



Documentation EZLink Step-by-Step

User Registration

State of Michigan Department of Community Health



Table of Contents

User Registration - Overview	3
User Registration	4
Accessing Documentation EZLink	10



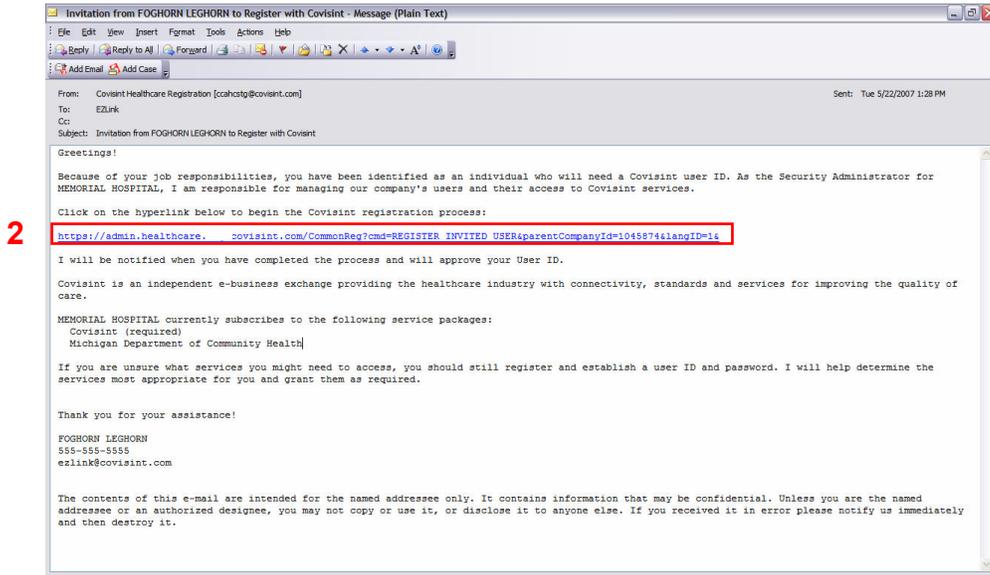
User Registration - Overview

You must register with Covisint in order to use Documentation EZLink. When your Security Administrator creates your organization you will be notified via e-mail. **Do not attempt to register before you receive this notification.**

