



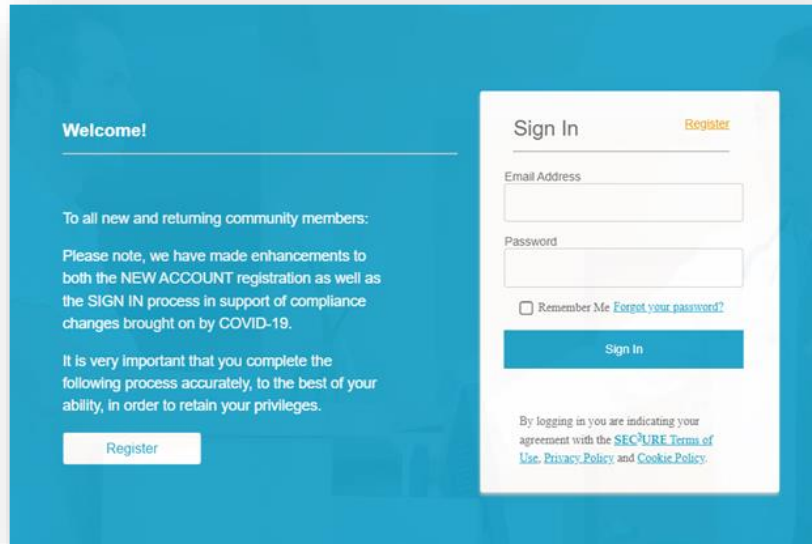
Onboarding Guide

Begin Registration:

Visit sec3ure.com, answer the scope of service questions carefully and accurately, and complete registration.

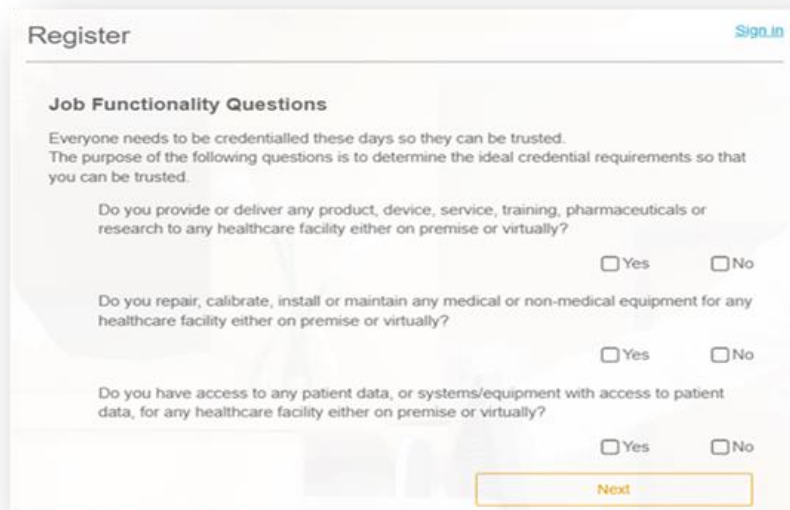
The link is: <https://www.sec3ure.com/login>

1. Click Register
2. Insert your information



The screenshot shows the login page with a blue header and a white content area. On the left, there is a 'Welcome!' section with a 'Register' button. On the right, there is a 'Sign In' section with a 'Register' link, input fields for 'Email Address' and 'Password', a 'Remember Me' checkbox, a 'Forgot your password?' link, a 'Sign In' button, and a footer note about terms of use.

3. Proceed to answer the questions to the best of your knowledge



The screenshot shows the 'Register' page with a 'Sign In' link in the top right. The main heading is 'Job Functionality Questions'. Below it is an introductory paragraph: 'Everyone needs to be credentialed these days so they can be trusted. The purpose of the following questions is to determine the ideal credential requirements so that you can be trusted.' There are three questions, each with 'Yes' and 'No' radio button options:

- Do you provide or deliver any product, device, service, training, pharmaceuticals or research to any healthcare facility either on premise or virtually?
- Do you repair, calibrate, install or maintain any medical or non-medical equipment for any healthcare facility either on premise or virtually?
- Do you have access to any patient data, or systems/equipment with access to patient data, for any healthcare facility either on premise or virtually?

At the bottom right, there is a 'Next' button.

4. Fill in your information, then select “Tell Us About Your Company”

THE MOST TRUSTED NAME IN VENDOR CREDENTIALING.

