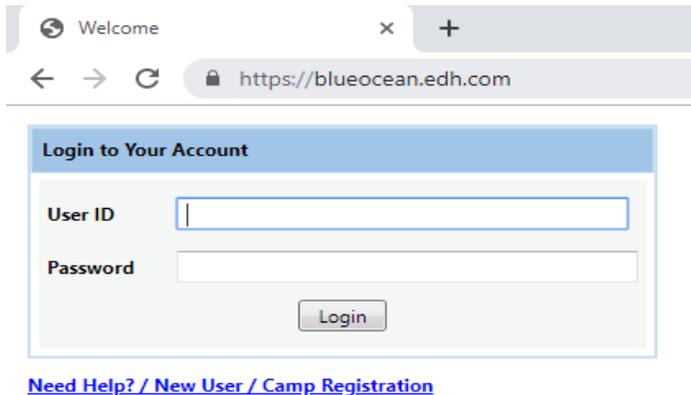


Bluefield College Sports Medicine Portal Registration Instructions

Step 1. Go to the following website blueocean.edh.com

Step 2. Click the New User hyperlink below the log in screen



Welcome

https://blueocean.edh.com

Login to Your Account

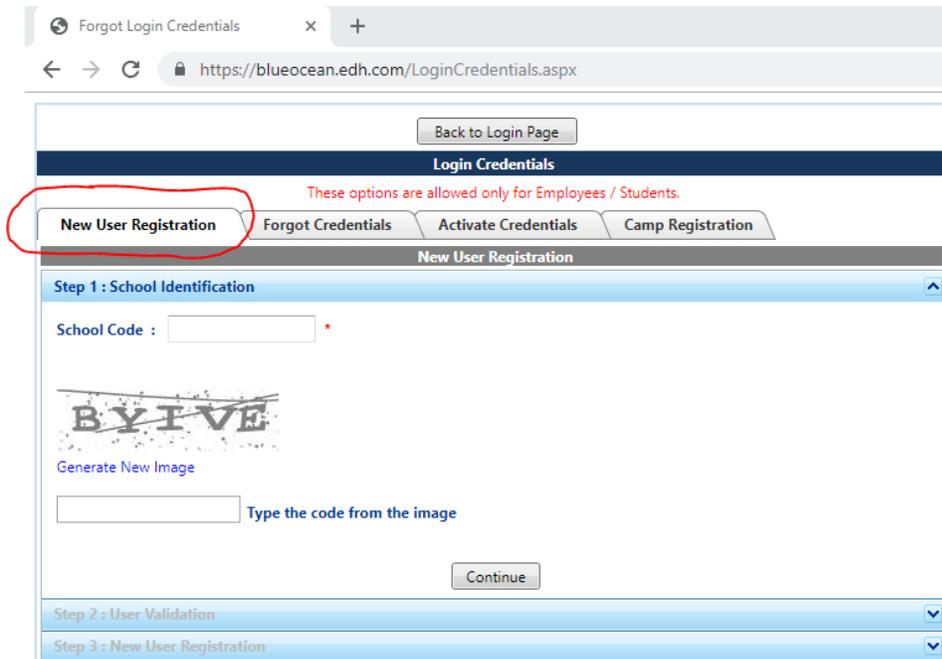
User ID

Password

Login

[Need Help? / New User / Camp Registration](#)

You will then see this screen. Stay on the New User Registration Tab



Forgot Login Credentials

https://blueocean.edh.com/LoginCredentials.aspx

Back to Login Page

Login Credentials

These options are allowed only for Employees / Students.

New User Registration | Forgot Credentials | Activate Credentials | Camp Registration

New User Registration

Step 1: School Identification

School Code :

BYIVE

Generate New Image

Type the code from the image

Continue

Step 2: User Validation

Step 3: New User Registration

Step 3: New User Registration

Step 3. Type in the School Code (it is case sensitive): **BCADS**

Step 4. Type in the Captcha on the screen

Next you will see this screen below

**** Warning you must know your Bluefield Student ID# to register****

Step 5. Please fill everything out in its entirety on the “New User Registration Tab and then hit continue.

