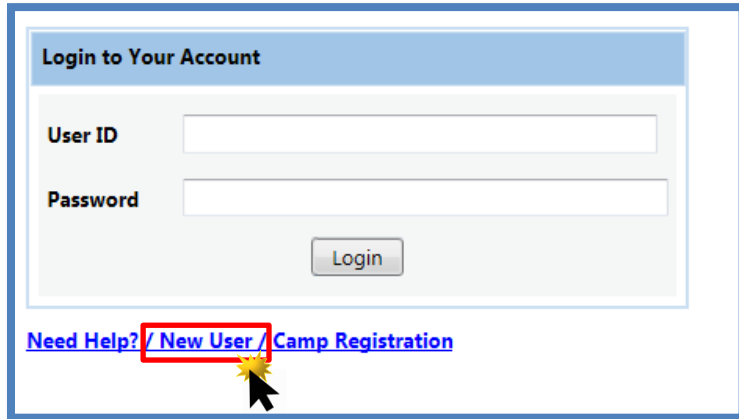# Self-Registration

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**.
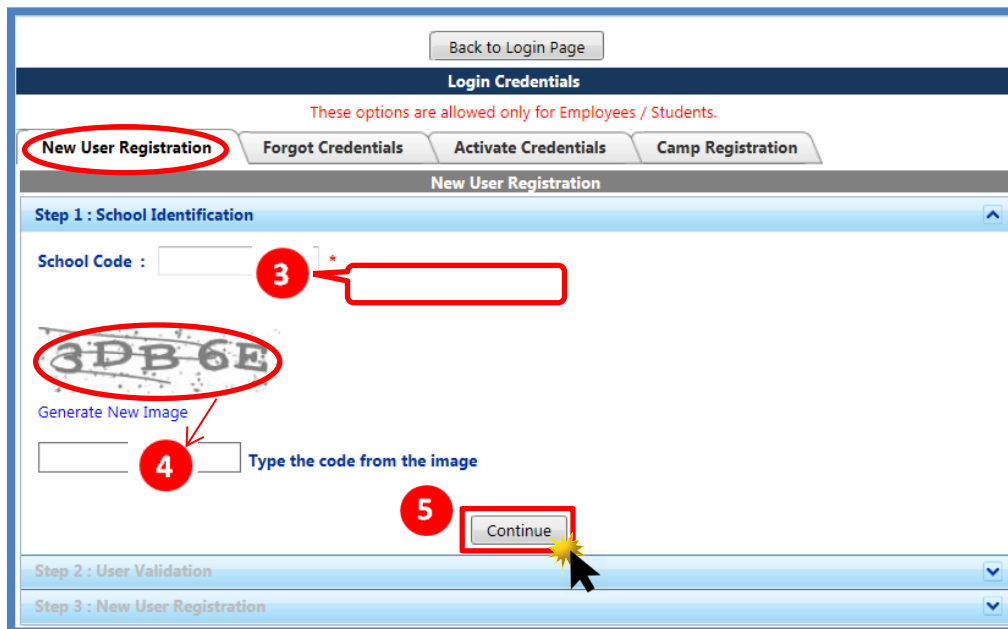
Register - Step 2

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.

Register – Step 3

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

2. Click **Save.**

3. You will receive an alert that your information has been submitted successfully.
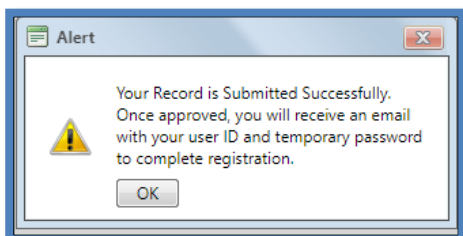
4. Once your registration is approved by the athletic department you will receive an email from **no_reply@orchr.com** with your login credentials. **NOTE:** Your forms *may* not be available until *the following* morning.