Fifteen minutes. You've spent more time waiting for a parking space, a hamburger, or a latte. That's how long it takes to create a SECURE Passport supplier profile, and eliminate the repetitive paperwork required to access more than 11,000 locations of care worldwide. Wouldn't you rather be selling, than waiting for permission to do it?

Register [Sign In](#)

First Name

Last Name

Mobile Phone

[Tell Us About Your Company](#)

5. Company Name:

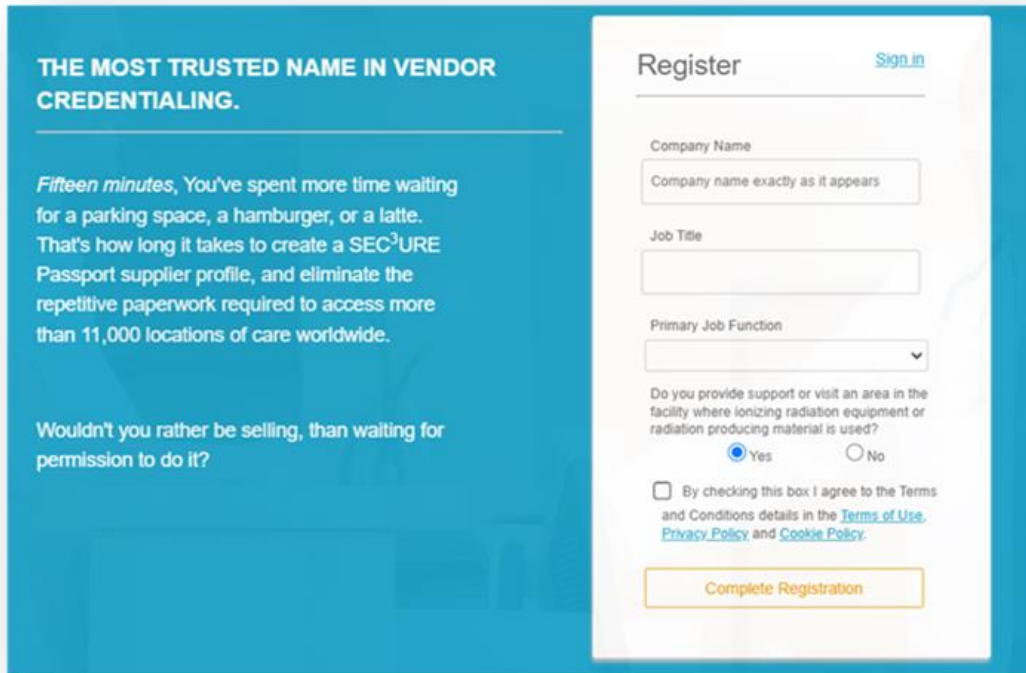
- A. IF STUDENT - (insert the name of your institution)
- B. IF CONTINGENT WORKER - (insert name of your company)

6. Job Title:

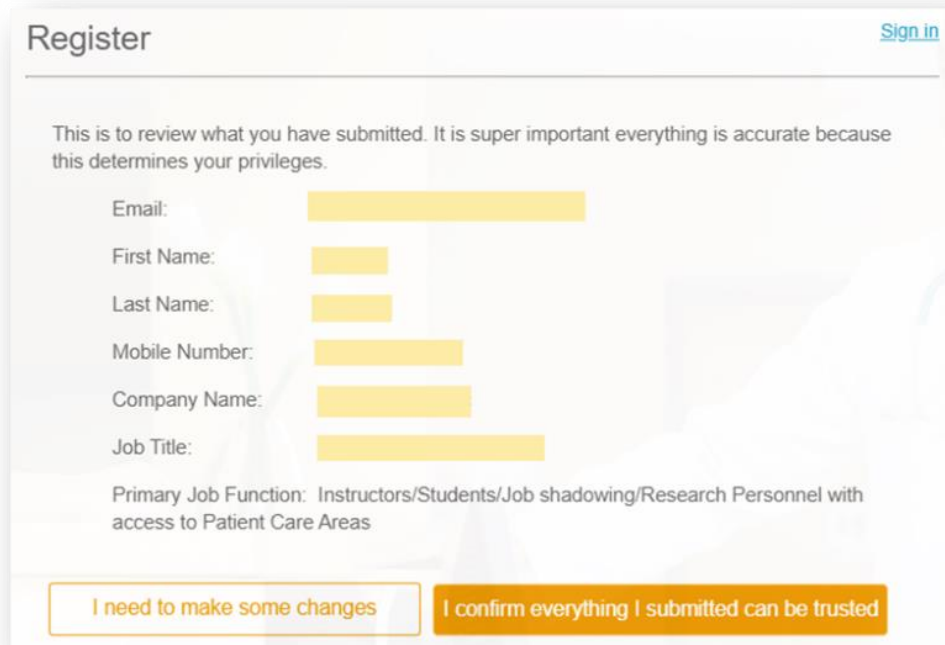
- A. IF STUDENT - (specify if you're here for a Shadow or a Practicum)
- B. IF CONTINGENT WORKER - (specify your job title)

