## Launching & Signing In

To access all eVisit (Videoconference) features and have the best experience, use a Chrome browser\*.

- **1.** Sign in to **OTNhub** and access the **Videoconference** service.
  - i. Open an Internet browser, go to <u>otnhub.ca</u> .
    An **OTNhub Log In Selection** screen appears.
  - ii. Based on your login credentials (ONE ID or OTN), click the appropriate **Log In** button.
    - A ONE ID or an OTN Sign In page appears.
  - iii. Type your user name and password and click the Sign In button. (You can show your password by clicking the eye icon ⊚ in the password field.) The OTNhub home screen appears.
- **2.** To access the service, click the **Videoconference** link in the top navigation bar.

The Calender and Events List appears.

Your profile link  $\mathbb{Q}$  in the top banner indicates your system status, which should be online  $\mathbb{Q}$ .

When connecting, the system checks which browser\* you are using and might issue a warning message.



**Figure 1:** OTNhub sign in screens and landing page

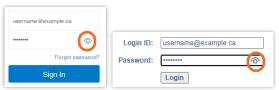


Figure 2: Show password feature



**Figure 3:** Profile link and system status in top banner



You are allowed a maximum of 10 login attempts within 15 minutes.

More than this and your account becomes locked, after which you must contact OTN Technical Support (techsupport@otn.ca or 1-855-654-0888) to reactivate your account.

\* You need to use a supported browser to start and join your video visit. OTN recommends using the Chrome browser. If you don't have Chrome installed, download and install it: <a href="mailto:Chrome download">Chrome download</a>, <a href="mailto:Download instructions">Download instructions</a>, and <a href="mailto:m

