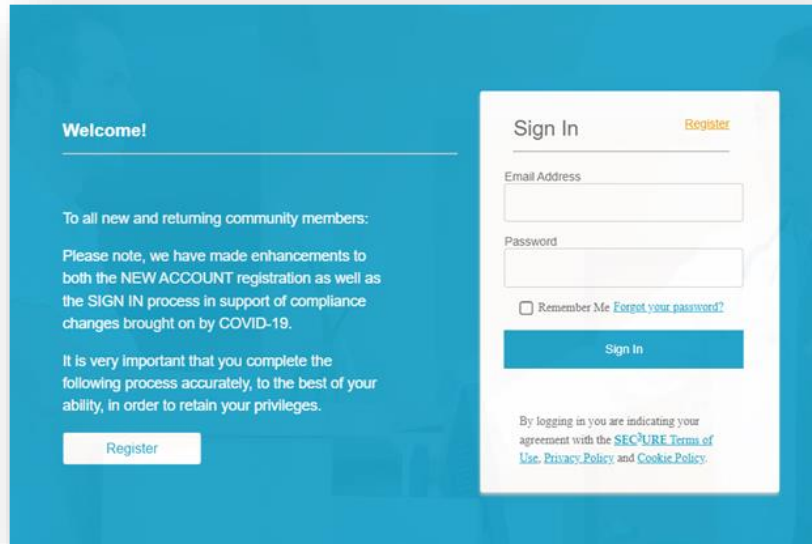# OU Health

Onboarding Guide

Begin Registration:

Visit sec3ure.com, answer the scope of service questions carefully and accurately, and complete registration.
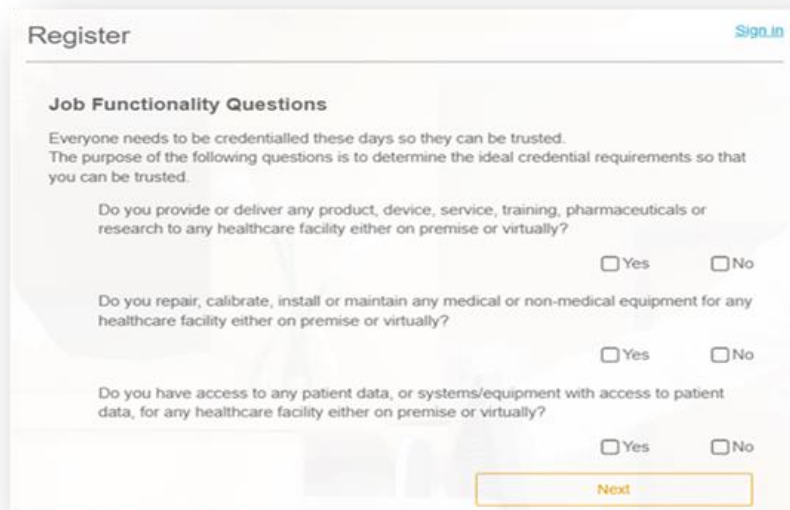
The link is: https://www.sec3ure.com/login

1. Click Register

2. Insert your information

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

4. Fill in your information, then select "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)
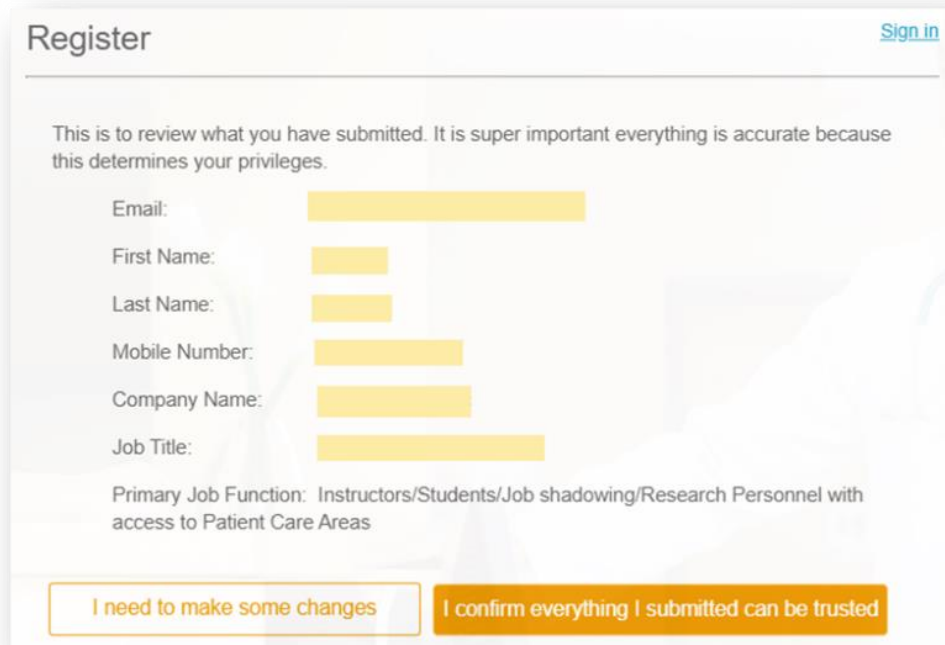
6. Job Title:

