1. **First Time Users** must first register before signing onto the system. If this is the first time trying to access MedOneStop, please click the link for **Register Now**. This will allow a user to create their own password and security questions.

2. **COM ID#** (or 6+2 Login). This is the COM ID# that was assigned to a MedOneStop user. The number varies from 8-10 digits in length. Alternatively, the UC 6+2 Login can be used as well. The 6+2 is a UC defined login typically used for UC Email or blackboard.

3. **Password**. This is the password that you created when first registering for MedOneStop.

4. **OK**. Press this button once you have entered a valid COM ID# (or 6+2 Login) along with a valid password. If both entries are valid, your portal will be displayed. If an invalid entry is given, you will have 4 more attempts to successfully login. If after 5 failed attempts, your account will be locked out.

5. **Forgot User ID/Password**. This link is to be used if you have forgotten either your user id and or password. This will redirect to another screen where the user will be prompted to enter their social security number and birthdate. Upon successful match of the social security number and birthdate, the users security question will be retrieved. This security question was originally created by the end user. Upon display of security question, the user is prompted to answer the question. Successful response to security question will reset the user’s password. The password and COM ID will be displayed on the screen. The user should then return to the above shown login and enter their user id and password. First time after a reset, the user will be prompted to change their password.

6. **Change Existing Password**. This option will allow the user to change their existing password to a new password. Users must know their COM ID# or 6+2 Login and their current password.