

MyPortfolio: First-time user instructions

When you go to enroll, the following self-enrollment Request screen will appear. Enter all information exactly like it is found on your hospital sticker.

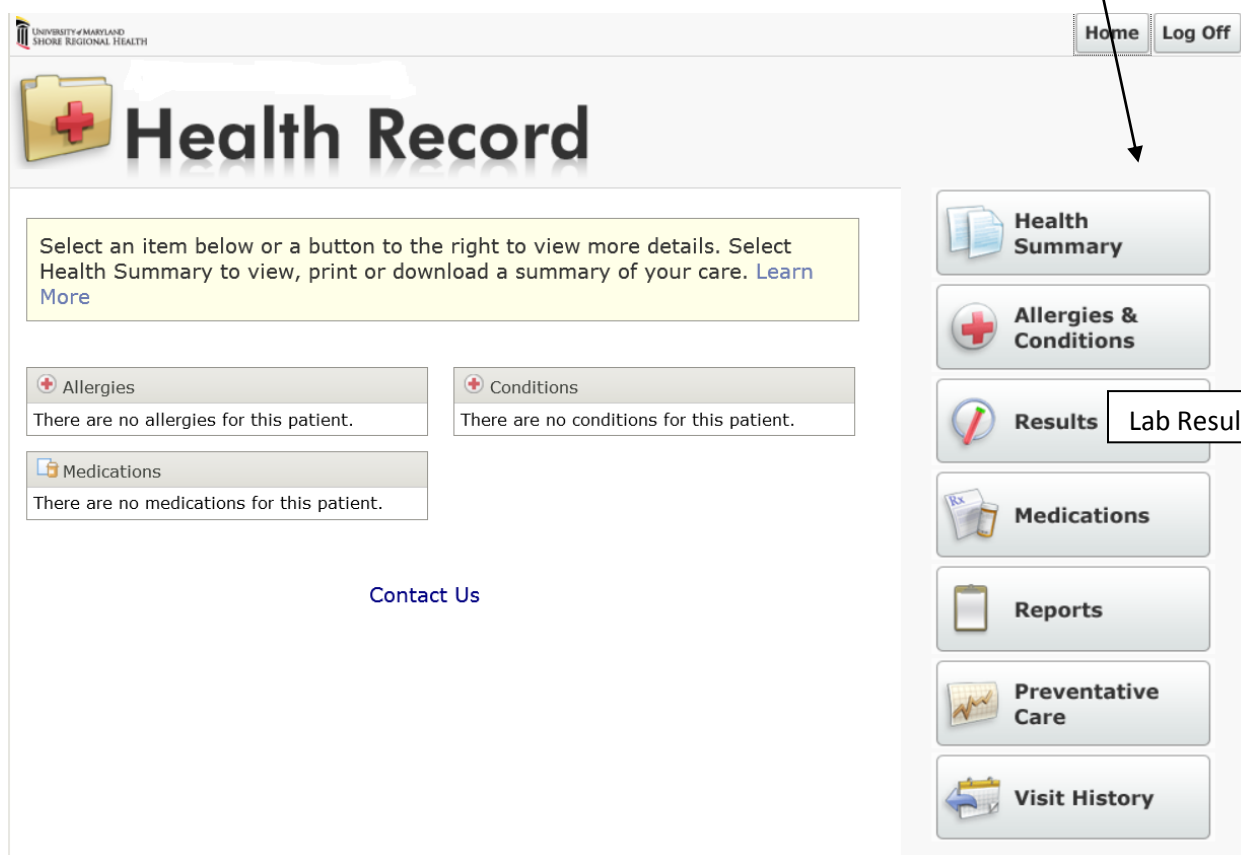


The screenshot shows the University of Maryland Shore Regional Health logo at the top left, followed by the text "UNIVERSITY of MARYLAND SHORE REGIONAL HEALTH" and "Shore Regional Health" in a large font. Below this is a box titled "Enrollment Request" containing several input fields: "Last Name", "First Name", "Date of Birth" (with dropdowns for Month, Day, and Year), "Medical Record Number", "Confirm Medical Record Number", "Email Address", and "Confirm Email Address". A "Submit Enrollment Request" button is located at the bottom of the form.

