roles I perform:** (partially visible).

Overlaid on the page are two dialog boxes illustrating the steps:

Step 2: A dialog box titled "Setting your secret question" with a "Secret Question" dropdown menu. The options are:

- In what city or town was your first job?
- In what city or town were you born?
- In what city was your father born?
- In what city was your mother born?
- What is the first name of your spouse?
- What is the name of your first school?** (highlighted in blue)
- What is your maternal grandmothers first name?
- What street...
- What was th...
- What was th...
- What was yo...

A large purple "2" is next to the list.

Step 3: A dialog box titled "Setting your secret question requires you to type your password." It contains:

- Secret Question:** What is the name of your first school? (dropdown menu)
- Answer:** Lincoln Elementary (text input field)
- Password:** A masked password field (dots).
- Buttons:** OK and Cancel (both circled in red).

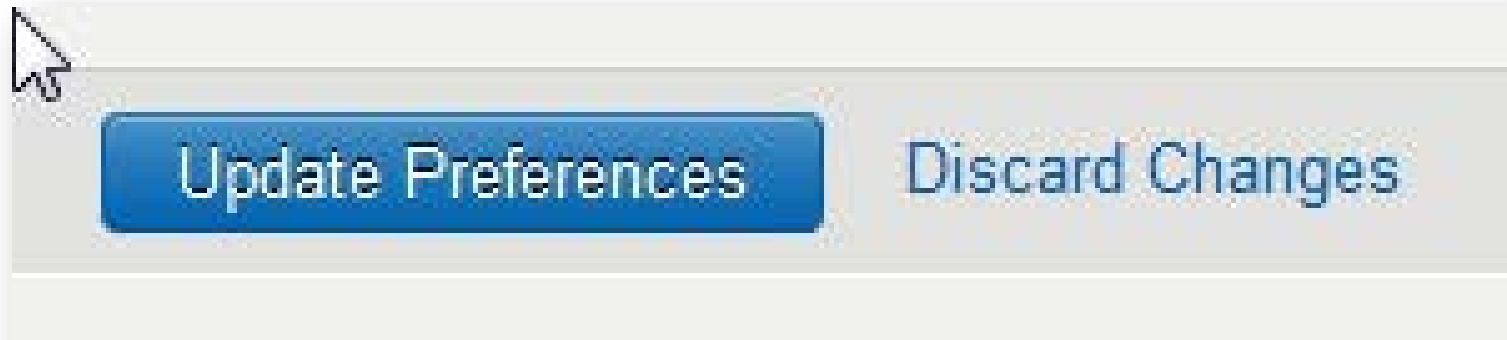
A large purple "3" is next to the answer field.

Enter Contact Information and Secret Word

HIE Users

Organization	NMHIC	Sites	New Mexico Health I
Office Phone Number	<input type="text" value="(505) 938-9925"/>	Mobile Phone Number	<input type="text" value="505-306-"/>
Secret Words	<input type="text" value="Rabbit"/>		

Remember to “Update Preferences” Before Leaving this Screen



Congratulations!

You are ready to use the
NMHIE Clinical Portal