> no_reply@orchr.com
> to BECKYJOSMITH ▼
>
> Please make note of your User ID and temporary Password below
>
> User ID : 01876668
> Password : 3JFCW2
>
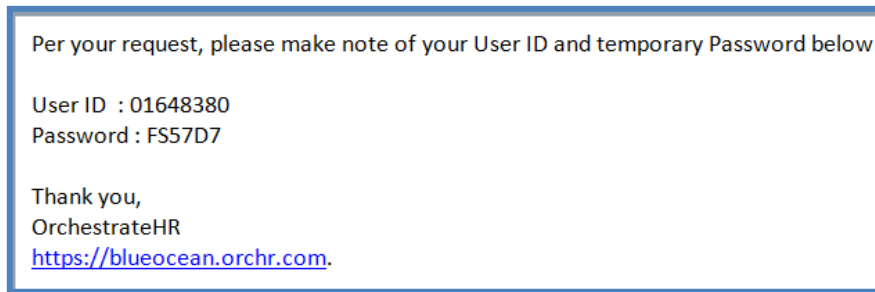> Thank you,
> Vivature
> https://blueocean.edh.com.
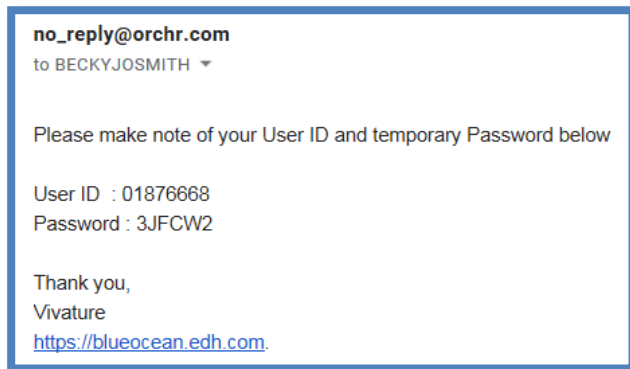
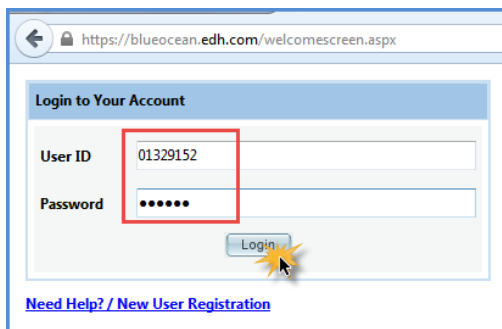5. Once you have received your email with your user ID and Password – proceed to the **Login to NExTT** Instructions.

Login to NExTT

Follow steps below

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

> Per your request, please make note of your User ID and temporary Password below
>
> User ID : 01648380
> Password : FS57D7
>
> Thank you,
> OrchestrateHR
> https://blueocean.orchr.com.

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

> https://blueocean.edh.com/welcomescreen.aspx
>
> **Login to Your Account**
>
> | User ID | 01329152 |
> | Password | ●●●●● |
>
> Login
>
> **Need Help? / New User Registration**

3. 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!

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**.

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.

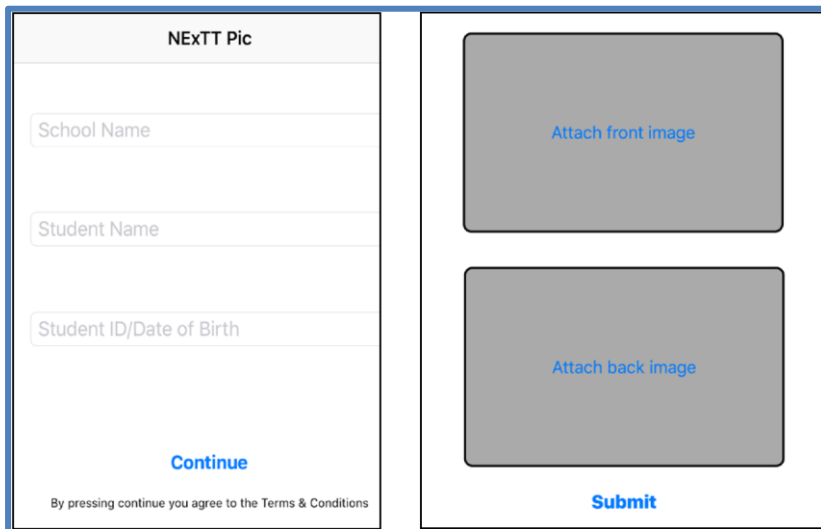| My Forms	
Pending List Completed List	
Description	**From**
Medical Hist 17-18	ATHLETIC
Returner Health History 17-18	ATHLETIC
SIGNATURE/CONSENT	ATHLETIC
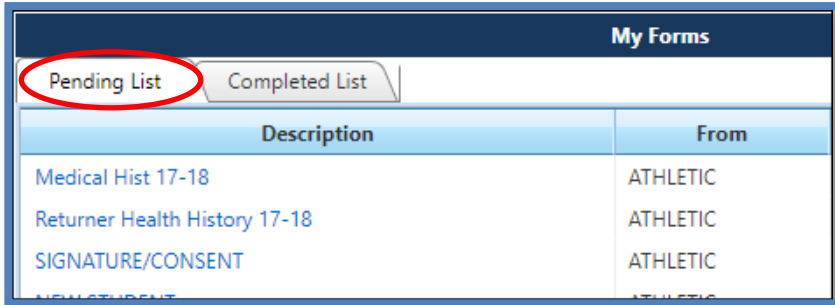
5. To update your insurance install the **NExTT PIC** App from the APP Store on your smart phone to submit images of your Health Insurance card.

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.***

NExTT Pic	
School Name	Attach front image
Student Name	
Student ID/Date of Birth	Attach back image
Continue	
By pressing continue you agree to the Terms & Conditions	**Submit**

If you have any questions please contact your athletic trainer.