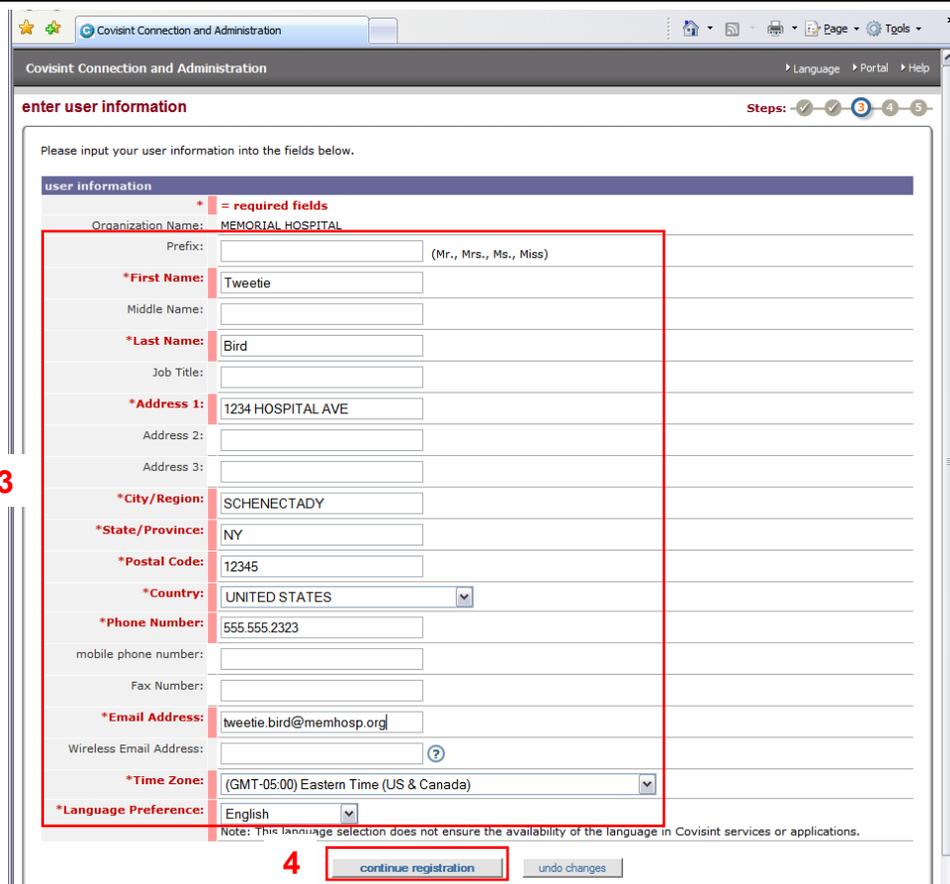


User Registration

- 1) You will receive an e-mail from your Security Administrator inviting you to register for access to Documentation EZLink.



- 2) Click on the registration link. A web browser will open, taking you to the Covisint Connection and Administration registration page for Documentation EZLink.



Covisint Connection and Administration

enter user information Steps: 1 2 3 4 5

Please input your user information into the fields below.

user information

*** = required fields**

Organization Name: MEMORIAL HOSPITAL

Prefix: (Mr., Mrs., Ms., Miss)

***First Name:**

Middle Name:

***Last Name:**

Job Title:

***Address 1:**

Address 2:

Address 3:

***City/Region:**

***State/Province:**

***Postal Code:**

***Country:**

***Phone Number:**

mobile phone number:

Fax Number:

***Email Address:**

Wireless Email Address:

***Time Zone:**

***Language Preference:**

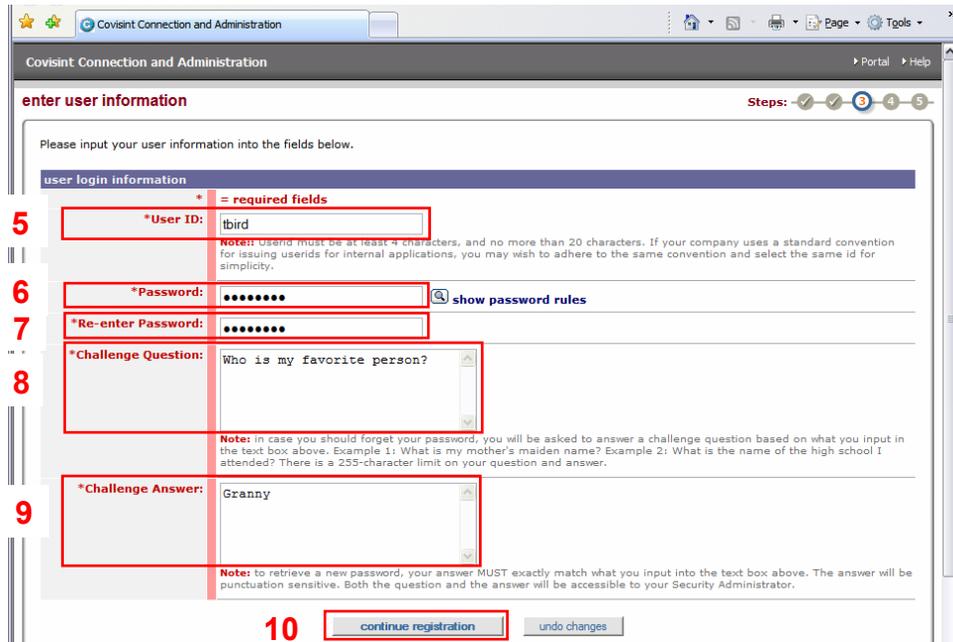
Note: This language selection does not ensure the availability of the language in Covisint services or applications.

