WELCOME ONBOARD





LOGIN GUIDE FOR FACULTY

VERSION 2.0 NOV 2022



CONTENT PAGE

- 1. STEP-BY-STEP FIRST TIME LOGIN GUIDE
- 2. CHANGE MULTIFACTOR AUTHENTICATION TO RECEIVE OTP VIA MOBILE PHONE
- 3. DOWNLOAD MEDHUB APP ON YOUR MOBILE DEVICES
- 4. NAVIGATE TO LEARNING PORTAL ON HOW TO USE MEDHUB
- 5. WHERE TO FIND MORE GUIDES AND HELP
- 6. LINK MULTIPLE ACCOUNTS



INSPIRING Professionals IMAGINING Tomorrow ReINVENTING Healthcare

NHG EDUCATION



STEP-BY-STEP FIRST TIME LOGIN

IMPORTANT NOTE: First Time Login must be done using browser on your desktop/laptop/phone but not mobile app

<u>NHG MedHub URL</u> https://nhg.medhub.com





Check your Outlook Email Inbox
 MedHub login username and temporary
 password are sent to your employee email

From: MedHub Notification [mailto:do-not-reply@medhub.com] Sent: Tuesday, 28 June 2022 11:57 AM To: Serence Gink Arkeow (NHGNQ) Subject: MedHub - Login Information
Please be cautious. Email is from outside of your organization. Do not click on links or open files if unsure of sender.
Your MedHub login is listed below.
Usemame: [Your MCR number] Password: [temporary password]
link: https://nlg.medhub.com
Please contact MedHub Support at <u>support@medhub.com</u> if you encounter any problems logging into the system. Do not reply to this message. Please contact your Program/Course Administrator with any questions. Submit a MedHub trouble ticket from the Help page if

2. Click on the link and login with your MCR number





STEP-BY-STEP FIRST TIME LOGIN

IMPORTANT NOTE: First Time Login must be done using browser on your desktop/laptop/phone but not mobile app

<u>NHG MedHub URL</u> https://nhg.medhub.com



MultiFactor Authentication

MultiFactor Authentication is enabled for this site. To confirm your identity, we will send a code to your email

chie****@nhg.



Note: Email address is being obfuscated for security reasons

4. Open the OTP email from MedHub

wed 22/6/2022 9:19 am MedHub Notification <do-not-reply@medhub.com> Medhub - One-Time Password

(Yishun Health)

Please be cautious. Email is from outside of your organization. Do not click on links or open files if unsure of sender.

Your one-time password for MedHub is as follows: 788945



5. Enter the OTP and click "Login"

A verification code has been sent via the requested delivery method. Enter the code to continue.

Resend verification code





STEP-BY-STEP FIRST TIME LOGIN

IMPORTANT NOTE: First Time Login must be done using browser on your desktop/laptop/phone but not mobile app