7. Primary Job Function:

- A. IF STUDENT - click (**instructor/shadow/student**)
- B. IF CONTINGENT WORKER - Please select from the following categories:
 - **Service Tech/Manager** - (Example: Service Technicians please choose based on the location you will be present)
 - **Spiritual Advisor with access to Patient Care Areas** - (Example: Priests, Spiritual Leaders, etc.)
 - **Facilities Management with access to Facility** - (Example: Construction Personnel, Contractors, etc.)
 - **Clinical Contract Provider with access to OR/Patient Care Areas** - (Example: Oklahoma Blood Institute, Newborn Hearing Screeners, Neuro Monitoring Services, etc.)



8. Answer the last question to the best of your ability, then select “Complete Registration”
9. Confirm all the information entered is accurate and submit
10. Review the information entered, and if all is accurate, select “I confirm everything I submitted can be trusted”



11. Then to proceed to your Sec3ure account, select "Continue"

The screenshot shows a registration form titled "Register" with a "Sign in" link in the top right. A central white box contains the text: "Thank you! Your registration is now complete. Please click 'Continue' to customize your SEC3URE account." Below this text is a blue "Continue" button. The form fields are partially visible: "Email:", "First Name:", "Last Name:", "Mobile Num", "Company Ne", "Job Title: Manager HR Compliance", and "Primary Job Function: Instructors/Students/Job shadowing/Research Personnel with access to Patient Care Areas". At the bottom, there are two buttons: "I need to make some changes" and "I confirm everything I submitted can be trusted".

12. **DO NOT PAY FOR AN ACCOUNT**, CLICK CONTINUE TO BYPASS PAID VERSION

The screenshot displays the "Your SEC3URE Passport" page, priced at "\$334* / year". It features a list of benefits and a visual of the passport and its mobile app interface. The benefits listed are:

- SEC3URE GO! ebadge**: Experience contactless check-in and visible compliance at SEC3URE facilities
- SEC3URE Link**: Get all details about a case or event the minute it's scheduled and track changes in real-time so you can plan better and optimize your time
- SEC3URE Online Portal**: Manage your SEC3URE Passport on an interface rebuilt to make it easy to navigate
- While continuing to benefit from:**
 - Unlimited access to on-demand training through SEC3URE University
 - Compliance verification within 4 business hours
 - Real-time account maintenance and support via phone, email or chat

The visual shows a smartphone displaying the "SEC3URE GO!" app interface with a "Check Out" button and a "TRANSMIT" button. Next to it is a physical blue passport card for "Amil Sanchez" at "Cytosin Pharmaceuticals, Inc.", with an expiration date of "10 / 31 / 2020" and the "IntelliCentrics" logo. A Bluetooth symbol is positioned between the phone and the passport card. A "Continue" button is located at the bottom right of the page.

13. Do NOT enter your address information, select “Cancel” to continue

Sign up for SEC³URE Passport

Please tell us where to ship and/or bill to:

<p>Address 1* 711 Stanton L Young Blvd. Suite 103</p>	<p>Address 2 </p>
<p>Country* UNITED STATES</p>	<p>City* Oklahoma City</p>
<p>State* OK</p>	<p>ZIP/Postal Code* 73104</p>

* required

Currently, we cannot ship internationally. Please enter a United States address for shipping purposes or contact support at 817-732-3873.

CancelVerify Address Info

14. Please find the location you will be visiting, select the location and then “Add selected”

Menu at Main and Security area give you an overview. This can always be viewed at any time.