- ✓ After completion of this screen you will receive an email message with your temporary logon & temporary password
- ✓ Follow the instructions to create a new logon & new password. * **Note you will need to enter the temporary password (old password) also in order to create a new password.**
- ✓ Accept the Terms & Agreement page

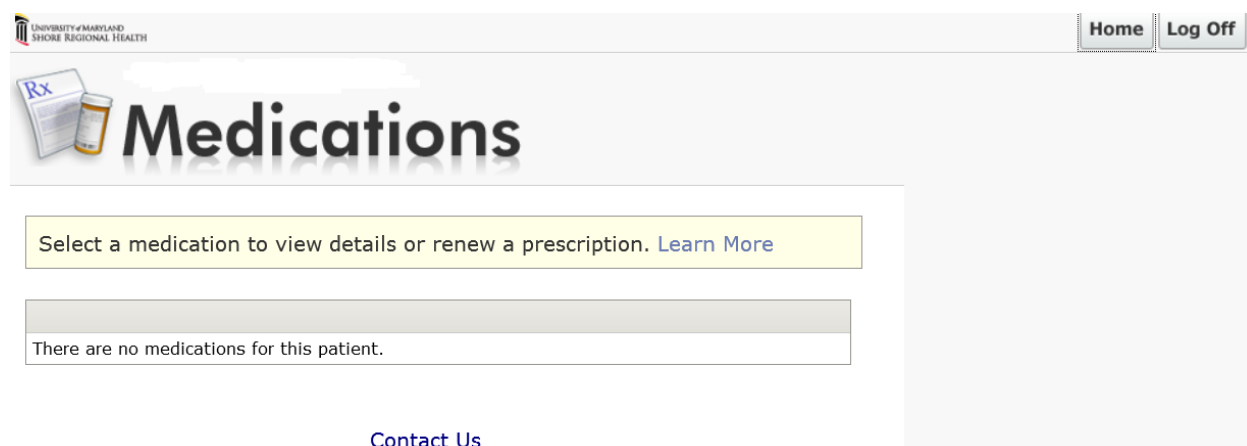
HEALTH RECORD

Selecting the Health Record will allow you to view all the following



MEDICATIONS

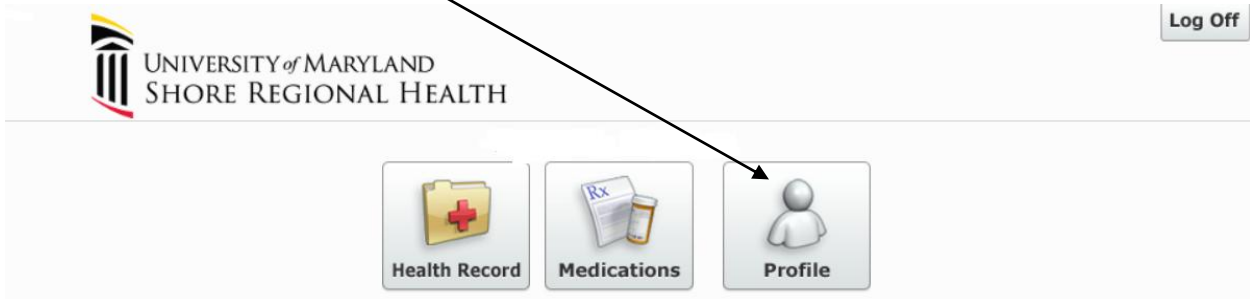
Selecting Medications will list any that are available in the system.




PROFILE

Selecting profile will allow you to request a change of your demographic information

Note: Any information misspelled will not be accepted for change.





Profile

The Profile reflects the current information in your Electronic Medical Record. Select 'Update Profile' to request an update to your profile. [Learn More](#)

Demographic Information

Name:
Address:

Birthdate: Age:
 Marital Status:

Race: Religion:

Home Phone: Other Phone:

Email Address:
 Mother's Name:
 Primary Care Physician:

Contacts


Next Of Kin

Name: Relationship
 Address:


Home Phone: Other Phone:

Person To Notify

Name: Relationship
 Address:
 Home Phone: Other Phone:



Update Profile



Print