<u>NHG MedHub URL</u> https://nhg.medhub.com



6. Review and click "I agree" to accept MedHub User Agreement

National Healthcare Group	
Medhub User Agreement	
MedHub and eValue Website User Terms The MEHRIB and EValue Website User Terms bet out below are a legal, agreement carrement interveli- services, evalue represent inclusions but not limited to, before and liviale bottwake and interval to services, evalue represent and the bottwate of the service and the service and the services of the service of the services and the services inclusions but not limited to be services and the service of the services of the service of the services of the serv	I VOU AND MEDHAIR LLC ("MEDHUB"), AND GOVITINI VOUR USE OF THE MEDHUR WEBITTE. THE EVALUE MEBITTE, MEDHUR AND LALE EM MEDHAIT HIMLOW A DO TAMIE, ANA ASSIMEE MODEL OWNE THE ATTERNET ALL MEDHUR AND VALUE TITINIAMER, LUIPONTE, TIAMING AND AN MEMILIANTATINI AND CONCULTING SERVICES CENTERING BY MEDHUR
(UQLEURVECT THE REPROCEST). YOUR USE OF THE WEBSITE AND THE SERVICES INDICATES YOUR CONSENT TO THIS AGREEMENT, IF YOU DO NOT AGRE SUCH USE.	E TO THIS AGREEMENT, YOU ARE NOT PERMITTED TO USE THIS WEBSITE OR THE SERVICES AND SHOULD IMMEDIATELY CEASE
Meditub is a U.S. based business, spending in and hom the United States. YOUR MEDITUB OR EVALUE SERVICES ACCOUNT	
If your institution has licenteed the Services, you will be provided access through a summaries and password, or through a use conditions to optim to access the Services, if your are an educate, where employed by the institution or working or a hough your will also be equated to paye to break some in in other to access the Services. You are an educated with a long the ground services as limited to below to such approach and powered by these terms (b) all formation and data that you and decretoss and (b) Method terestruct the right. In this decle derivation, for pathol are of the principal and principal and the principal of the services and the services of the services of the services and of the service service the principal of the services. The service access are principal of these terms (b) all formations are principal of the services and (c) Method terestruct the right. In this decle derivation, for pathol are and the of the services and (c) and the services are right. In this decle derivation, for pathol are and the principal of the services and (c) and the service are right. In this decle derivation, for pathol are and the formation of pathol and the services and (c) and the service are an experiments of the pathol are and the services and (c) and the service term of the services are and the services are are an experimented that the services are and the services are are an experimented and the services are are an experimented are are an experimented and the services are and the services are are an experimented are are an experimented are are are are are are an experimented are are are are are an experimented are	manus and parametri insuled by your educational institutions accurity system, and will be resulted to agree to these terms and in or other associated with an institution that institutions accurity system, and you associated with the same in the same wy and insis the purpose of variating and associating guidation of an the future for what avoidance you uninstand as ado agree that (i) you with the Meditium of variating and associating parameters and population of the Meditium of variation and and the Meditium of variating and association parameters and parameters and and and a second and the same term of the which be bas a completion re-invigent to a competent of the Meditium or widate.
If you have been provided an accessor with MetHode and Velace "Accessors" for your save of derivation, you may be explained to perform the set of the set	while entrained internation, marchinal is encore parameteria, and may be provided with access solves by Morkha Morkha, Morkha Mo
7 Sat your now nace	word
7. Set your new pass	word Change Password
7. Set your new pass Password Expired his is either the first time you have logged into MedHub or your	word Change Password
7. Set your new pass Password Expired his is either the first time you have logged into MedHub or your assword has expired. Please change your password using the form.	word Change Password Use this form to change your password.
7. Set your new pass Password Expired his is either the first time you have logged into MedHub or your assword has expired. Please change your password using the form.	word Change Password Use this form to change your password. Current Password:
7. Set your new pass Password Expired his is either the first time you have logged into MedHub or your assword has expired. Please change your password using the form.	Word Change Password Use this form to change your password. Current Password: New Password:
7. Set your new pass Password Expired his is either the first time you have logged into MedHub or your assword has expired. Please change your password using the form.	Word Change Password Use this form to change your password. Current Password: New Password: Confirm New Password:
7. Set your new pass Password Expired his is either the first time you have logged into MedHub or your assword has expired. Please change your password using the form.	Word Change Password Use this form to change your password. Current Password: New Password: Confirm New Password:
7. Set your new pass Password Expired his is either the first time you have logged into MedHub or your assword has expired. Please change your password using the form.	WORD Change Password. Use this form to change your password. Current Password: New Password: Confirm New Password: Confirm New Password: Change Password
7. Set your new pass	WORD Change Password Use this form to change your password. Current Password: New Password: Confirm New Password: Confirm New Password: Change Password Password Guidelines:

annot contain the word "MedHub

not reuse a past password (from last 5 changes)