4

- 3) Fill in your user information.
- 4) Click the [continue registration](#) button.

Note: All field names listed in red are required.

Note: In some environments your Information Technology group may have blocked access to third party e-mail sites like Hotmail, Yahoo or AOL. Make sure you use an e-mail address that is accessible from your place of business. This address will be used to send temporary password information if you forget your password.



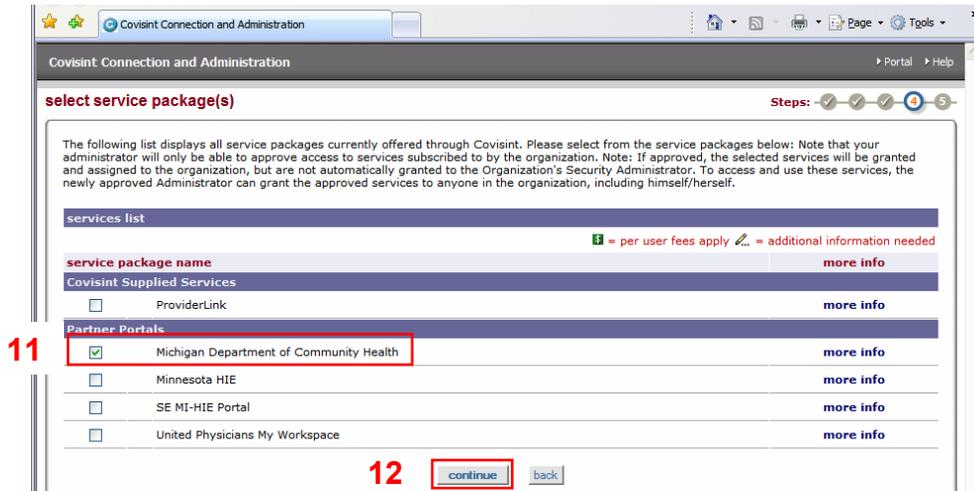
The screenshot shows a web browser window titled "Covisint Connection and Administration". The page is titled "enter user information" and has a progress indicator showing steps 1 through 5, with step 3 highlighted. The form is titled "user login information" and contains the following fields:

- 5** *User ID: [tbird] (Note: Userid must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.)
- 6** *Password: [.....] (show password rules)
- 7** *Re-enter Password: [.....]
- 8** *Challenge Question: [Who is my favorite person?]
- 9** *Challenge Answer: [Granny] (Note: to retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.)
- 10** [continue registration] [undo changes]

- 5) Enter your User ID.
- 6) Enter your password.
- 7) Re-enter your password for verification.
- 8) Enter a question that only you know the answer to and are not likely to forget. Some examples are:
 - What city was I born in?
 - What is my mother's maiden name?
 - What is the name of my first pet?
- 9) Enter the answer to your question from Step 8.
- 10) Click the [Continue registration](#) button.

Note: The User ID must be unique to all of the users in Documentation EZLink. If someone has already registered using your preferred ID you will have to select another one.

Note: The password you select must be between 8 and 20 characters and contain at least one non-alpha character. The password is case sensitive so be aware of your capitalization. Click on [show password rules](#) for additional information.



