

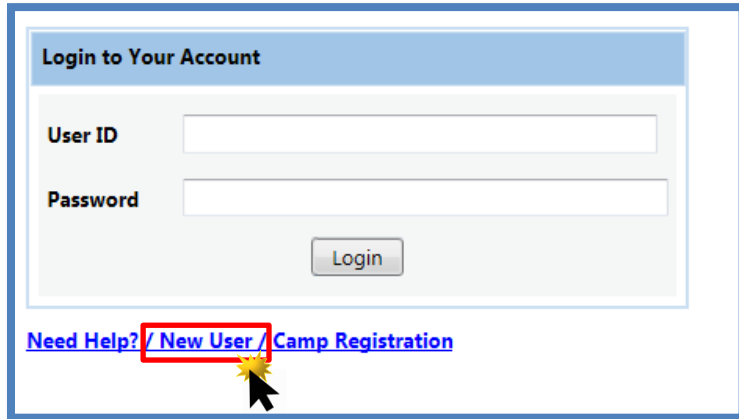
Self-Registration

Register an account - step1

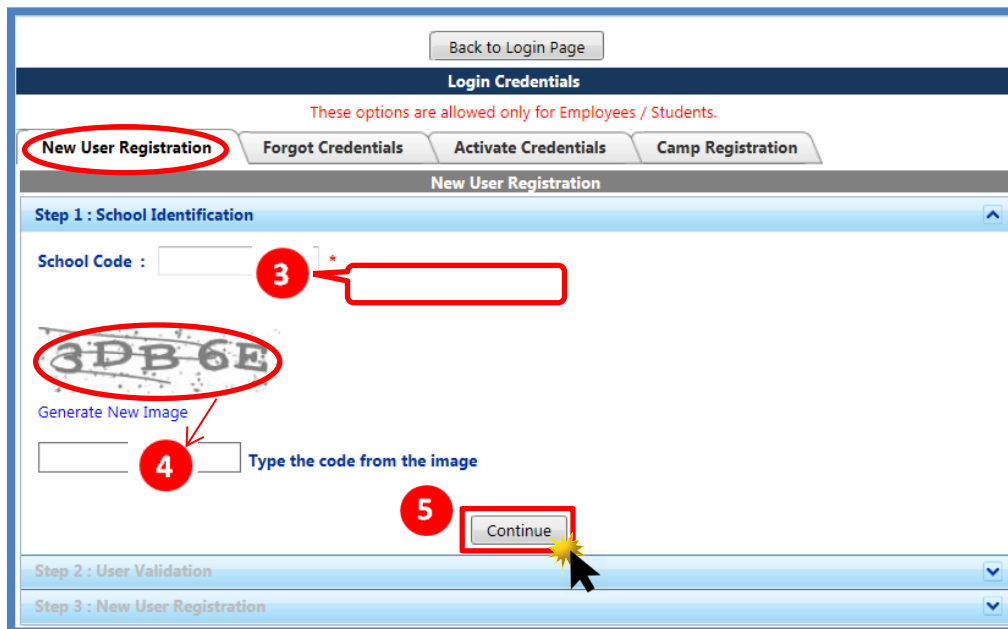
Please contact your Athletic Trainer with any questions or for assistance throughout this process.

IMPORTANT! Do **NOT** register an account if you are a returner. Returners, use **Login to NExTT** Instructions.

1. Go to <https://blueocean.edh.com/welcomescreen.aspx>
2. Click **New User Registration**



3. SCHOOL CODE: **TCADS**
4. Type the code from the image.
5. Click **Continue**.



Register - Step 2

1. Complete all required fields

- **Student ID #** - *If you have not yet been issued a student ID#, please enter your phone number (no dashes) starting with #. Ex: #2142223456*
- First Name
- Last Name
- Date of birth
- Email ID: Your **.edu** email address. *If not yet issued, enter your valid, primary email address.*

2. Click **Continue**.

If you are prompted that "You are already registered," Click **OK** and use the **Login to NExTT** Instructions found on pg. 4.

Back to Login Page

Login Credentials

These options are allowed only for Employees / Students.

New User Registration | Forgot Credentials | Activate Credentials | Camp Registration

New User Registration

Step 1 : School Identification

Step 2 : User Validation

Student ID : Student ID #

First Name : * Middle Initial :

Last Name : * Suffix : Your valid .edu address

Date of Birth : * E-Mail ID : *

2

Step 3 : New User Registration

Register – Step 3

- Complete the remaining, required, fields that are noted with a red asterisk.
 - Gender
 - Marital Status
 - Primary Sport
 - Class - *please choose athletic year (FIRST YEAR, SECOND YEAR...6th YEAR SENIOR)*
 - Address – Street
 - Address – City
 - Address – State
 - Address – Zip
 - Mobile Phone
- Click **Save**.