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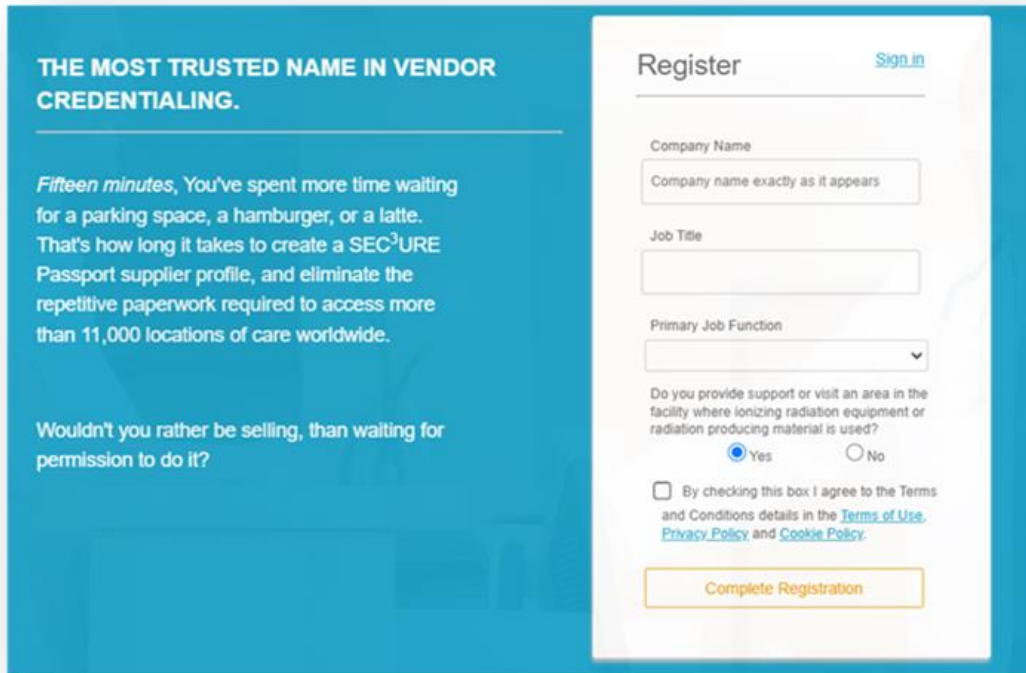
8. Answer the last question to the best of your ability, then select "Complete Registration"
9. Confirm all the information entered is accurate and submit
10. Review the information entered, and if all is accurate, select "I confirm everything I submitted can be trusted"

