

Registering Staff to ManageMyHealth

Purpose: Register a staff member to MMH to enable them to have access to certain functions and features of the portal.

1. Click on the ManageMyHealth ribbon menu -> select Register Staff



2. Complete the form below, selecting the options appropriate to the staff member you are registering.

Staff Registration (ManageMyHealth (MMH))

Web

ManageMyHealth Staff Registration

Select Staff

Clinical Staff
 Non Clinical Staff

Staff Name : COOPER ROBERT (CR)

Please select any other location(s) wish to link this ManageMyHealth Registration

Name	Location
<input type="checkbox"/> COOPER TOM(CT)	VM05Practice(M)
<input type="checkbox"/> Darcy Lewis(DL)	VM05Practice(M)
<input type="checkbox"/> DARSON(DARSON)	VM05Practice(M)
<input type="checkbox"/> DAVID COOPER(DC)	VM05Practice(M)
<input type="checkbox"/> DEVO TE(DEVO) - 12345	VM05Practice(M)
<input type="checkbox"/> Doctor(D1)	VM05Practice(M)

Registration Details

ManageMyHealth Activation Code : 7372-4344-51 Print Instruction

Registration Status : Registered and Activated in ManageMyHealth

Email / Username Details

Email Address : robertbtb@mmh-demo.com

Verify Email Address : robertbtb@mmh-demo.com

ManageMyHealth Permissions - Select Role

Reception
 Clinical
 System Admin

Update Staff Details
Deactivate Staff Account
Close

3. Once you have completed the form, click the 'Print Instruction' button for the staff member to activate and verify their account.

4. Staff members need to log onto www.managemyhealth.co.nz and click on 'Activate Account'



5. They need to enter their activation details included in their printout -> click activate.