Login Credentials

These options are allowed only for Employees / Students.

New User Registration | Forgot Credentials | Activate Credentials | Camp Registration

New User Registration

Step 1 : School Identification

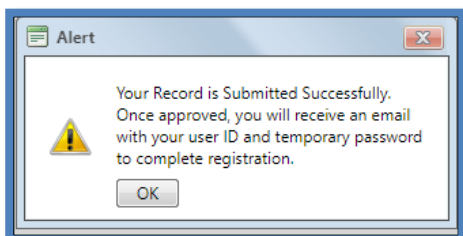
Step 2 : User Validation

Step 3 : New User Registration

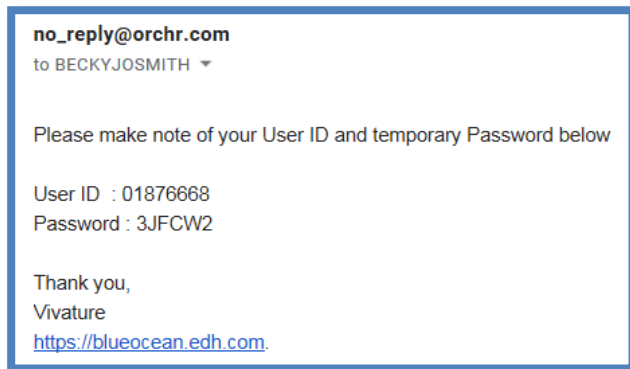
Student Details

Student ID :	9723674830 *	SSN :	
First Name :	Jane *	Middle Initial :	M
Last Name :	Smith *	Suffix :	
Date of Birth :	07-02-2001 *	Gender :	FEMALE *
Marital Status :	SINGLE *	Enrollment Date :	04-01-2019 *
Height :	Feet <input type="text"/> Inches <input type="text"/>	Weight (lbs) :	<input type="text"/>
International Student?	<input type="checkbox"/>		<input type="button" value="Add Photo"/>
Primary Sport :	BASS FISHING - COED *	Sport Position :	Select
Jersey Number :	<input type="text"/>	Class :	SECOND YEAR *
Address Line 1 :	123 Your Address *	Address Line 2 :	<input type="text"/>
City :	Your City *	State :	TEXAS (TX) *
Zip :	Your Zip *	Email :	jane@school.edu *
Home Phone :	() - -	Mobile Phone :	(972)367-4830
Notes :	<input type="text"/>		

- You will receive an alert that your information has been submitted successfully.



- Once your registration is approved by the athletic department you will receive an email from no_reply@orchr.com with your login credentials. **NOTE:** Your forms *may* not be available until *the following* morning.

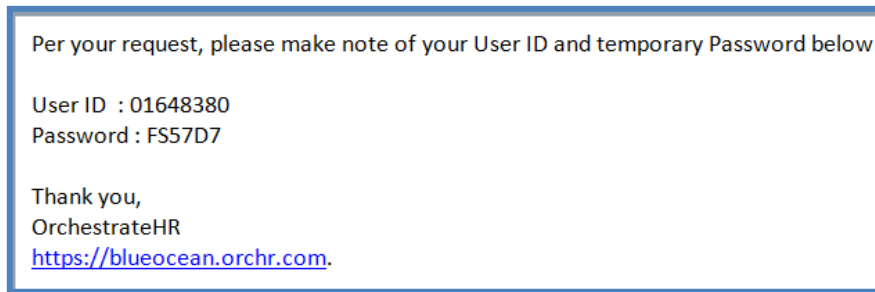


- Once you have received your email with your user ID and Password – proceed to the **Login to NExTT** Instructions.

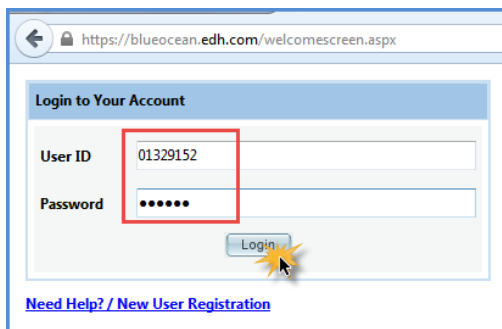
Login to NExTT

Follow steps below

- If you have the **EMAIL** with your User ID and Temporary Password then you are ready to log-in.



- Log-in: <https://blueocean.orchr.com/welcomescreen.aspx> and you will be prompted to change your password.



- Log-in again with your User ID and **new password**.

Your Portal Account

Using the blue menu on the left and the tabs at the bottom of your profile follow steps 1 – 5.

These steps are REQUIRED for participation!

