

InfoCentral Registration Step-by-step

A

Navigate to InfoCentral

The screenshot shows the InfoCentral registration page. Step 1 points to the browser address bar with the URL <https://infocentral.infoway-inforoute.ca/en/register>. Step 2 points to the 'Register' link in the top navigation bar. Step 3 points to the dropdown menu for 'What type of organization are you affiliated with?'. Step 4 points to the radio button for 'read how Infoway is working with clinicians (doctors, nurses, pharmacists, etc.), e-health representatives, vendors, developers, and others to accelerate digital health access across Canada'.



- Click on the following link or copy/paste it into your browser address bar:
<https://infocentral.infoway-inforoute.ca/en/register>

2

- Double-click "Register" at the top-right of the screen

3

- Select the type of organization from the dropdown menu. 'Interested Citizen' will be sufficient for most people

4

- Choose "...read how Infoway is working with clinicians...and others to accelerate digital health access across Canada"

B

Enter Account Information

The screenshot shows the account information form. Step 5 points to the 'Contact Details' section, which includes fields for Email*, First Name*, Last Name*, Country*, Organization* (with a note to enter n/a if not applicable), Job Title*, and Role*. Step 6 points to the 'Account Details' section, which includes fields for Username* (alphanumeric characters only), Password*, and Confirm password*. A note specifies the password requirements: Minimum of eight characters in length and include at least one uppercase letter, one lowercase letter and one number. e.g. Ps748yMQ. Step 7 points to the 'Newsletter Subscriptions' section, which includes a note about receiving newsletters and three checkboxes: Dispatch (A monthly digest with timely access to standards updates, releases, interoperability products and resources, and clinical interoperability news and events.), Interchange newsletter (Infoway's monthly compendium of news and events of interest to digital health leaders.), and Digital Health Infowatch (The latest Canadian and international digital health evidence-based knowledge and leading practices for health care leaders.).

5

- Enter your email address, first name, last name, country, job title and organization (e.g. SGWG). You may use aliases for first and last name - they will be viewable by all logged-in InfoCentral users

6

- Enter your desired username and password

7

- Check the boxes for newsletters you would like to receive

C

Register Account

The screenshot shows the registration form. Step 8 points to the 'Terms of Use and License Agreements' section, which includes a list of agreements: Canada Health Infoway Interoperability Solutions Subscription Agreement, Canadian Clinical Drug Data Set, HL7 Agreements, ICD-10-CA and CCI, LOINC® and RELMA® Terms of Use, pan-Canadian LOINC® Observation Code Database (pCLOD) Terms of Use, SC Code Systems, SNOMED CT Agreements, and Unified Codes for Units of Measures (UCUM) Terms of Use. A note states that the full Terms of Use and License Agreements are available in the footer of all our tools and websites by clicking on [Terms of Use](#). Step 9 points to the checkbox 'I have read and agree to the InfoCentral Terms of Use and License Agreements*'. Step 10 points to the 'I'm not a robot' CAPTCHA checkbox. Step 11 points to the 'Register' button.

8

- Read the annual terms of use

9

- Click the box next to "I have read and agree to the InfoCentral Terms of Use and License Agreement"

10

- Click the box next to "I'm not a robot" CAPTCHA

11

- Click "Register"

D

Verify Email and Activate

✓

- Navigate to the inbox for the email address you registered with

✓

- Follow the instructions in the verification email to verify the email address and activate the account

✓

- Once confirmed, navigate to InfoCentral and log in with your new account credentials

CONGRATS

You made it!