8. Final Step: MedHub Home Page for Faculty

<text><text><text><text><complex-block><complex-block></complex-block></complex-block></text></text></text></text>	Vednesday, June 29, 2022				Dr	r. Faculty TestAccount	Faculty Memb	er <u>Account</u> V	Log Off
Autometry Autometry								2-6	
Watching, Eachily TestAccount	AAA-NHG GME		A Home	Portfolio	Schedules	Procedures	Evaluations	Conferences	Help
<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Welcome, Faculty TestAccount							- AAA-NI	HG GME 🔻
Home myProfile Schedules Procedures Evaluations Conferences Help: Copyright @ 2002-2022 Medihub Inc All Bights Reserved Least Notice Privacy Policy	Vrgent Tasks Incomplete Evaluations (1) Personal Calendar Vednesday, June 29 (No activities) Thursday, June 30 (No activities) Saturday, July 1 (No activities) Saturday, July 2 (No activities) Sunday, July 3 (No activities) Wew myCalendar	Eaculty Access Learning Modules Resources/Documents Escuthy Directory Resident/Fellow Directory Student Directory Residency Program Directory Ecuriculum Objectives MedHub CCC Training for Administrators PTAS Program EPA Specifications and Limitations Q Search Resources	MedHub Announcement HIGHER VOLUME OF INCOMING MedHub is receiving a high volur assistance. We understand that is patience. INCOM ISSUE: Low Score Alert un Our technical teams are working weekend has impacted the syste information in the following ways I. Com Score Alert say out (I) E. Van ULESTONES 2.0 PACKAG Out team have started adding the E. Esticitive State Abortion Bans New England Journal of Medicit E. Now Phase 3 Trials of Baricitint E. Now Alert Say Journal of Medicit E. Concomitant Urinary Triple Phoe New England Journal of Medicit E. Concomitant Urinary Triple Alert E. Van New Channel E. Add New Channel E. P. Add New Channel E. P. Market Say out (I) E. Market S	SUPPORT TICP ne of support ti- this is a busy tin gent task to correct an is m's ability calcu s: faculty Director- port (Administr port (Administr port (Administr port (Administr port (Administr port (Administr the email alert of the email alert of the email alert of the email alert of the email alert of the email	KETS ckets and may tak ne of year for you, sue with the Low S ulate and display the s and Mentors) ators) detr Flag (Adminis option enabled in A urgent task is rester 4th in observance we injustice int. int. treata int. tine Crystals , Issue 12, Page 1	te longer than the us and we are working Score Alert urgent ta his alert. Users will s strators) Account > User Prefe ored. e of the Holiday. We es that will become 165-1165, March 2	ual 24 hours to res diligently to assist ask. The system ma still have access to erences will return to norma effective July 1, 20 022.	pond to requests foi you. Thank you for y intenance over the Low Score Alert al business hours or 22.	r your
	medhub	H Copyrig	<u>lome</u> <u>myProfile</u> <u>Schedules</u> <u>Procedures</u> ght © 2002-2022 MedHub, Inc All Riaht	<u>Evaluations</u> <u>Co</u> s Reserved Leoa	nferences <u>Help</u> Notice Privacy Policy	,			



- 1. Select Account menu at right upper corner
- 2. Click "MultiFactor Authentication"

Thursday, June 23, 2022				*		Account V
National Healthcare Grou	P					Change Passwo MFA Preference
		Home	Residents >	Schedules >	Evaluations	My Permission
myProfile						liver senset
myProfile	Use this link to modify your login information					
myProfile Change Password MultiFactor Authentication	Use this link to modify your login information Use this link to modify your preferences for MultiFactor Authe (MFA)	intication				
myProfile <u>Change Password</u> <u>MultiFactor Authentication</u> <u>User Preferences</u>	Use this link to modify your login information Use this link to modify your preferences for MultiFactor Authe (MFA) Modify your preferences for viewing and communicating with application.	entication	5			
myProfile Change Password MultiFactor Authentication User Preferences Login Statistics	Use this link to modify your login information Use this link to modify your preferences for MultiFactor Authe (MFA) Modify your preferences for viewing and communicating with application. Use this link to review your login history and basic usage stati	intication the MedHul	b			

medhub

Home | methodie | Reports | Schedules | Demographics | Hole Copyright © 2002-2022 MedHub, Inc. - All Rights Reserved Least Notice | Privacy Policy