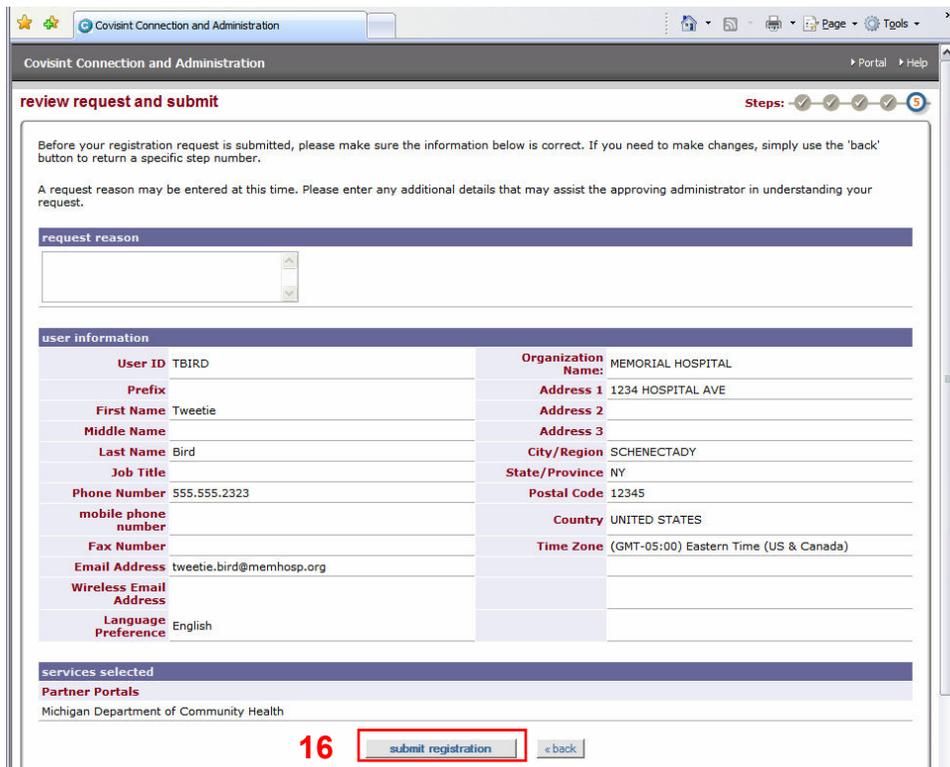
- 11) Check the box next to **Michigan Department of Community Health**.
- 12) Click the **continue** button.

Note: Requests for additional service packages will be rejected as your Security Administrator does not have the rights to assign those packages.



- 13) Read the Terms and Conditions.
- 14) Click the **yes, i accept agreement** button.

Note: If you selected multiple packages in Step 11 you will have to read and accept the agreement for each one.



review request and submit Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Before your registration request is submitted, please make sure the information below is correct. If you need to make changes, simply use the 'back' button to return a specific step number.

A request reason may be entered at this time. Please enter any additional details that may assist the approving administrator in understanding your request.

request reason

user information

User ID TBIRD	Organization Name: MEMORIAL HOSPITAL
Prefix	Address 1 1234 HOSPITAL AVE
First Name Tweetie	Address 2
Middle Name	Address 3
Last Name Bird	City/Region SCHENECTADY
Job Title	State/Province NY
Phone Number 555.555.2323	Postal Code 12345
mobile phone number	Country UNITED STATES
Fax Number	Time Zone (GMT-05:00) Eastern Time (US & Canada)
Email Address tweetie.bird@memhosp.org	
Wireless Email Address	
Language Preference English	

