



## RESETTING YOUR PASSWORD WITH PUREOHS

1. Navigate to the login page (<https://ul.pureohs.com>) on your internet browser, enter your organization ID and click next.

**Note: Organization ID is HMH.**

The screenshot shows the PUREOHS login interface. At the top is the PUREOHS logo. Below it is the label 'Organization' followed by a text input field containing 'HMH'. Underneath the input field is a teal button labeled 'Next', which is pointed to by a blue arrow. At the bottom of the form is a link that says 'Forgot your organization?'.

2. On the following page, click on “Need help signing in?”

**Note: you DO NOT need to enter your username or password.**

The screenshot shows the PUREOHS login interface. At the top is the PUREOHS logo. Below it is the label 'Organization' followed by a text input field containing 'HMH'. To the right of the input field is a link that says 'Change Organization'. Below the Organization field is the label 'User Name' followed by a text input field containing the placeholder text 'You do not need to fill this out'. Below the User Name field is the label 'Password' followed by a text input field containing the placeholder text 'You do not need to fill this out'. At the bottom of the form is a teal button labeled 'Sign In'. Below the Sign In button is a link that says 'Need help signing in?', which is pointed to by a blue arrow.



3. You will be taken to the “Account Help” page. Click on the “Reset Password” tab.

Account Help Back to Login

Sign In **Reset Password** Retrieve User Name Find Organization

Enter your organization name and user name. Instructions for resetting your password will be sent to the email address set up in the system to contact you.

[How to reset my password](#)

Organization \*

User Name \*

Cancel

4. Enter your Organization ID and user name and click on “Submit”.

**Note: your organization ID is HMH and your user name is your HMH email address ([firstname.lastname@HMHN.org](mailto:firstname.lastname@HMHN.org)).**

Account Help Back to Login

Sign In **Reset Password** Retrieve User Name Find Organization

Enter your organization name and user name. Instructions for resetting your password will be sent to the email address set up in the system to contact you.

[How to reset my password](#)

Organization \*

User Name \*

Cancel



5. You will receive a confirmation that an email was sent to reset your password.

An email containing instructions to reset your password was sent. Contact your administrator if you do not receive the email in 15 minutes.

Organization \*

HMH

User Name \*

HMH email address

Back to Login

6. An email will be sent to you from [DoNotReply.PureOHS@HMHN.org](mailto:DoNotReply.PureOHS@HMHN.org). Click on the link in the email as shown below.

### Password reset request



UL.DoNotReply@UL.com  
To Eslinger, Aaron

Retention Policy UL Retention Tag - 365 Day Delete (1 year)



Wed 4/22/2020 6:54 AM

Expires Expiration Suspended (4/22/2021)

This email is in response to a request to reset your password. If you did not make this request, contact your system administrator and do not click the link below.

If you made this request, click [here](#) to change your password.

7. You will be taken to a screen to enter your username and set a new password, according to the password requirements noted. Re-enter your password to confirm and click “Submit”.

Passwords cannot be one of your previous 12 passwords.  
Passwords cannot contain your username.

Passwords must contain:

- At least 8 characters
- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 digit
- Minimum 1 special character: ~!@#\$%^&:\*+=[\]{};':",./?<

Reset Password

User Name \*

Password \*

Confirm Password \*

Cancel Submit



8. After clicking submit, the username and password fields will clear. At this point, you can go back to the PureOHS login screen (<https://ul.pureohs.com>) and use your new password to access PureOHS.

Passwords cannot be one of your previous 12 passwords.  
Passwords cannot contain your username.

Passwords must contain:

- At least 8 characters
- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 digit
- Minimum 1 special character: ~!@#\$%^&.\*+=[{}|:~'&#34;&lt;&gt;./?

Reset Password

User Name \*

Password \*

 [Show](#)

Confirm Password \*

Cancel

**REMINDER:** Bookmark <https://ul.pureohs.com> to quickly visit PureOHS in the future.