2 CHANGE MULTIFACTOR AUTHENTICATION TO RECEIVE OTP VIA MOBILE PHONE

3. Select Country Code, enter your mobile phone number and click "Add New Phone Number"

Current MFA Phone Numbers You currently have no phone numbers configured. Add New MFA Phone Number Country Code: Phone Number: Singapore (+65)	MultiFactor Authentication Preferences	3
You currently have no phone numbers configured. Add New MFA Phone Number Country Code: Phone Number: Singapore (+65)	Current MFA Phone Numbers	
Add New MFA Phone Number Country Code: Phone Number: Singapore (+65) • 91234567]	You currently have no phone numbers configured.	
Country Code: Phone Number: Singapore (+65) * 91234567	Add New MFA Phone Number	
9123450/	Country Code:	Phone Number:
	Singapore (+65)	91234567

4. Enter the confirmation code sent to your phone and click "Validate Phone

Number"





2 CHANGE MULTIFACTOR AUTHENTICATION TO RECEIVE OTP VIA MOBILE PHONE

3. Select Country Code, enter your mobile phone number and click "Add New Phone Number"

Phone Number:
91234567

4. Enter the confirmation code sent to your phone and click "Validate Phone

Number"





2 CHANGE MULTIFACTOR AUTHENTICATION TO RECEIVE OTP VIA MOBILE PHONE

After this change, you may choose either verification methods upon next login

- Email
- Phone SMS





3 Download MedHub app on your mobile devices

	Work	faura		
	4	-inc 14-10	1-26	
		Triag Security 7	\$21m	
		these among 71	1415	
		Tarithy Jonary 27	99.50	
-		Normal Para Annaly (1)	10	
		Tranks, Smary/14	1.0 m	
Treps more Destroy Trees				
		Trible, Jonator 17	- U.V.	
and an appropriate factories		Marca analy 25	8.814	
a motor balan				
0 0 0				
percent of patients has been		Workly Dangilla	and a Chevillet	
		and the second s	-	
		Terrar.	*	
		6-stminute		
		That Weeks I	HOLELISES	
			1000	
ter l		0 0	. 8	
		-tables Auto	and and	_
-		4		
\cap				

PHONE / TABLET







Available on Google Play store and Apple App Store



Scan the QR code to install now!



3 Login using same username and password



dding years of healthy life

MultiFactor Authentication also applies, enter the OTP sent to your email address or mobile number

Available functions on mobile app

- Calendar
- Evaluations
- Procedures

A Navigate to Learning Portal on how to use MedHub





Note: Please ensure your computer/mobile device is connected to the internet to view YouTube video.

OVERVIEW AND	FACULTY
USER ROLES	FOUNDATION
30mins	30mins
RESOURCES /	SELF-INITIATED
DOCUMENTS	EVALUATIONS
15mins	10mins
	Total loorning duration
REPORTS	100 100 100 100 100 100 100 100 100 100
15mins	