services selected

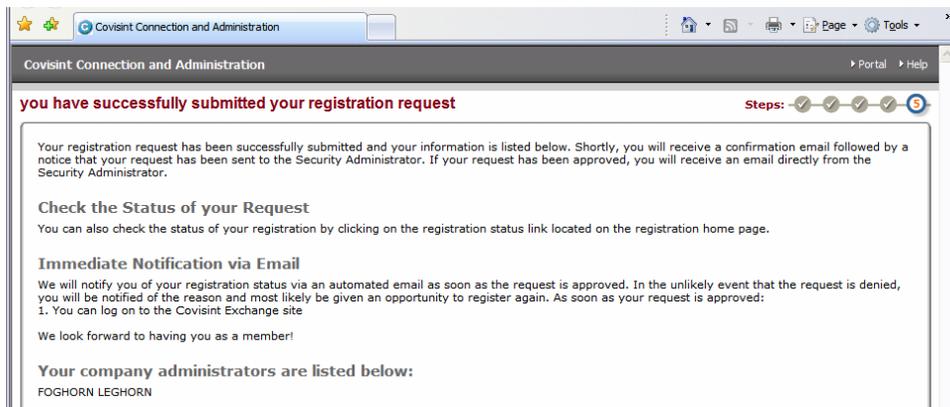
Partner Portals

Michigan Department of Community Health

16 submit registration ← back

- 15) Review your information.
- 16) Click the submit registration button.

Note: Click the back button in your web browser to return to return to the previous screens to edit your information.



you have successfully submitted your registration request Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Your registration request has been successfully submitted and your information is listed below. Shortly, you will receive a confirmation email followed by a notice that your request has been sent to the Security Administrator. If your request has been approved, you will receive an email directly from the Security Administrator.

Check the Status of your Request
 You can also check the status of your registration by clicking on the registration status link located on the registration home page.

Immediate Notification via Email
 We will notify you of your registration status via an automated email as soon as the request is approved. In the unlikely event that the request is denied, you will be notified of the reason and most likely be given an opportunity to register again. As soon as your request is approved:
 1. You can log on to the Covisint Exchange site

We look forward to having you as a member!

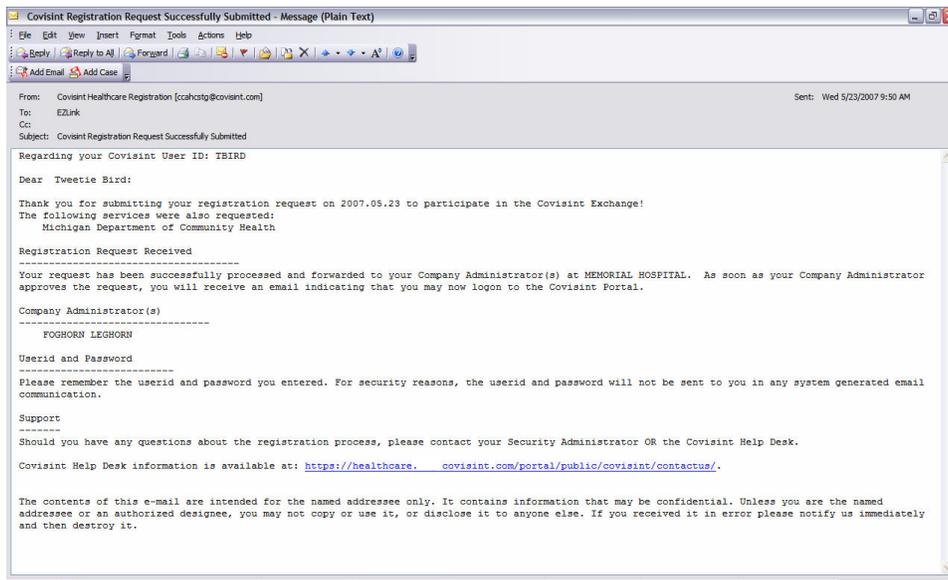
Your company administrators are listed below:
 FOGHORN LEGHORN

- 17) This screen shows you have successfully submitted your registration request.

Note: Your company's Security Administrators who can approve your request are listed at the bottom of this page.



