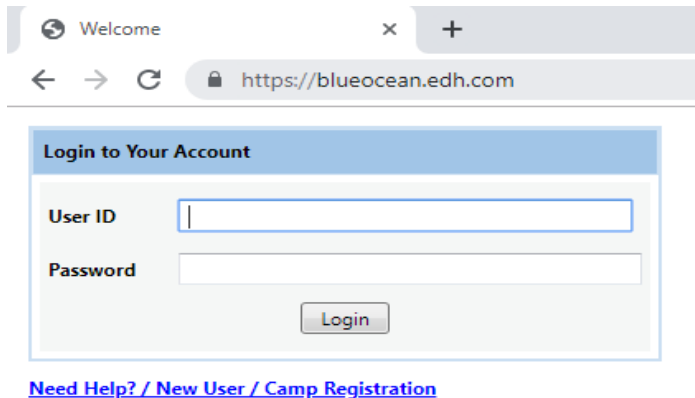


Bluefield University Sports Medicine Portal Registration Instructions

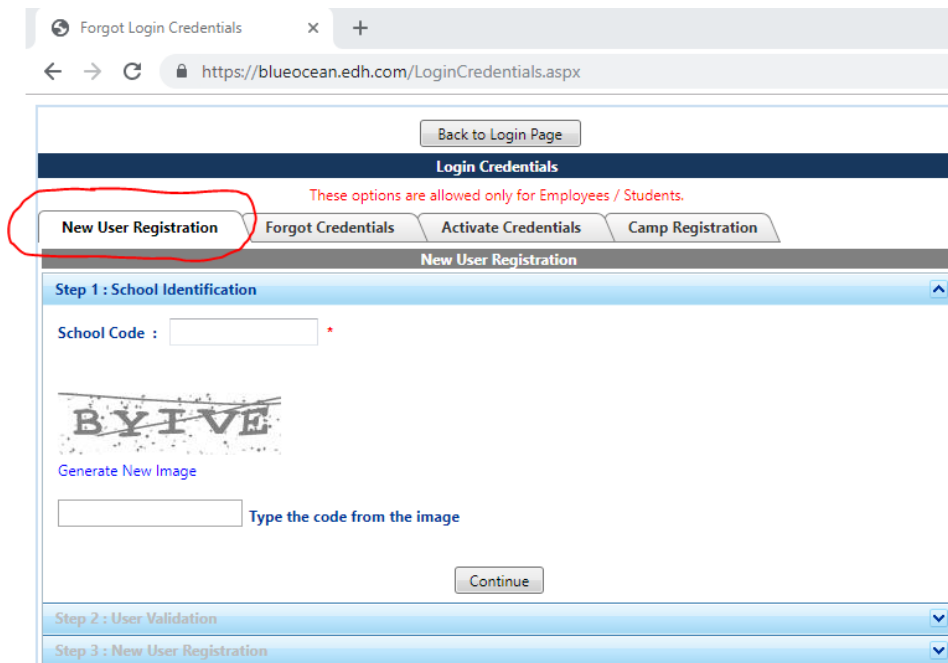
Part 1: Getting Credentials

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

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



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



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 University 6 digit 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

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

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 University email if 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.

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

Step 2: User Validation

Step 3: New User Registration

Student Details

Student ID : 654321 * SSN : 111223333

First Name : Victor * Middle Initial : E

Last Name : Ram * Suffix :

Date of Birth : 01-01-1990 * Gender : MALE *

Marital Status : SINGLE * Enrollment Date : 05-24-2022 *

Height : Feet Inches Weight (lbs) :

International Student? Add Photo

Primary Sport : FOOTBALL - MEN * Sport Position : DEFENSIVE BACK

Jersey Number : Class : FRESHMAN *

Address Line 1 : 3000 College Ave. * Address Line 2 :

City : Bluefield * State : VIRGINIA (VA) *

Zip : 24605 * Email : victor@bluefield.edu *

Home Phone : (998)765-4321 Mobile Phone : (123)456-7899

Notes :

Save Cancel

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 :	654321 *	SSN :	111223333
First Name :	Victo		E
Last Name :	Ram		
Date of Birth :	01-0		MALE *
Marital Status :	SINC		05-24-2022 *
Height :	Feet		
International Student?	<input type="checkbox"/>		Add Photo
Primary Sport :	FOOTBALL-MEN *	Sport Position :	DEFENSIVE BACK
Jersey Number :		Class :	FRESHMAN *
Address Line 1 :	3000 College Ave. *	Address Line 2 :	
City :	Bluefield *	State :	VIRGINIA (VA) *

Alert

Your Record is Submitted Successfully. Once approved, you will receive an email with your user ID and temporary password to complete registration.

Part 2: Login Instructions

Step 1. Once you have been approved you will receive an email from no-reply@orchr.com . That email will contain your username and temporary password. Log back into the website at blueocean.edh.com you may have to wait a few hours if it is a weekday. If it is a weekend, the turnaround may be 1-2 days, 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 48 hours, make sure to check your clutter and junk mail. If you still don't see it please email ishroyer@bluefield.edu or ebell@bluefield.edu so we can help you get into the system.

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

Login to Your Account

User ID: 01329152

Password: *****

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

Step 2. Change your temporary password it will prompt you to do this automatically. New password has to meet all requirements. We also recommend you make it something you will remember each year.

Security Settings

Change Password

New Password : [password] * Compliant

Confirm New Password : [password] * Passwords match

- 1 The Password should be minimum 8 characters and maximum 16 characters.
- 1 The Password must contain one uppercase, one lowercase, one numeric and one special character.
- 1 Allowed special characters: !@#\$%&'()*+.

Step 3. Log back in.