Recommended Modules

Where to find more GUIDES and HELP

Urgent '	lasks				Security	✓ Graduat
Leaves of Abs	ence (3	pendi	ng)		Read-only Access	
		_	_	0	Program Administrators	Medi
reisonai Cal	endar			0	GME Staff Members	- 11: main
	07514055				Billing Users	platfe
SE SUN MON TU	E WED	THU	FRI	BAT	User Link Statistics	17, 2
		1	2	3		Attention : N
5 6	7	8	9	10	Resident Management	× *
12 13	14	15	16	17	Absence Requests	O Natio Healt
d 19 20	21	22	23	24	Alumni Tracking	Adding years of h
26 27	28	29	30		Compliance (Residents)	Update
ar Key:					Contracts	
Event(s)					Form Templates	
	m	View r	nyCal	endar	Lab Coats	1. Scales 3rd batch
	_				NPDB Export	2nd batch
nnounceme	ents			0.0	Orient Missing Documents	1st batch
					Certificates	2. Accourt
no events)					Print Labela	Resident -
					This Labers	Faculty
Messaging				٥	Moonlighting Requests	
Recent Messa	ges (l)				Trainee Applications	MedHu
				aew _	Verification Requests	UPDATES
hanks for the	emai ew T				Program Management	CMAP Co values en
aled by the office						PHASE 2
View All Mess	age				Curriculum Objectives	1101022
View All Mess	age				Curriculum Objectives	views (Ed
View All Mess	ocume	nts		Ø	Curriculum Objectives Work Hours Sampling	views (Ed DELAYED MedHub i
View All Mess Resources/D	ocumer	nts		O	Curriculum Objectives Work Hours Sampling Jaculty Search	views (Ed DELAYED MedHub i If you hav
View All Mess Resources/D	ocumer ectory ellow Di	nts rector	X	o	Curriculum Objectives Work Hours Sampling aculty Search aculty Reports Access	views (Ed DELAYED MedHub i If you hav Thank you
View All Mess Vesources/D Faculty Dir Resident/F Resident/F MedHub C	ectory ectory ellow Di program	nts rector n Direc ty	χ xtory	0	Curriculum Objectives Work Hours Sampling aculty Search aculty Reports Access plock Rotations	Views (Ed DELAYED MedHub i If you hav Thank you KNOWN I
View All Mess Resources/D Resident/F Resident/F Residency MedHub C	age locumen <u>ectory</u> <u>ellow Di</u> <u>Program</u> ommuni	nts <u>rector</u> <u>h Direc</u> <u>tx</u> nmunit	y story	Q	Curriculum Objectives Work Hours Sampling aculty Search aculty Reports Access nlock Rotations chedule Changes	Views (Ed DELAYED MedHub i If you hav Thank you KNOWN I Our techn • En
View All Mess Resources/D P Faculty Dir Resident/F Residenty MedHub C NHG MedH	age ectory ellow Di Program iub Com	nts rector n Direc ty munit	x story x	0	Curriculum Objectives Work Hours Sampling aculty Search aculty Reports Access nlock Rotations chedule Changes	views (Ed DELAYED MedHub i If you hav Thank you KNOWN I Our techn • En • Lo • Ev v
View All Mess Resources/D Faculty Dir Resident/P Resident/P Resident/P NHG MedHub C Implement MedHub C Administra	age ectory ellow Di Program ommuni <u>tub Com</u> ation Do CC Train	nts rector n Direc tx munit scume ing fo	y etory y ty nts r	Q	Curriculum Objectives Work Hours Sampling aculty Search aculty Reports Access nlock Rotations chedule Changes	views (Ed DELAYED MedHub i If you hav Thank you KNOWN I Our techn Cour techn Lo E Views * *Views * *Views * *Views * * * *Views * * * * * * * * * * * * * * * * * * *
View All Mess Resources/D Faculty Dir Faculty Dir Residency, MedHub C	age ectory Fellow Di Program ommuni Aub Com ation Do CC Train tors ime Zon-	nts rector h Director by muniti source ing fo	X <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u>	O	Curriculum Objectives Work Hours Sampling aculty Search aculty Reports Access nlock Retations chedule Changes If stitutional Functions ulk Email Tool	views (Ed DELAYED MedHub i If you hav Thank you KNOWN II OUT techn • En • Lo • Lo • View * View * View * Views (Ed * State of the stat
View All Mess Resources/D Faculty Dir Resident/F Reside	ectory ellow Di Program ation Do CC Train tors ime Zon- raining R ser Man	nts <u>rector</u> <u>n Direc</u> <u>ty</u> <u>nmunit</u> <u>ty</u> <u>e Conv</u> <u>e Conv</u> <u>tesour</u>	X totory ty ty ty ty ty ty ty ty ty t	• Ins rsion)	Curriculum Objectives Work Hours Sampling aculty Search aculty Reports Access nlock Rotations chedule Changes If stitutional Functions ulk Email Tool onferences	Views (Ed DELAYED MedHub i If you hav Thank you KNOWN II OUT techn • Ere • Lo • Lo • Vie * Vie * Views (Ed * State of the

1. At Left-hand corner of MedHub home page, Select "Resources/Documents"

o <u>me</u> » View Folder	
View Folder	
Q Search Resources	
▷ NHG MedHub - Guide	es for Resident
Simple Guide for F Simple Guide on C	<u>irst Time Login</u> completing Evaluations