Documentation EZLink Quick Steps User Registration Michigan Department of Community Health

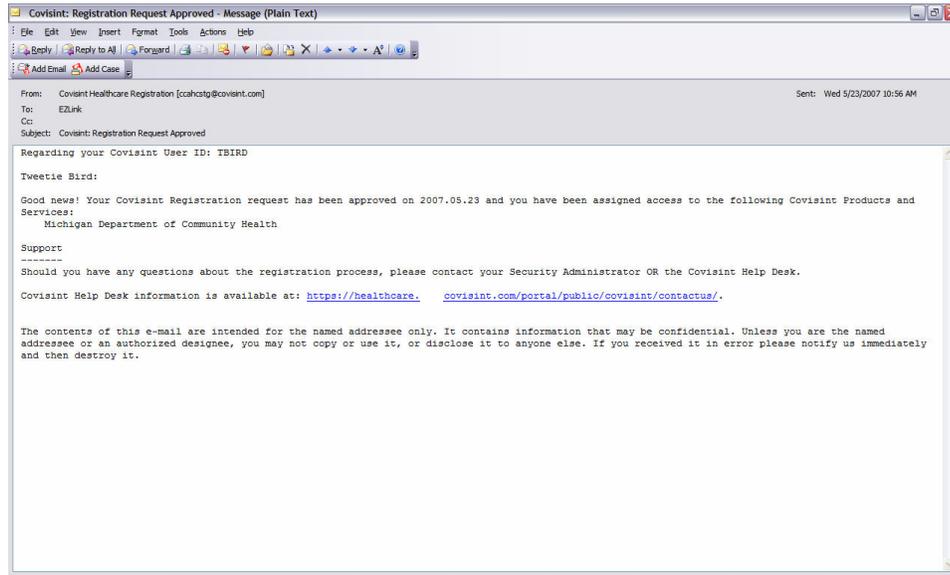


18) You will receive the above e-mail at the address you specified in Step 3 confirming that your request has been submitted to your Security Administrator.

Note: Your Security Administrator(s) will receive a similar e-mail notifying them that you have requested access to Documentation EZLink.

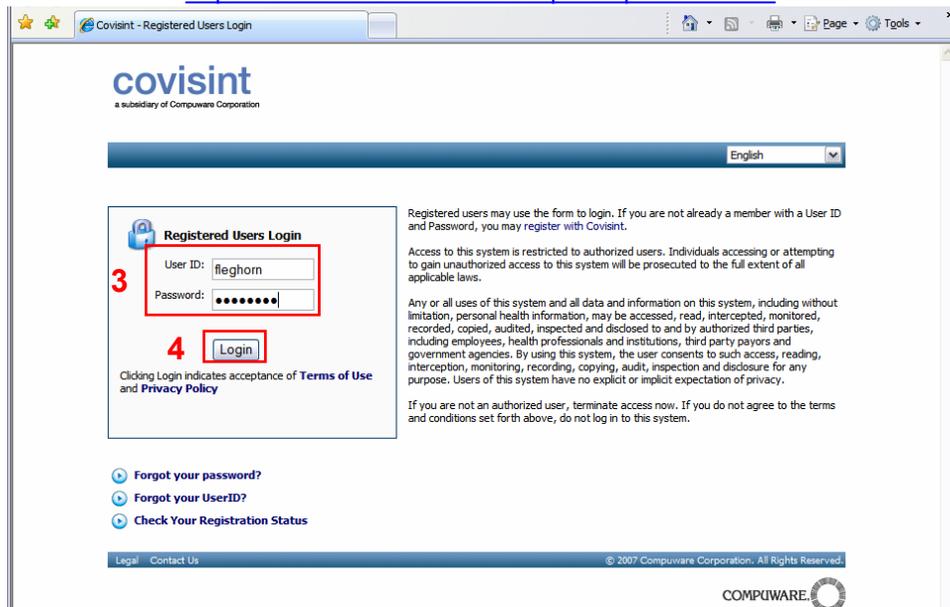
Accessing Documentation EZLink

- 1) You will receive a confirmation e-mail when your Security Administrator has approved your request.



- 2) Enter the following address into your web browser:

<https://healthcare.covisint.com/portal/private/mdch>



- 3) Enter your username and password.
- 4) Click the [Login](#) button.



Documentation EZLink Quick Steps User Registration Michigan Department of Community Health

5

5) Select **Documentation EZLink** from the menu on the left side of your screen.