Creating a Login

OneSight IT Operations

Creating a Login
Clinic Operations
User Guide

ONESIGHT
EssilorLuxottica Foundation

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Overview

This document details the steps required to create a login before or while on clinic. It is OneSight policy that each individual participating on a clinic creates a login to have accountability as well as track the input of sensitive information.

Access

If you are accessing the “Create a Login” page before clinic or on a laptop, navigate to https://www.onesightclinics.org/ and click on the “Clinic Operations” tab at the top. At the top of the page please click on the “Create A Login” button. If you are creating a login while on clinic go on the iPad and click the blue “OPS” icon. You will then be brought to the clinic operations tab where you can select “Create a Login.”

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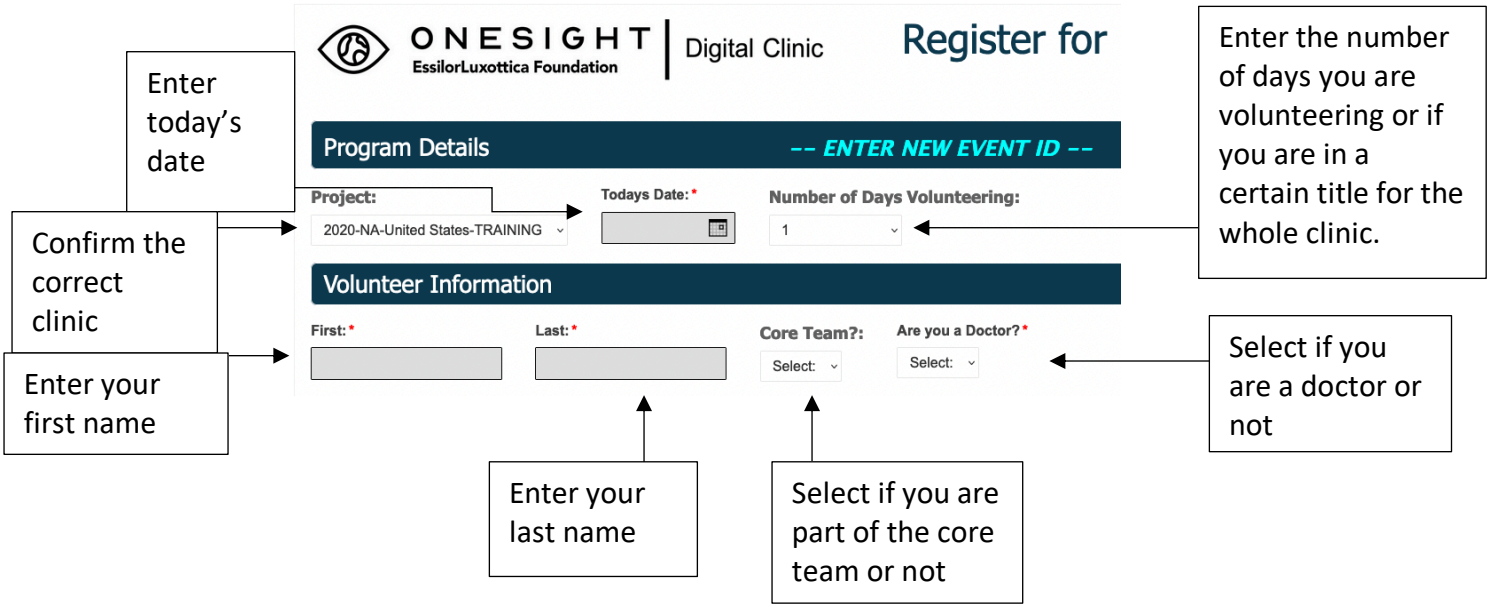
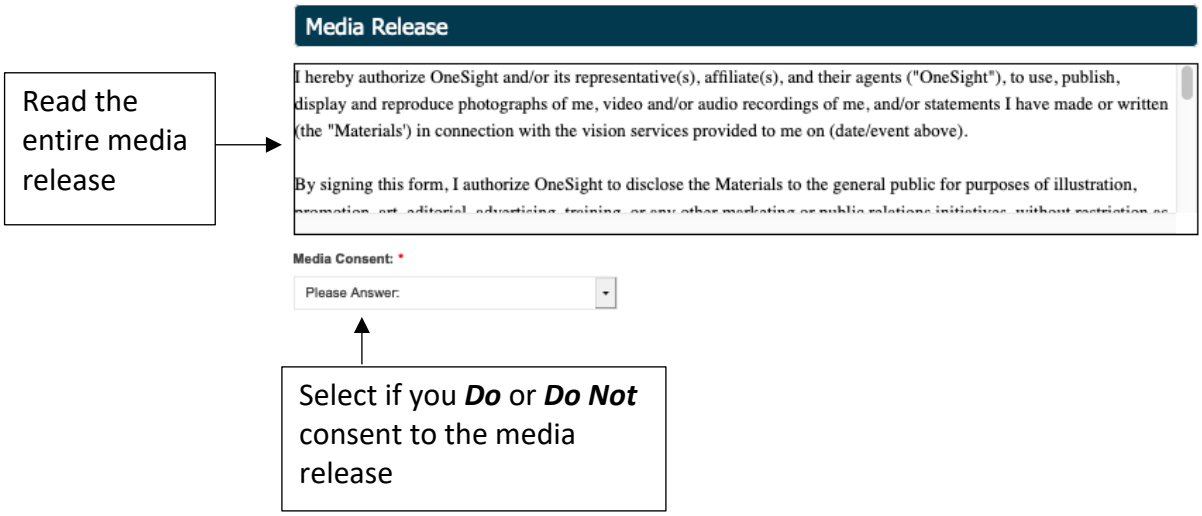
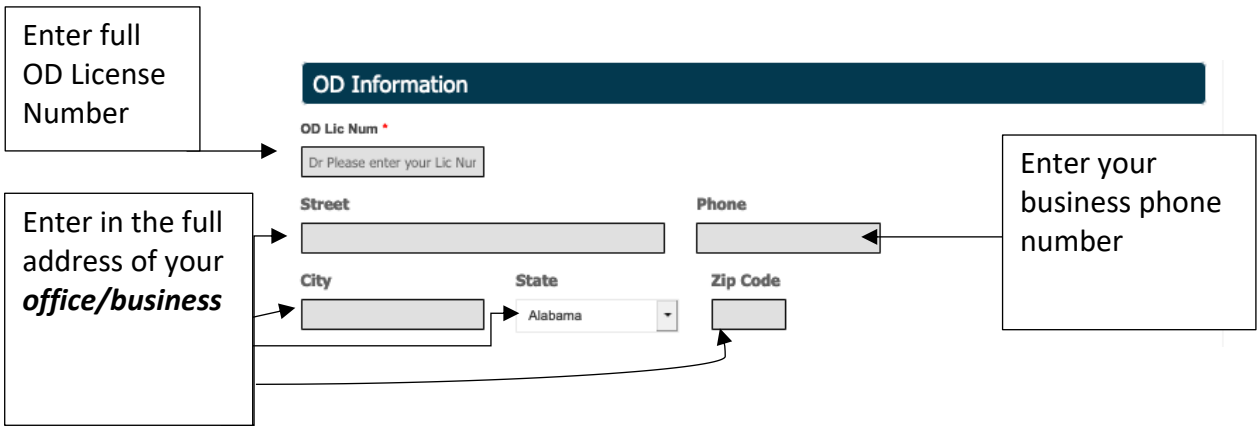
Once the page loads please enter your “Event ID” and click the blue “Access Event” button. This is a unique code generated each time an event is set up. This number can be provided by your project or program manager.