Select State to attach Facilities

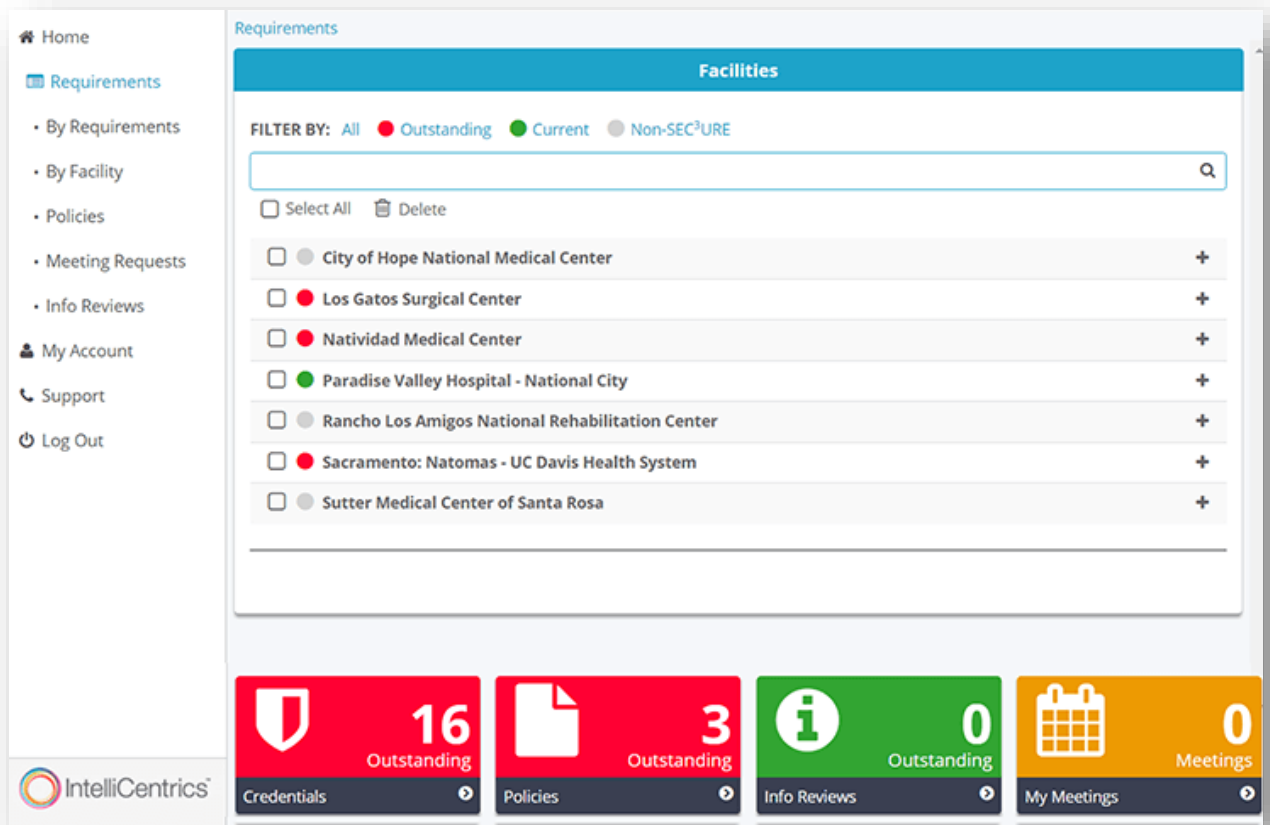
State
Oklahoma

Select Facilities

Name	Address	City	State	Zip
<input checked="" type="checkbox"/> Children's Hospital at OU Medical Center	1200 N Children Ave	Oklahoma City	OK	73104-5047
<input type="checkbox"/> Oklahoma City VA Medical Center	921 N. E. 13th	Oklahoma City	OK	73104
<input checked="" type="checkbox"/> OU Medical Center	710 Northeast 13th Street	Oklahoma City	OK	73104 - 5004
<input checked="" type="checkbox"/> OU Medical Center - Women's & Newborn Pavilion	940 NE 13th St	Oklahoma City	OK	73104
<input checked="" type="checkbox"/> OU Medicine Surgery Center	710 NE 10th Street	Oklahoma City	OK	73104-5404

[Add selected](#)

15. On Dashboard click- ([Credentials Outstanding](#)) & ([Policies Outstanding](#)) at the bottom left corner. To be at our location all items for Credentials and Policies must be up to date.