Welcome **JANE M SMITH**, you have logged into your Student Portal for **ABC VIVATURE UNIVERSITY**. The Menu on the left allows you to access other details.

You have not answered the Security Questions required to use the 'Forgot' features. Please go to Menu option 'My Security Questions' and complete them for future use.

Student Details			
Student ID	9723674830	Name	JANE M SMITH
Date of Birth	07-02-2001	Gender	Female
Marital Status	SINGLE	SSN	
Address	123 YOUR ADDRESS, YOUR CITY, TX 75440		
E-mail	JANE@SCHOOL.EDU		
Home Phone		Cell Phone	972-367-4830
Int'l Student?	<input type="checkbox"/>	Class	SECOND YEAR
Enrollment Date	04-01-2019	Inactivation Date	
Roster Height		Roster Weight	
Sport	BASS FISHING - COED		
Sport Position		Jersey Number	
Enrollment Type		School of Study	
On Campus		HC Chart	
Preferred Provider			
NCAA Consent?	<input checked="" type="checkbox"/>		

Alerts Other Sports Insurance **Contacts** Scholarships Events Parental Access Weight History

Camps

1. Check that your demographic information is correct. Update Email Address (must be **tabor.edu**), Phone Number(s), Birthdate and/or Address via the **Demographic Changes** menu option on the left. Return home when complete to continue.
2. Complete **My Security Questions**.
3. Add emergency contact information to the **Contacts tab**.

Alerts Other Sports Insurance **Contacts** Scholarships Events Parental Access Weight History

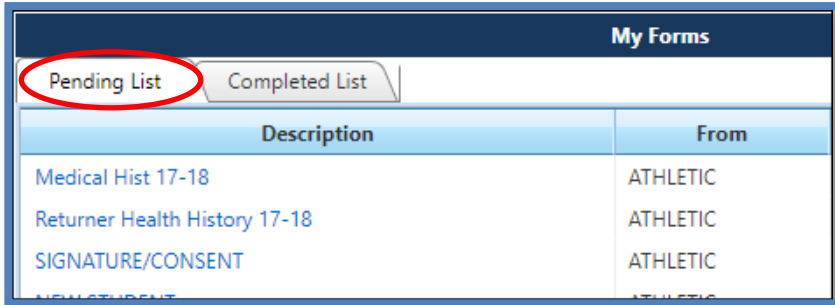
Camps

Emergency Contact Details

Add Emergency Contact Details

Contact Name	Relationship	Home Phone	Cell Phone	Work Phone
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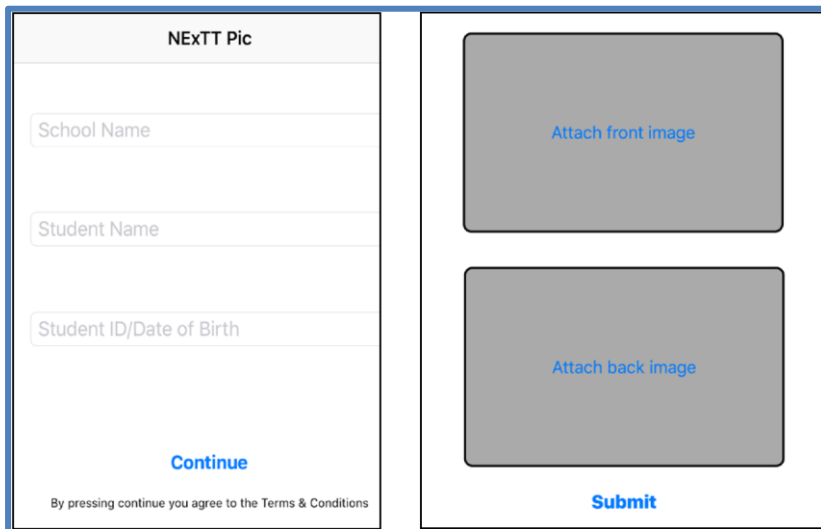
4. Complete all forms by selecting **Forms** in the blue menu bar on the left. All forms in your Pending List tab will need to be completed. Partially completed forms will show as Incomplete in your Pending List. All required answers must be completed in order to successfully submit. Note: Form A-Health History-After saving and submitting this from, please print (top right corner) and bring it with you to your physical.



5. To update your insurance install the **NExTT PIC** App from the APP Store on your smart phone to submit images of your Health Insurance card.

Your card information will appear in your account within a few days. You must *repeat* this action for secondary insurance as well. *Tip: place your card on a dark background in good lighting to take the best picture.*

- School Name
- Student-Athlete Name
- Date of Birth or Student ID
- **Continue**
- Tap **Attach Front Image** – hover and focus camera over front of card and app will snap photo. Repeat for Back of card.
- **Submit.**



If you have any questions please contact your athletic trainer.