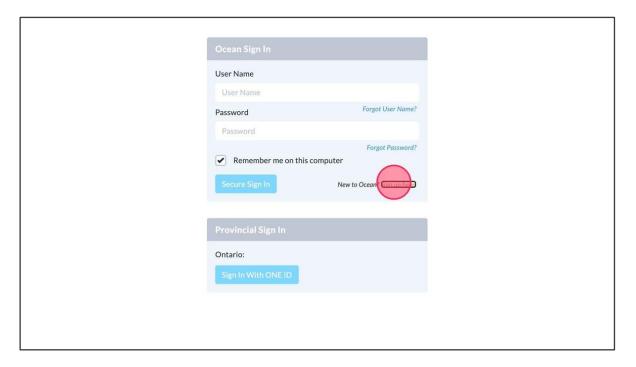# Create an Ocean site

This guide walks you through the steps to create an Ocean site, including agreeing to the EULA and creating your user account.

Step 1: Start your account registration

1. Go to https://ocean.cognisantmd.com/ in your web browser.
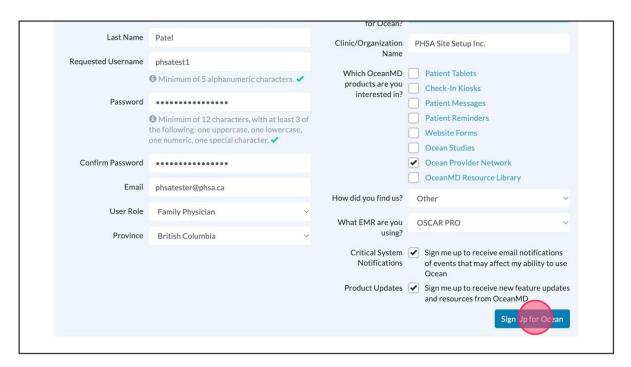2. Click **Sign up here!** in the bottom-right corner of the Ocean sign-in box.

Step 2: Create your user account

1. Fill in all required fields to create your user account.
2. Click **Sign Up For Ocean** once complete.

Step 3: Sign in to Ocean

1. Click **Sign In**, then click **Secure Sign In**.

BRITISH COLUMBIA
Ministry of Health

Provincial Health Services Authority

2. Ocean will send a **Verification Email** to the address you used. Open the email and verify your account before signing in.

Step 5: Set up your clinic's Ocean site

1. Enter your clinic's details to set up your new Ocean site.
2. When asked about a regional or provincial program, select **Yes** and select **Create Site.**

Step 6: Agree to the EULA

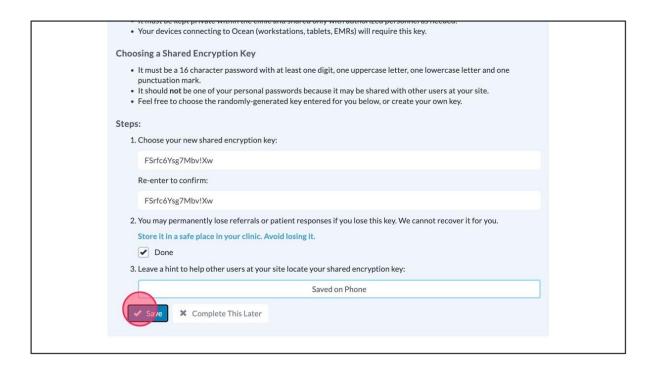- Read the End-User License Agreement (EULA).
- Click **I Agree** to continue.

Step 7: Create or confirm your encryption key

- Create a shared encryption key, or use the one provided by Ocean.

- It must be kept private within the clinic and shared only with authorized personnel as needed.
- Your devices connecting to Ocean (workstations, tablets, EMRs) will require this key.

Choosing a Shared Encryption Key

- It must be a 16 character password with at least one digit, one uppercase letter, one lowercase letter and one punctuation mark.
- It should **not** be one of your personal passwords because it may be shared with other users at your site.
- Feel free to choose the randomly-generated key entered for you below, or create your own key.

Steps:

1. Choose your new shared encryption key:

   FSrfc6Ysg7Mbv!Xw

   Re-enter to confirm:

   FSrfc6Ysg7Mbv!Xw

2. You may permanently lose referrals or patient responses if you lose this key. We cannot recover it for you.

   Store it in a safe place in your clinic. Avoid losing it.

   ☑ Done

3. Leave a hint to help other users at your site locate your shared encryption key:

   Saved on Phone

   ✔ Save   ✖ Complete This Later

Step 8: Access the Ocean portal

- Click **Go to the Ocean Portal** to complete the setup.

BRITISH COLUMBIA Ministry of Health

Provincial Health Services Authority

Welcome to Ocean

Ocean gives you access to powerful EMR-integrated tools to connect with patients, providers and researchers.

Here are just some of the things you can do on the Ocean Platform:

- Invite your patients to complete forms at home or on a clinic tablet
- Send automated patient reminders
- Allow patients to check-in on a kiosk
- Conduct patient surveys and research
- Send, receive, and manage eReferrals

Need help? Just look for the "Support" button at the bottom of the Ocean Portal, or reach us at ocean.tips/support.

Go to the Ocean Portal

Notes:

- If the verification email doesn't arrive, check your spam or junk folder.
- You'll need this Ocean site set up before sending or receiving eReferrals.

BRITISH COLUMBIA
Ministry of Health

Provincial Health Services Authority