Security Settings

Change Password

Your Password has been changed now. Please login back again with your new password!

[Login Page](#)

Step 4. Enter contact information to complete the two-factor authentication process and receive your verification code. [This needs to be student athlete cell phone and email. Do not use parent/guardian information.](#)

01-01-1990 Gender Male

Security Settings

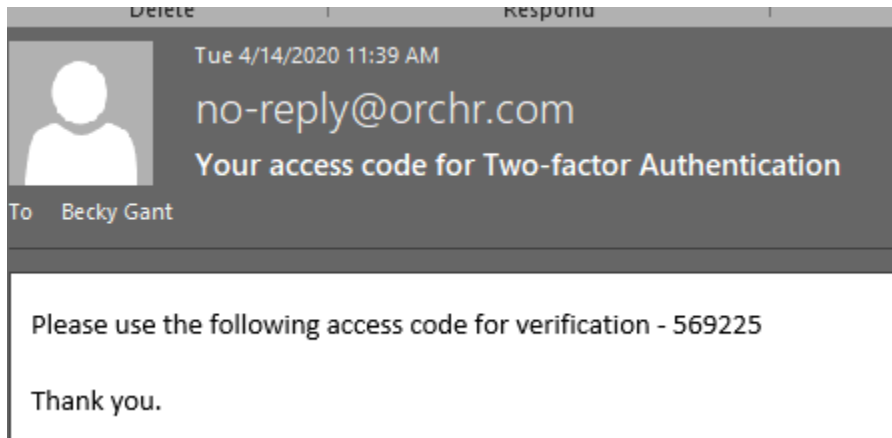
Contact Information

Please enter your Mobile Device and/or Email Address for verification

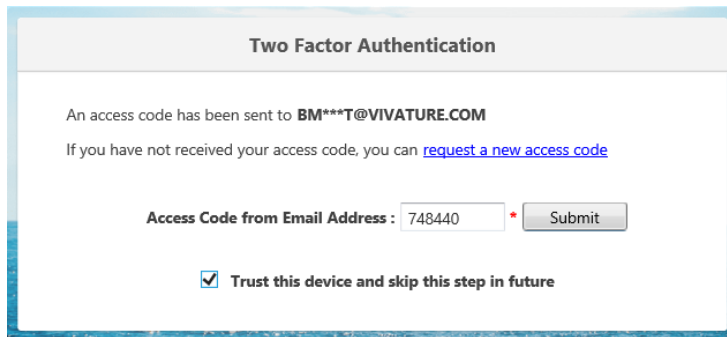
Mobile Device : 1234567899

Email Address : VICTOR@BLUEFIELD.EDU

Step 5. Enter in the verification code that was sent to the designated device.



The next time that you login, you will complete the two-factor authentication, and can select the “ Trust this device and skip this step in the future”.



Step 6. Once you have changed your password and gone through the two factor authentication we recommend you change your User ID to something you will also remember such as first initial, middle initial and last name. Alternatively, you can make it match your Bluefield University email. To do this click the drop down box in the top right corner and click change User ID.

Part 3: The Portal

Step 1. You will then need to log in again with your new username and password. Check and make sure your demographics looks correct on the home screen. 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 University. You may also add an additional sport if you are a dual sport athlete under the Other Sports Tab. Then you must complete the “my security questions” from the menu on the left.

Welcome **JANE M SMITH**, you have logged into your Student Portal for **ABC VIVATURE UNIVERSITY**. The Menu on the left allows you to access other details.

You have not answered the Security Questions required to use the 'Forgot' features. Please go to Menu option 'My Security Questions' and complete them for future use.

Student Details			
Student ID	9723674830	Name	JANE M SMITH
Date of Birth	07-02-2001	Gender	Female
Marital Status	SINGLE	SSN	
Address	123 YOUR ADDRESS, YOUR CITY, TX 75440		
E-mail	JANE@SCHOOLEDU		
Home Phone		Cell Phone	972-367-4830
Int'l Student?	<input type="checkbox"/>	Class	SECOND YEAR
Enrollment Date	04-01-2019	Inactivation Date	
Roster Height		Roster Weight	
Sport	BASS FISHING - COED	Jersey Number	
Sport Position			
Enrollment Type		School of Study	
On Campus		HC Chart	
Preferred Provider			
NCAA Consent?	<input checked="" type="checkbox"/>		

Alerts **Other Sports** Insurance **Contacts** Scholarships Events Parental Access Weight History

Alerts **Other Sports** Insurance **Parents/Guardians** **Contacts** Scholarships Events Weight History

Strength Covid

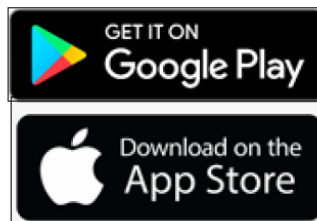
Emergency Contact Details				
Contact Name	Relationship	Home Phone	Cell Phone	Work Phone
No Emergency Contact Details to display				

Step 2. On the home screen 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 automatically 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. 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 and only if you're a new student and 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 and

sickle cell trait testing 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 go back and do the immunization waiver according to your records.

Step 3. 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. Or email it in advance to jshroyer@bluefield.edu or ebell@bluefield.edu

Step 4. Don't Forget to turn in your insurance card through the **KONGiQ App**



To turn in your insurance card please log in with your blueocean credentials. Then on the bottom right click more. On the next screen, click Insurance Info. Click scan new card and get a clear picture of the front and back of your current insurance card. Please refer to Form E to make sure we accept your insurance before you enter it.

You can also use this app to fill out your online forms.

These can be found under the incomplete forms area. You should leave this app on your phone as the sports medicine department will use it from time to time.



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

Bluefield University Sports Medicine