Now you will be brought to the page where you will register for the clinic. The first section is “Program Details.” The “Project” will be the clinic you are attending. Please confirm that this shows the correct clinic. Next is “Today’s Date.” Please type in today’s date with a MM/DD/YYYY format OR click the calendar icon on the right side and select the current date. Now, use the dropdown for “Number of Days Volunteering.” Select the amount of days you will be volunteering on clinic. You have the options for 1 through 10 as well as the option for “Coordinator”, “Lead Doctor”, “School Official”, and “Clinic Manager.”

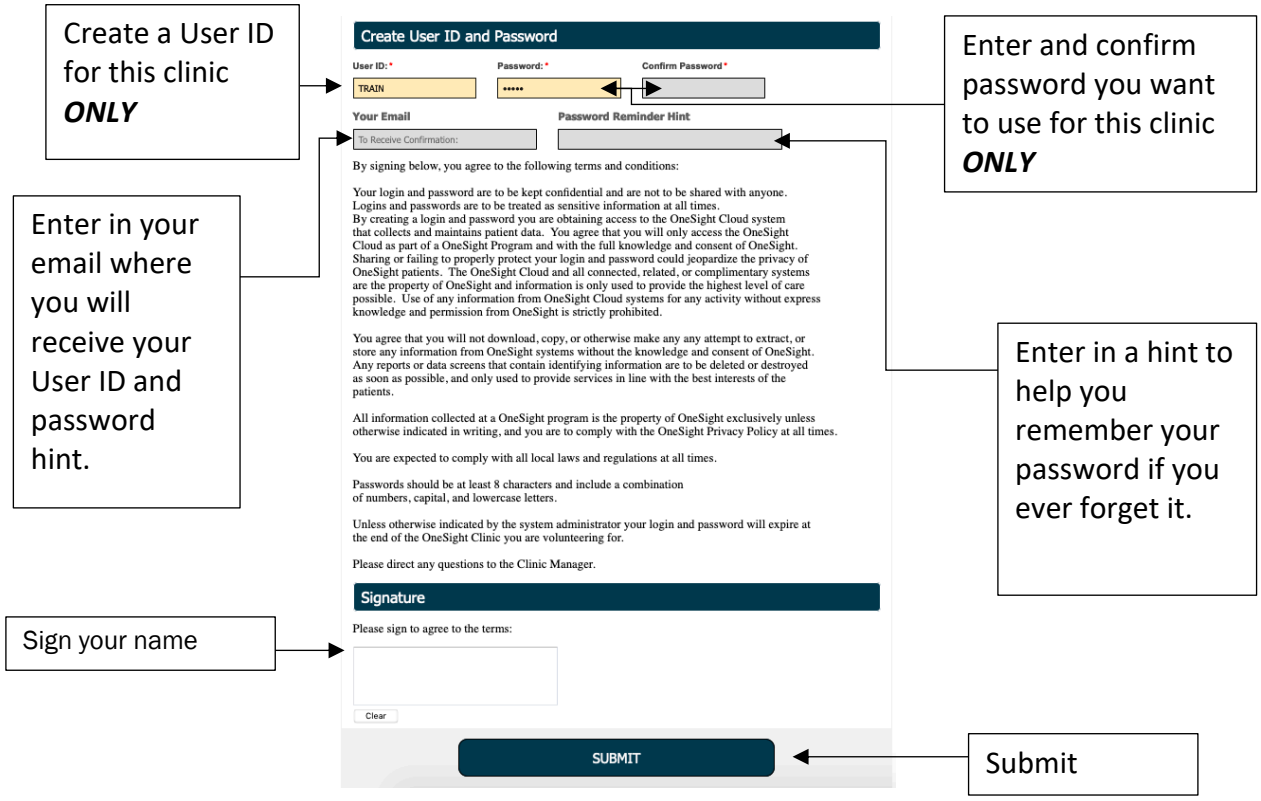


The next section is "Volunteer Information." Here you will begin by typing in your first and last name. Next, you will select if you are part of the "Core Team" or not. There are options for "Yes" or "No" in the dropdown. If you select the option for "No" then a media release will appear below. ***Please*** read this and choose the option on the dropdown that you ***DO*** or ***DO NOT*** consent to our media release. If you select the option for "Yes" then you have already completed the media release form and can move on to the next field. The next dropdown is asking "Are you a Doctor?" Please select "Yes" or "No" in the dropdown. If you select "Yes" then a new section will pop up labelled "OD Information." This will require that you enter your "OD License Number," the full address of your ***OFFICE,*** as well as your business phone number. If you select the option for "No" this field will not pop up and you can move on to the next section.





The next section is “Create User ID and Password.” The first field is “User ID.” Here you will create a user ID that you will use for the entirety of this clinic. This is only used for this specific clinic and will be deactivated once you are done participating. The next field is for your “Password.” Here you will create a password to be used with your user ID. Please make note and do not forget your password. The next field is “Confirm Password.” Here you will confirm the password you put in the previous field. Below this there is a field to enter “Your Email.” Please put your personal or work email here as we will send you your User ID as well as the password hint once this form is completed. The next field is your “Password Remind Hint.” Please enter in something that will remind you of what your password is in case you forget it while on clinic.



Next you will see the "Terms & Condition." ***Please*** read the terms and conditions fully and as the document states, reach out to the clinic manager with any questions you may have. The next and final section is for the "Signature." In the empty white box please sign your name. If you are on an iPad or personal cell phone you can use your finger to sign your name. If you are on a laptop or desktop you will have to use the mouse to click and draw your signature. Once you are done please click the button at the bottom saying "Submit." You will now see a page confirming your User ID, the clinic you are participating in, and a confirmation of your email so we can send login details.