



## Creating a User Name and Password

Use this guide to register as a user of the site.

### Process Steps

1. Access the site using the link provided to you via e-mail.
2. Click on **(Login)** at the top, right-hand corner of the screen.
  - The **Returning to this web site? - Is this your first time here?** screen displays.
3. Click on the **New Account** link within **Is this your first time here?**
  - The **Choose your user name and password** prompt displays.
4. Enter a Username and Password of your choosing.



*When entering your password, check the **Unmask** box if you prefer to see the text you are entering. Uncheck the **Unmask** box if you would like the text you are entering to be concealed.*

5. Enter the additional data requested within **More details**.
6. Click **Create my new account**.
  - The **Confirm your account** screen displays.
7. Click **Continue**.
8. An account confirmation e-mail is sent to the e-mail address you provided within **More details**.
9. Access the e-mail account you provided and follow the instructions in the email from Admin User with the subject, "RI UHIP: account confirmation" to confirm your account.
10. Once confirmed, you are ready to begin using the RI UHIP site with the Username and Password you created.



*A user may change his/her password by accessing **My profile**, then **View profile** within the **NAVIGATION** box on the left-hand side of the **Welcome** screen. The user would then access **Change password** within the **ADMINISTRATION** box on the right-hand side of the **View profile** screen.*