5

Where to find more GUIDES and HELP

2. At right MedHu Select

5

4				🖀 Home	Residents >	Schedules >	Evaluations	Reports	Help
At right AedHu Select	t-nand cor ib landing "Help"	ner of page,							
elp - Resour	rces								
Help Resource	s <u>Support Tickets</u>	<u>Community</u>	Learning Portal						
arch Res					Searc	h M	ecently Viewed <u>19.3.0. Evaluation Func</u> There are additional eva MedHub that allow resi	<u>ions</u> luation functions with dency programs to ma	in nage
w Content	5. Approving and Viewin	g Contracts	racity.de control of control of control	<u>4. Signing A</u>	<u>Contract</u>		ancillary evaluation crite main evaluation windov 'Evaluation Functions'. 1 View Completed Evalua	eria. On the right hand 1, the second section is These functions are as ti	side of the s titled, follows.
	vater this video to learn abou contracts. Viewing time: 3:30	t viewing and approving		Viewing time: 4	o to understand the signif	ng of	B Program Settings: Mask View This article describes th masking the evaluator r	12:55am <u>Evaluator Name from</u> e program setting use ame from the mentor	<u>Mentor</u> d for view.
owse Resource	S						Last Viewed: 9/9/2022	12:51am	
Knowledgeb	ase Articles	Video Tutorials		(MAN) Us	er Manual	(v	Program Director and N Reivew of how to assign Associate Program Dire adding other Faculty as	entor Access faculty as Program D ctors and a mentor. Al mentors.	irector, so reviews
onferences	(<u>FAU)</u>	Conferences		Accredit	ation		Last Viewed: 9/9/2022	12:49am	
ork Hours		Demographics		Conferer	ices	(M	14.1.0. Resident Work H	lour Workflow	
				14/ I- I I -		(m)	Residents can only acce	ess their own timeshee	t and can



LINK MULTIPLE ACCOUNTS

ONLY Applicable to Faculty who has accounts created on multiple MedHub systems



The Cross-Site Linking functionality allows MedHub users who have accounts in multiple MedHub databases (e.g. across SIs) to link the accounts so that the user only has to log into one system.

Once the two accounts, in the two different systems are linked, when you log into either of the systems you will see a link in the upper right-hand corner of the screen that will allow you to toggle between the two systems.



Important Note:

6

In order for two accounts to be linked across institutions, the users must have the **same email address** entered into both systems.



System one

Login system one (your primary system), hover your mouse over the Account link. Select the Account Preferences link.

On right-hand side of Account page, highlight the text inside "Current Passkey" and CTL+C to copy the passkey

-Site Links		Search
Use this page to manage your cross-site links. Once setup, this will typing in the 'Passkey' for that account. To access the Passkey' for 'Preferences' page, which is accessed from the 'Account' menu.	illow you to access your various MedHub accounts across multiple an account, open a new tab/window in your browser and log into the	sites. Start by selecting an institution below and e site. The 'Passkey' will be displayed on the
Note, your email must exactly match across these accounts in order login.	to create the link. Once your sites are linked, you will see the new li	nks in the top-most navigation bar upon next
Email Address:	system one's name. Then enter th passkey you obtained from the first site. And click the 'Link Account'	ne st
Manage Cross-site Links	Site' button.	
Institution	Passkey Status	Actions
	Active	
(select site)	+	Link Account/Site

3 Log Off

Account menu located in the upper right-hand corner of the screen

Account V

eferences Change Passwoi

Login Statistics

My Permissions

he passkey listed below may be needed to authenticate with externa ystems, such as mobile applications. If your mobile device is lost, wi ghly recommend that you click the 'Regenerate Passkey' button belo

our account is not currently linked to any other MedHub sites.

ent Passkey: pmyfgahy

Faculty Member

External Passke

Cross-Site Links

utton below to get started.

System two

- Open a new tab in your browser and login system two, and select the Account Preferences link.
- On right-hand side of Account page, click on the Manage Cross-Site Links button
- Choose the name of system 5 one's institution from the Institution drop-down menu. Enter the passkey that you obtained from your account in system one into the Passkey box. Click the Link Account/Site button.

2



Any queries, contact your Programme Coordinator