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

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

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

14. Please find the location you will be visiting, select the location and then "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.
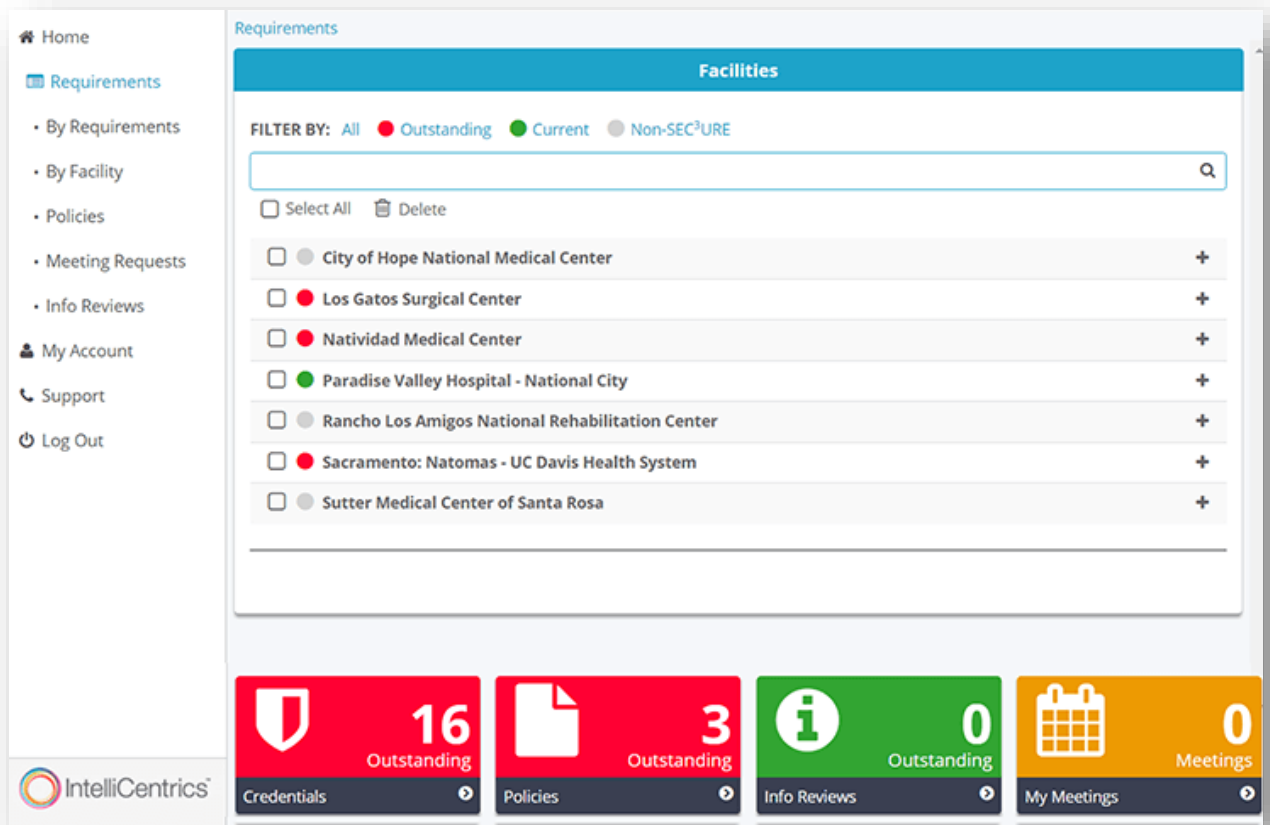
16. Profile picture must be uploaded:

- Click - <u>My Account</u> on the left search bar

- Select <u>My Profile</u> at the bottom left corner

- Click - <u>Change Photo</u> 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
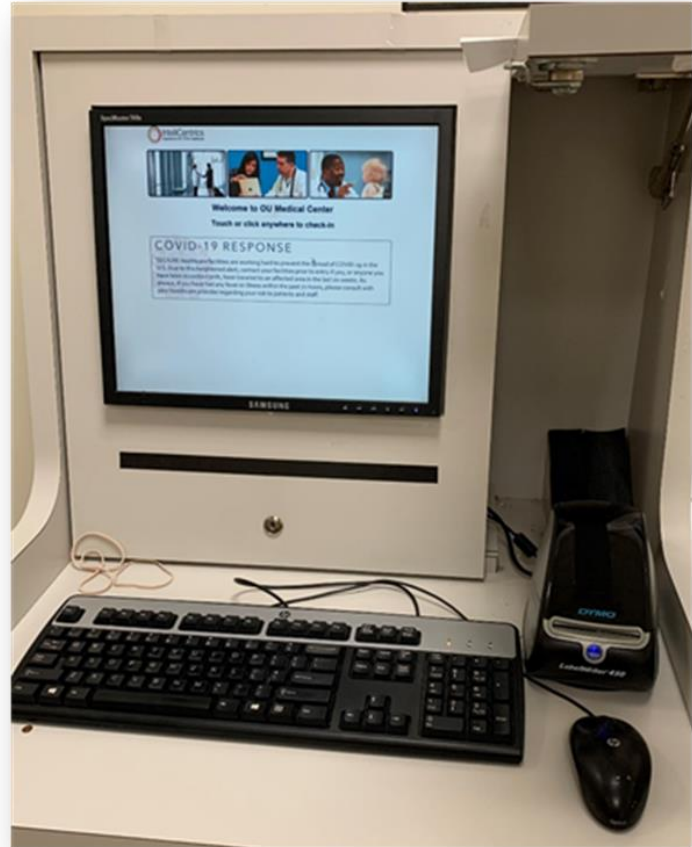
FREQUENTLY ASKED QUESTIONS

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!**