

Logging In & Password Reset - EDRN

Role(s): All Users

Objective

This job aid provides an introduction to logging into the Electronic Death Registration (EDRN) system and changing your password from within EDRN.

Procedure: Logging In to the EDRN

Requesting Access to EDRN

Users of the EDRN system must be set up prior to first use. To request access to the system:

1. Go to: <https://www.ehealthsask.ca/services/EDRN/Pages/EDRN-registration.aspx>
2. Complete the form and email or fax it to the service desk at: servicedesk@ehealthsask.ca
3. You will be notified when your account has been created.

Logging In


Electronic Death Registration and Notification

Please sign in

Welcome to the Saskatchewan eHealth Electronic Death Registration and Notification (EDRN) service.

Completion of the forms contained within EDRN are mandatory as outlined under *The Vital Statistics Act, 2009* and *The Vital Statistics Regulations, 2010*.

To request an account please complete the [Request for EDRN Access](#) form and email to the eHealth Service Desk at servicedesk@ehealthsask.ca.

Domain
▼

Username

Password

Sign in

To reset a forgotten password please contact the eHealth Service Desk at 1-888-316-7446 for assistance.

1. Using the link provided to you from your accepted access request, log into the system:
 - a. **Domain:** i.e. HEALTH, RQHR, etc.

- b. **Username:** Type in your **eHealth Saskatchewan username**.
- c. **Password:** Type in your **eHealth Saskatchewan password**.
- d. Click **Enter**

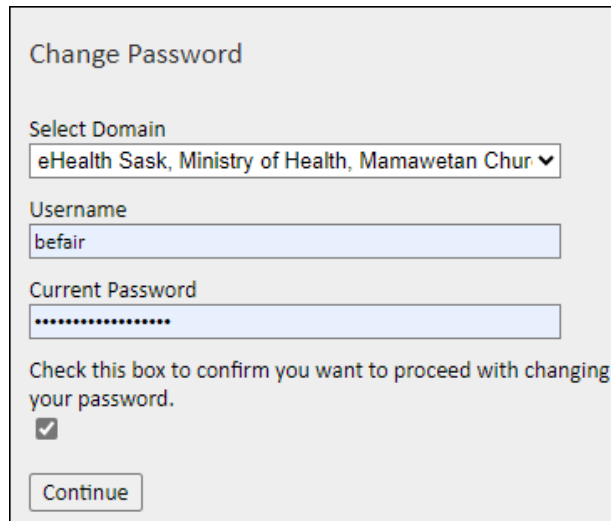
NOTE: Your eHealth password will expire after 90 days. You will receive a notice in advance of this timeframe to change your password from within the EDRN system. See next section for steps to proactively resetting your password before it expires.

Changing My Password Prior to Expiry

The screenshot displays the 'My Account' section of the eHealth Saskatchewan Electronic Death Registration and Notification system. On the left is a navigation menu with icons for Home, Death, Stillbirth, Search, and My Account. The main content area shows the 'My Account' title and three input fields: Username (populated with 'HEALTH\BEFAIR'), Role (populated with 'MEDICAL INFORMANT'), and Facility (populated with 'TRAINING HOSPITAL'). Below these fields is a link that says 'To change your password please do so [here](#).' The top right corner shows the user's role as 'MI TRAINING Medical Informant Training Hospital'.

1. Click **My Account** button on the EDRN toolbar along the left side of your screen.
2. **My Account:**
 - a. **Username:** This field will auto populate with your username.
 - b. **Role:** This field will auto populate with your role.
 - c. **Facility:** This field will auto populate with your default facility / region.
 - d. **To change your password please do so here:** Click **here**.

3. Change Password:

A screenshot of a web form titled "Change Password". The form has a light gray background and a thin black border. It contains the following elements: a "Select Domain" dropdown menu with the text "eHealth Sask, Ministry of Health, Mamawetan Chur" and a downward arrow; a "Username" text input field containing the text "befair"; a "Current Password" text input field filled with dots; a confirmation message "Check this box to confirm you want to proceed with changing your password." followed by a checked checkbox; and a "Continue" button at the bottom.

Change Password

Select Domain
eHealth Sask, Ministry of Health, Mamawetan Chur ▼

Username
befair

Current Password
.....

Check this box to confirm you want to proceed with changing your password.
☒

Continue

- a. **Select Domain:** Choose the correct *domain* for the dropdown list.
- b. **Username:** Type in your *username*.
- c. **Current Password:** Type in your *current password*.
- d. **Check this box to confirm you want to proceed with changing your password:** Click the *checkmark box*.
- e. Click *Continue*.

End of Procedure.