



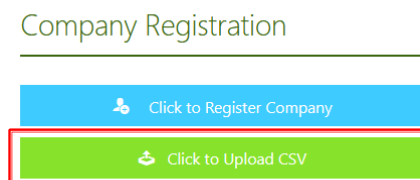
## OHSS login and password reset procedure

### Login

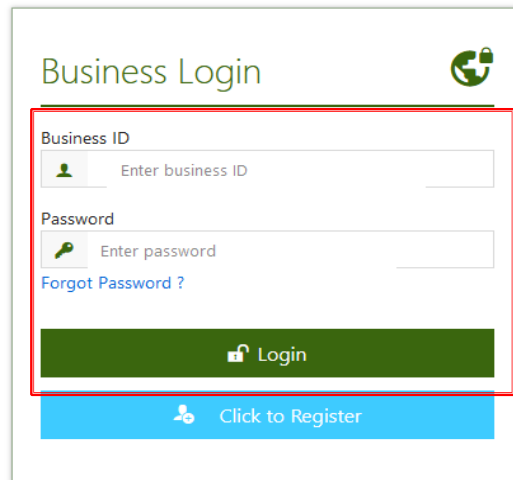
1. Navigate to the OHSS website <https://ohss.nioh.ac.za>



2. Click "Click to Upload CSV" button



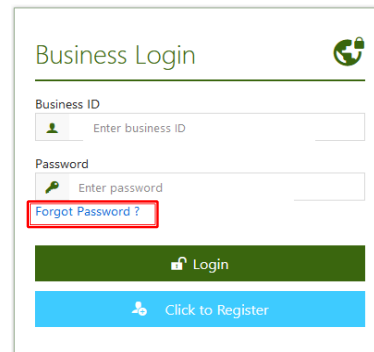
3. Enter Business ID provided during registration and password in the login fields and click the "Login" button



The image shows a 'Business Login' form. It has a title 'Business Login' and a globe icon. Below the title are two input fields: 'Business ID' with a person icon and 'Password' with a key icon. A blue link 'Forgot Password?' is positioned below the password field. At the bottom of the form are two buttons: a green 'Login' button and a blue 'Click to Register' button. A red rectangular box highlights the 'Business ID' and 'Password' input fields and the 'Login' button.

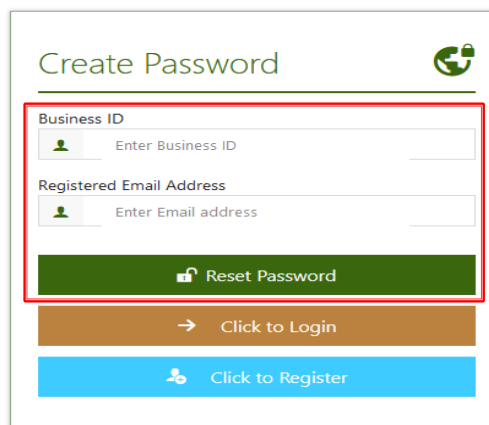
## Password Reset

1. Navigate to the OHSS: URL: <https://ohss.nioh.ac.za>
2. Click "Forgot Password" link



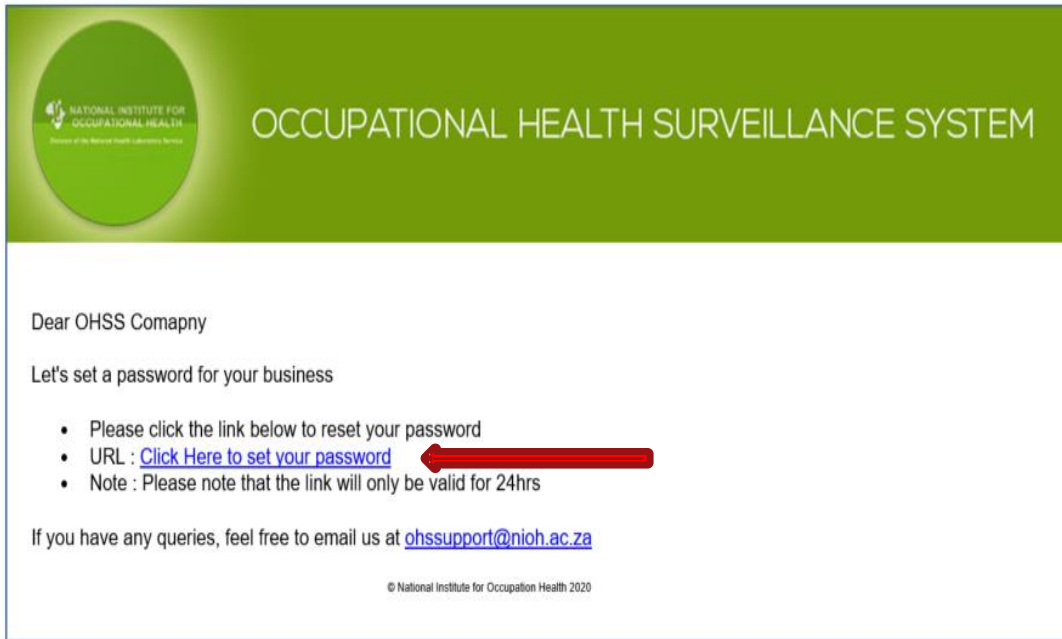
This image shows the same 'Business Login' form as above. A red rectangular box highlights the 'Forgot Password?' link, which is located below the password input field.

3. Enter **Business ID** and **Email address** used during registration. Click "Reset Password" button



The image shows a 'Create Password' form. It has a title 'Create Password' and a globe icon. Below the title are two input fields: 'Business ID' with a person icon and 'Registered Email Address' with a person icon. Below these fields is a green 'Reset Password' button, followed by a brown 'Click to Login' button and a blue 'Click to Register' button. A red rectangular box highlights the 'Business ID' and 'Registered Email Address' input fields and the 'Reset Password' button.

4. Receive Password Reset email



5. Click on the Password reset **link** in the email

6. Create a password that meets the OHSS password policy

**Set Login Password**

Set password

Confirm password

Reset Password

**Mandatory Password Requirements \* ⓘ**

- ✗ 8 Characters Long
- ✗ One Lowercase Letter
- ✗ One Uppercase Letter
- ✗ One Number
- ✗ Passwords Match
- ✗ Special Character

7. Proceed to Login page as mentioned in the "Login" procedure above

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