

DATA ANALYTICS PLATFORM USER GUIDE

The Ohio Hospital Association Data Analytics Platform is a web-based application used to manage data submissions and analytics for projects managed by the Ohio Hospital Association.

CONTENTS

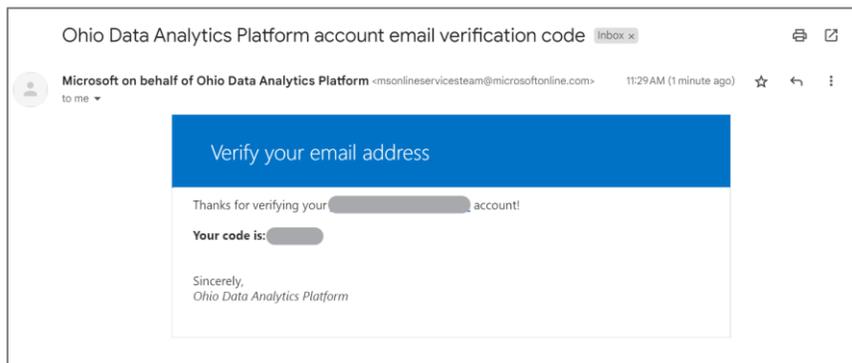
Register for a New Account	1
Request Application Access	2
Reset your Password.....	2
Questions?	2

REGISTER FOR A NEW ACCOUNT

1. Navigate to: <https://apps.ohdap.org>
2. Click on “Sign up now”.
3. Enter Email Address.

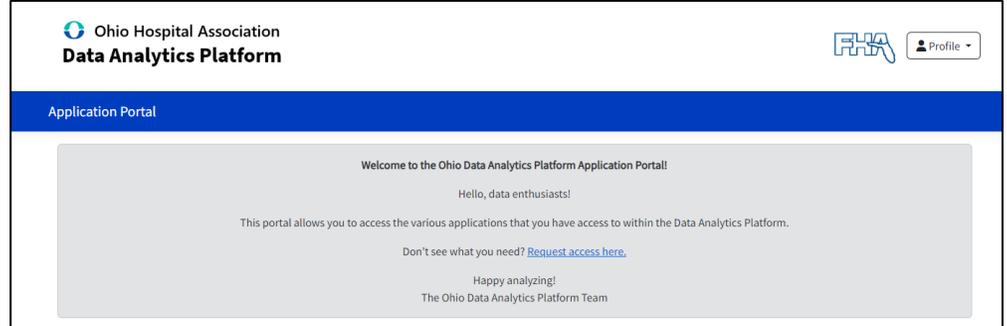
Note: You can use any email address you would like. You will need access to the email address to retrieve the verification code in the next step.

4. Click Send Verification Code. This will email a code to the email address that you entered. Retrieve the code and enter it in the Verification Code field. A sample email is provided below for reference.



5. Enter the code from the email in the Verification Code field.
6. Click Verify Code.
7. Enter remaining fields (Password, Name, etc.)
8. Click Create.

9. Once your account is created, you will be redirected to the Data Analytics Platform Application Portal home page.



REQUEST APPLICATION ACCESS

If you login to the application portal home page and don't see an application you would like to access, complete the steps below to request access.

1. Login to the homepage: <https://apps.ohdap.org>
2. Click on the "Request access here" link in the grey information box.
3. Complete the information on the "Access Request" page and click "Submit Request".
4. A member of OHA's support team will contact you when your access has been granted.

RESET YOUR PASSWORD

1. Navigate to the application portal home page: <https://apps.ohdap.org>
2. Click **Forgot Your Password?**
3. Enter your email address.
4. Click **Send Verification Code.**

QUESTIONS?

Contact support@ohiohospitals.org.