

## Log in Instructions

---

1. Go to <https://hie.ndhin.com/concerto/Login.htm> to log in. Your Principal Contact will have your log in information along with the temporary password.
2. You will be required to change your password at log in. Password must contain eight characters (including upper and lowercase, number and special character)

*Example:*

**T@1kT0Me**

3. Once you are logged in, go to Common > My Details > Set Security Question (This will allow you to reset your own password if you forget it)

If you need assistance:

- User Manual – NDHIN specific @ [www.ndhin.org](http://www.ndhin.org)
- Quick Reference Guide @ [www.ndhin.org](http://www.ndhin.org)
- Help link within the Clinical Portal (Generic Help – not NDHIN specific)
- Contact the Help Desk @ (855) 815-5871 or email [ndhinsupport@orionhealth.com](mailto:ndhinsupport@orionhealth.com) Monday-Friday 7am-5pm central time
- Contact after hours Help Desk at (855) 815-5871 ONLY
- Contact your site 'Super-User' or Trainer

## Links & Icons

Icon	Function	Description
	Autohide	Hide the menu bar, making more screen space available for viewing user information
	Home	Displays the User Search Homepage
	Settings	Displays My Details screen
	Help	Provides context specific help

## Shortcut Keys

Keys	Description
F11	Toggles between a full screen and a standard Windows <sup>®</sup> display. This feature is not available on Mac OS machines.
F5	Refreshes the screen display.
Tab	Moves to the next field on a screen.
Shift+Tab	Moves to the previous field on a screen.
Enter	Activates the current selected button or option.