

New user's Checklist

omnimed

BEFORE YOUR FIRST DAY

- ☐ Open the Google Chrome browser and log in to app.omnimed.com/omnimed within 14 days of receiving the welcome email, i.e. before the temporary password expires
- ☐ Select your default connection institution and add your contact information in your user profile

FROM YOUR FIRST USE

- ☐ Add Omnimed to your favorites or create a shortcut on your computer desktop
- ☐ Set the language of Google Chrome (French or English)
- ☐ Add the calendars you need access to, for which you'll need to view and manage appointments
- ☐ validate with your manager to ensure that you have been added to the task queues you need access to

IF SOMETIMES YOU WORK FROM HOME

- ☐ Download Google Chrome
- ☐ Add Omnimed to your favorites or create a shortcut on your computer desktop
- ☐ Make sure that your computer, screen and Internet link meet the minimum recommendations for Omnimed
- ☐ Do not save your password in your browser

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<https://www.omnimed.com/en/aide/new-users>