

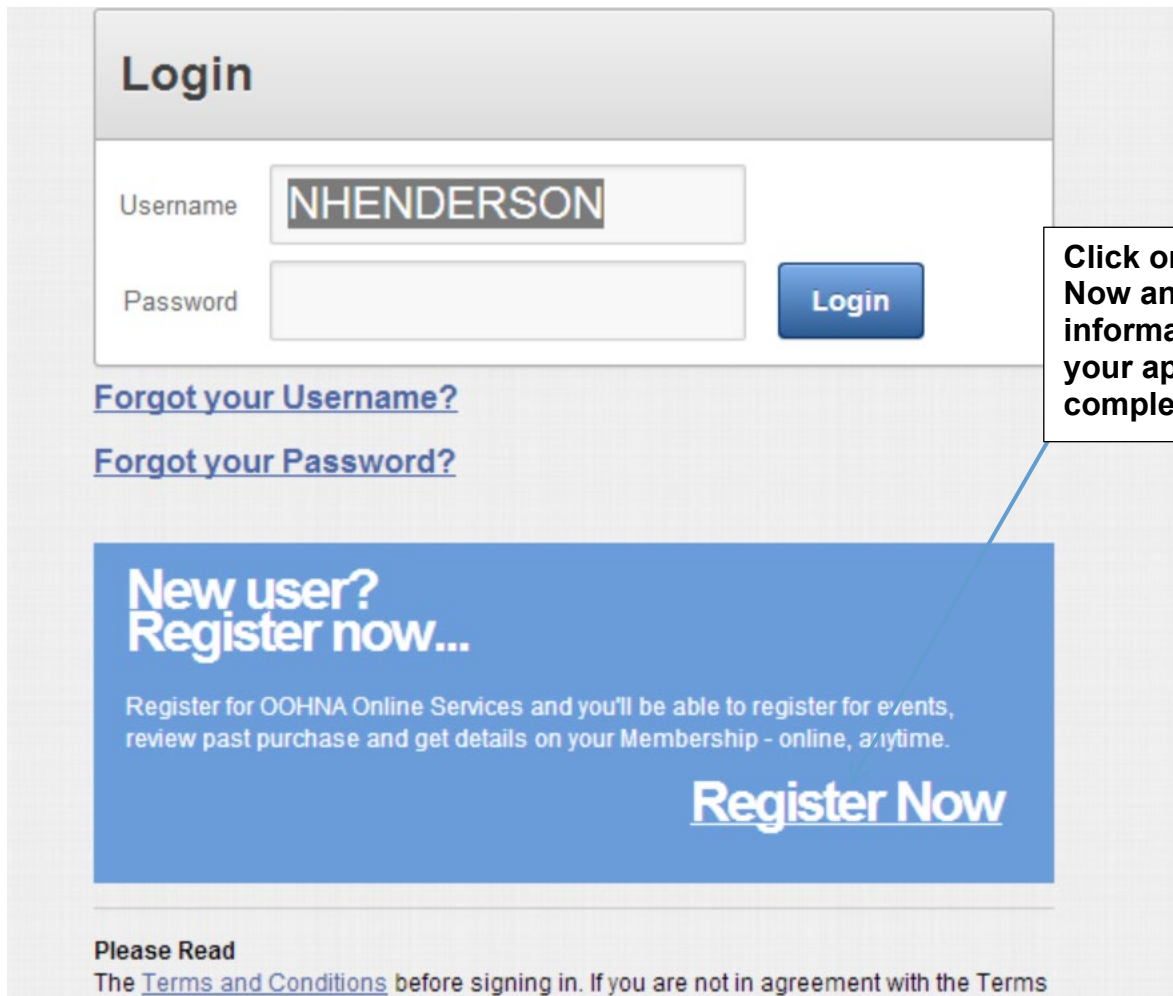
## HOW TO SET UP YOUR OOHNA PORTAL

***In order to set up your portal, you will need your:***

- 1. First & Last name (as presented on your application)**
- 2. OOHNA Member code (this is your nursing registration number with an 'O' replacing the last number. Example: 123456 = 12345O)**
- 3. Postal code (no spaces)**

### Quick Steps to Create Username & Password

Step 1: Log into the [Members Only](#) section of the Website and you come to this Section:



**Login**

Username

Password

**Login**

[Forgot your Username?](#)

[Forgot your Password?](#)

**New user?  
Register now...**

Register for OOHNA Online Services and you'll be able to register for events, review past purchase and get details on your Membership - online, anytime.

**[Register Now](#)**

Please Read  
The [Terms and Conditions](#) before signing in. If you are not in agreement with the Terms

**Click on Register Now and use the information from your application to complete!**

Step 2:

**OOHNA Member Number**

Member Number \*

Nursing registration number  
minus the last number plus  
and 'O' (123456=12345O)

**Member Information**

First Name \*

Use Calendar

Last Name \*

Date of Birth \*



Primary Postal code

Postal Code \*

Cancel

Next Step

Click on blue button  
and keep following  
prompts from here on.