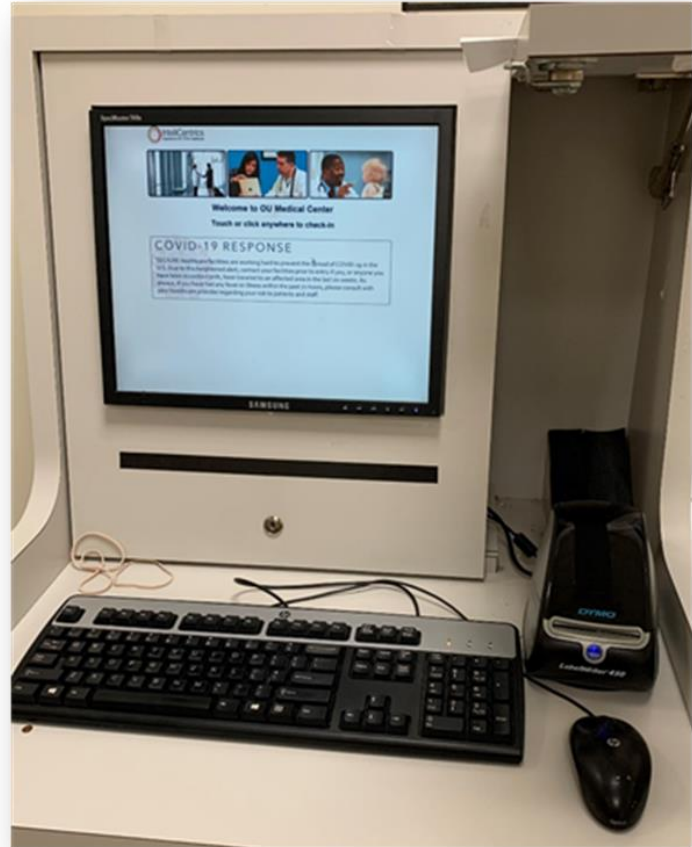


16. Profile picture must be uploaded:

- Click - My Account on the left search bar
- Select My Profile at the bottom left corner
- Click - Change Photo at the top right under the blank photo space

RULES & EXPECTATIONS

- You must check in every time you are on campus, Failure to check in can result in loss of privileges to be on campus
- You must be wearing a badge when present on campus
- Visit a badge station to print your badge like the one above, current locations:
 - OU Medical Center: Mail Room;
 - Children's Hospital: Basement near Supply Chain;
 - Edmond Medical Center: Time Clock Room;
- If your building does not yet have a badge station then you can just check in on the SEC3URE app
- You must check out every time you leave campus
- All Outstanding Credentials need to be completed to meet criteria to be on campus
- All Outstanding Policies need to be completed to meet criteria to be on campus
- Any requirements left outstanding can result in loss of privileges to be on campus



FREQUENTLY ASKED QUESTIONS

1. Why won't SEC3URE allow me to mobile check in?

- a. You must go to your settings and change your SEC3URE "Allow Location Access" settings to ALWAYS.

2. What if my building does not have a badging station?

- a. If your building does not yet have a badge station then you can just check in on the SEC3URE app

3. What is the difference between the two versions of SEC³URE GO?

- a. The two versions work exactly the same from a functionality standpoint and are both valid for mobile check-in. They mainly differ in appearance. The new badge comes in a blue frame, vs. the white and blue, two-toned frame.

4. Who should I contact if I have questions about SEC³URE GO?

- a. If you need any assistance, contact our team of customer support Heroes at 817-SEC3URE (732-3873) or HeroTeam@IntelliCentrics.com. You can also visit our <https://www.intellicentrics.com/sec3uregosupport/>.

5. Who is required to have immunizations?

- a. By policy definition, anyone who will step foot on OU Health's campus for any minute of any day.

6. What are the Food Locations around campus?

- a. OU Health has a variety of food options throughout Campus. I have attached a QR Code and a website link with all of the Campus Dining Options, that lists all of the dining locations and hours. <https://students.ouhsc.edu/news/article/ouhsc-campus-dining-options>



7. How do I get around campus?

- a. OU Health houses many different facilities, and it can be easy to get lost. I have attached a QR Code and a link to a PDF map for quick reference, but if you have a phone on you, a quick google maps search for "OU Health Map" has all of the locations you may need. <https://medicine.ouhsc.edu/Portals/1365/Assets/Documents/ouhsc-campus-map.pdf>



8. If you have any further questions, feel free to contact us or the HR Office. We are so excited to have you as a part of the OU Health team, and wish you all the best as you continue your education in Healthcare!