

Duradiamond Healthcare

Managers' Guide on Portal Registration; Login; Logout & Forgotten Password

Registration

Before using the online portal for the first time, you need to register for an account. Follow this link or copy and paste it into the address bar on your browser – <u>https://portal.duradiamondhealth.com</u>

Click 'Register' in the top right of the page

(Gateway

Welcome to the Client Portal

You will then need to enter your Registration Code provided to you by the University. If you do not have the Registration Code to hand, please contact <u>PeopleOperationsAdmin@greenwich.ac.uk</u>

🕅 Gateway		Register Login
	User Registration	
	Please enter your email address and the registration code for your company in order to register for HPOnline.	
	E-mail: Ernal attress * Regimention Code: Enter registration code: *	
	I'm not a robot	
	Continue	
You will then be directed to select	a password.	
() Gateway		
		Register Login
	User Registration	Register Login
	User Registration Please enter a password to use for this site.	Register Login
	User Registration Please enter a password to use for this site. Password: Password: * Confirm Password: Password: *	Register Login

Please Note: Passwords must be at least 8 characters in length and contain a mix of upper and lowercase letters, numbers and symbols. Your password should be unique to this service and not a password that you use for any other systems at the University.

• The Occupational Health Service Procurement system – **Duradiamond Health** is provided and hosted by a third party. Your university password must not be used to create an



account on the system in order to protect access to the University's network and internal systems.

• The Occupational Health Service Procurement system – **Duradiamond Health** holds sensitive data, ensure your login details for this system is not used on other systems

You will only be able to register for an account using an email domain approved by your organisation; this should be your work email address, e.g. <u>J.Smith@greenwich.ac.uk</u> or <u>J.Smith@gre.ac.uk</u>. No other domains can be used.



Please complete your details as part of the registration process. You will only have to enter these details once and when you submit a new case on the portal, your details will appear automatically.

Visit Registration Flase enter the following information Title Title Flase ander 1 Flase ander 1 Statistic 2 Statistic 3 Statistic 3	Gateway				
Tielesse enter the following information. Tiele Tielesse enter the following information. Forename Forename * Forename Forename * Burname Gurname * Jub title Jub title * Tielephone number Filephone number * Divisiene Select a divisien frametier * Divisiene Select a divisien frametier * Divisiene Select a divisien frametier * Exeaster Please welch af divisien holtware advecting a dipustment *			User Registration		
Title Title Formanie Formanie Formanie Stantame Stantame Stantame Jab dreit Jab dreit Jab dreit Titlephone number Tetlephone number Titlephone number Titlephone number Titlephone number Diobleite Select a division Select a division Select a division Disoletiere Felser welter at division bolione selecting at discustomer Select at division formanie			Please enter the following information.		
Foresance Excreasion * Sumanie Excreasion * Job this Job this Job this Telephone number Telephone number * Mobile number Volder number * Division Elect a division bofore selecting a location * Departmente Please select a division bofore selecting a location *		Title:		•	
Burance: Structure Structure Job ditie: Skot trik ** Telesphone number: Telesphone number: ** Mobile number: Structure ** Delesion: Structure advision before selecting a docation ** Exegurement: Please select a division before selecting a docation **		Forename:		1	
Telephone number: Telephone number: Mobile number: Mobile number: Division: Select a division Division: Select a division bottom selecting a location Please select a division bottom selecting a location * Department: Please select a division bottom selecting a location		Sumame: Job title:			
Mobile number: Mobile number: Division: Select a division Division: Please select a division before selecting a location Department: Veloase select a division before selecting a location		Trischers sumber			
Division Solicit a division • Leasting Please nellect a division buffue selecting a location • Department Please nellect a division buffue selecting a location •		Mobile number:	Mobile number		
Location: Plasar soliest a division before soliciting a location * Department: Plasar soliest a location before soliciting a department *		Division:	Select a division		
Department: Please select a location before selecting a department		Location:	Please select a division before selecting a location		
		Department:	Please select a location before selecting a department	•	

Click 'Register' to submit your details

An activation email will be sent to the address you provided. When received, click on the link to activate your account.

User Registration	
Your account registration has been auccessful	
In order for us to verify your email address, you will shortly receive an account activation link. Once your account has been activated you will be able to log into the site.	

You will be redirected and prompted to login. If this does not occur, click on the link provided. Your account is now active, and you are able to login.

🕅 Gateway		Register Login
	Account Verification	
	Your account has been successfully verified!	
	You will shortly be redirected to the login page where you can login and access your account.	
	If you are not automatically redirected, please click here.	

Please note that if you do not click on the link that is emailed to you, your registration will not be fully complete, and you will not be able to access your account on the portal. Make sure you complete the process by doing this last step.



Login

To log into the portal, follow this link or copy and paste it into the address bar on your browser https://portal.duradiamondhealth.com

🔊 Gateway		Register	Login
	Login		
	Please enter your login details		
	Enal: Enal address Pasword Password		
	fm not a robot		
	Forget Plassword Login		

Click 'Login' at the top right of the screen and enter your details. This will take you to your homepage. All actions and information are accessed from this screen.

Forgotten Password

If you forget your password, you can reset this from the Login page. Click on 'Forgot Password'. Enter the email address you registered to the portal with and click 'Submit'. If the email address provided matches that in our database, you will be sent an email with a link to reset your password. If you do not receive an e-mail, please contact the Duradiamond Client Associate Team for assistance.

Administration Team 2 Tel: 01273 023161 team2@duradiamondhealth.com

Logout

Remember to log out once you have finished using the portal. To do this, click on your email address in the top right of the page and select '**Logout'** from the dropdown list.

