



**Portal user roles:** There are 2 types of CIHI Portal users:

**Information consumers** modify and reformat existing reports and dashboards (licences for information consumers are free).

**Analysts** create new reports and dashboards that can be shared with others (there is a cost for licences for analysts).

Note: If you already have access to Portal, you do not need to request access again.

**Step 1:** Go to [cihi.ca](http://cihi.ca).

**Step 2:** Click **Log In**.

**Step 3:** Enter your username and password, then click **Login**.

If you have forgotten your username or password, select **Forgot username** or **Forgot password** to have your login information sent to you by email.

**Step 4:** Once you are logged in to your CIHI profile, select **Request Access: New/Revoke** in the left navigation menu.

**Step 5:** To request access for yourself, click the checkbox at the top of the form; your information will be populated automatically.

To request access for someone else, fill out the mandatory contact information (first name, last name, email and organization name).

**Step 6:** Select the following:

Program: Portal Services

name/acronym

Service: CIHI Portal

Request type: New access, Revoke access or Change user role

Role: Information Consumer or Analyst





**Step 7:** Once you have entered all the mandatory information, click **Next**.

**Step 8:** Review all the information on this page.

To make changes to your request, click **Edit** to go back to the previous page.

To delete the user and request, click **Remove User**.

To request access for other staff members, click **Add Another User** and follow the instructions in steps 5 to 7.

To add a comment to the request, type a note in the General Comments field.

Once you have confirmed that all information is accurate, click **Submit Request** at the bottom right of the page.

**Step 9:**

You will receive a confirmation email with details of the submitted request.