Forgot Login Credentials

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Back to Login Page

Login Credentials

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New User Registration | Forgot Credentials | Activate Credentials | Camp Registration

New User Registration

Step 1 : School Identification

Step 2 : User Validation

Student ID : *

First Name : * Middle Initial :

Last Name : * Suffix :

Date of Birth : * E-Mail ID : *

Continue Cancel

Step 3 : New User Registration

**** Please use your Bluefield college email if at all possible**** If not we will change it later.

Next you will see the screen below. Please complete this page in its entirety. When filling out class please use (i.e. freshman, Sophomore etc.) Then click save. At this point it will come to us for approval.

Login Credentials

These options are allowed only for Employees / Students.

New User Registration | Forgot Credentials | Activate Credentials | Camp Registration

New User Registration

Step 1 : School Identification

Step 2 : User Validation

Step 3 : New User Registration

Student Details

Student ID : 123456 * SSN :

First Name : Victor * Middle Initial : E

Last Name : Ram * Suffix :

Date of Birth : 01-01-1900 * Gender : Select *

Marital Status : Select * Enrollment Date : 05-09-2019 *

Height : Feet Inches Weight (lbs) :

International Student? Add Photo

Primary Sport : Select * Sport Position : Select

Jersey Number : Class : Select *

Address Line 1 : * Address Line 2 :

City : * State : Select *

Zip : * Email : veram@bluefield.edu *

Home Phone : () - - - - - Mobile Phone : () - - - - -

Notes:

Save Cancel

Step 6. After you receive an email with your username and temporary password log back into the website at blueocean.edh.com you may have to wait a few hours if it's a weekday. If it's a weekend the turnaround may be 1 day as the Sports Medicine Department has to approve you before it will email you a username and temporary password. If you do not see it after 24 hours, make sure to check your clutter and junk mail. If you still don't see it please email jshroyer@bluefield.edu or ebell@bluefield.edu so we can help you get into the system.

Step 7. Change your temporary password it will prompt you to do this. We also recommend you make it something you will remember each year.

Step 8. Log back in. Once you have changed your password we recommend you change your User ID to something you will also remember such as first initial, middle initial and last name. To do this click the drop down box in the top right corner and click change User ID.

Step 9. You will then need to log in again with your new username and password. On the home screen. You need to fill out 2 tabs specifically: Parent/Guardians, and Contacts. Please have at least 2 contacts minimally but you can put as many as you like. Contacts serves as your emergency contacts to multiple departments at Bluefield College. You may also add an additional sport if you are a dual sport athlete under the Other Sports Tab.

Step 10. At the top of the page you should see a blue hyperlink that states how many forms you need to fill out. Please click on that. If that is not there go to the left and click forms. Click the pending forms tab in the middle of the screen if you do not see a list of Forms pop up in the middle of the screen. Fill out Forms A-F in their entirety as well as Form H and J-L. If you play football you will also have Form G. If you do not play football you will not have a Form G. You only need to Fill Out Form I if necessary if you intend to waive any of the optional vaccinations required to attend school. Those are Hepatitis B and Meningococcal. If you have not yet please email your immunization records to the Director of Sports Medicine at ebell@bluefield.edu or the Associate Athletic Trainer at jshroyer@bluefield.edu We will try our best to email you back and let you know if any shots are missing or if you need to do the waiver according to your records.

Step 11. Don't Forget to turn in your insurance card through the NEXTT PIC APP

Step 12. Lastly Click Fill- In Forms on the left. Print this page and you and your parents/guardians must sign this even if you are over age 18. This is your electronic attestation form. Bring it with you to school turn into the Sports Medicine Department on Move In Day/Report Day.

We can't wait to meet you on Report Day! Go RAMS! #BeExcellent

Bluefield College Sports Medicine