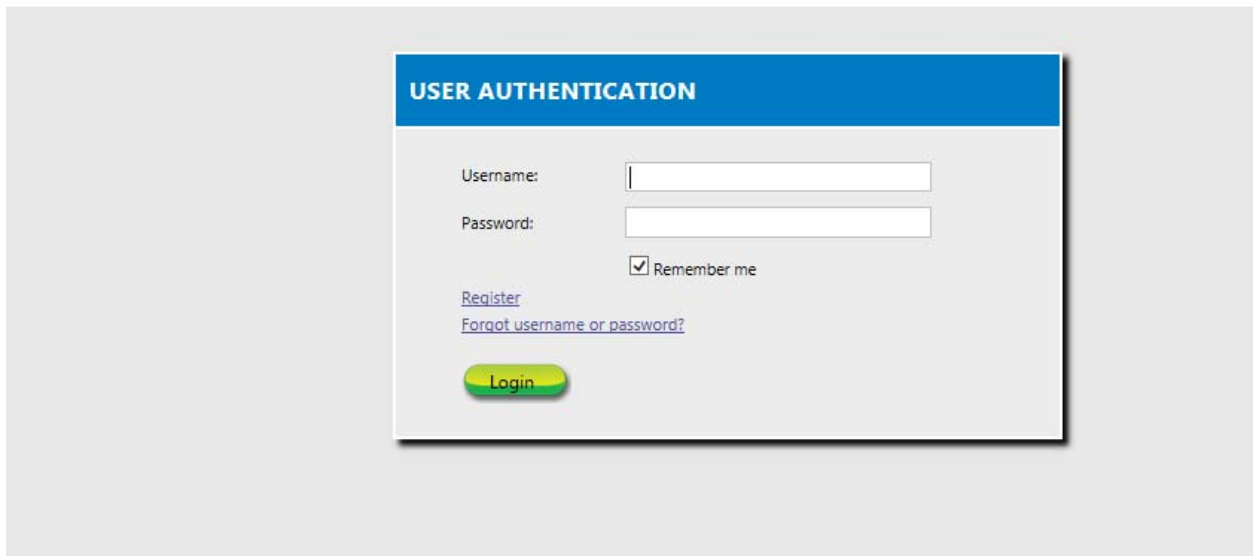


## Self-Registration Instructions for DATA Online Ordering – DOL

DATA Online offers a variety of AHS material for end users to order as needed.

In order to Self- Register for first time users, please follow these steps:

- 1) <https://dol.datacm.com/> This is the link to our Online Catalogue – where you'll find our User Authentication page.

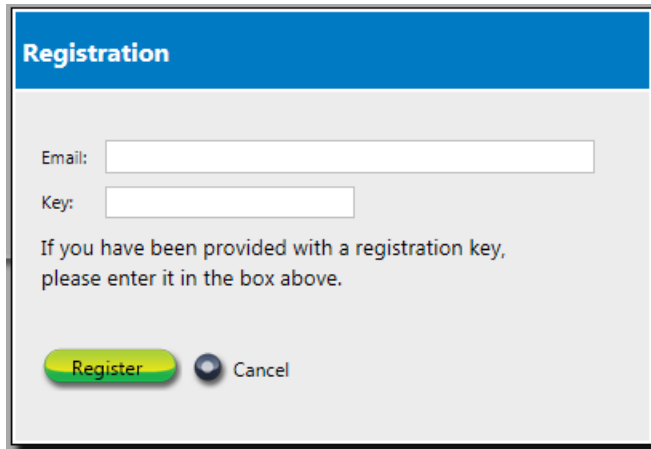


The screenshot shows a web form titled "USER AUTHENTICATION". It contains the following elements:

- A blue header bar with the text "USER AUTHENTICATION".
- A "Username:" label followed by a white text input field.
- A "Password:" label followed by a white text input field.
- A checked checkbox labeled "Remember me".
- A blue hyperlink labeled "Register".
- A blue hyperlink labeled "Forgot username or password?".
- A green "Login" button.

- 2) Below the Login and Password screen you will see the Blue hyperlink to [Register](#). Registration will begin with your email address. This will be your login name. So please feel free to use either @albertahealthservices.ca or @ahs.ca as needed.

- 3) Your email will be entered here. The request for Key can be ignored, then click the Green Register button.



The image shows a registration form with a blue header labeled "Registration". Below the header, there are two input fields: "Email:" and "Key:". Below the "Key:" field, there is a text instruction: "If you have been provided with a registration key, please enter it in the box above." At the bottom of the form, there are two buttons: a green "Register" button and a grey "Cancel" button with a mouse cursor over it.

- 4) The registration form has mandatory fields that have a red asterix (\*)
- a) Username will automatically populate with your email address that you entered
  - b) Password – any password of your choosing. Please note at any time we can reset your password for you by using the [“Forgot your Username or Password”](#) link on the main login screen.
  - c) For the address field – Ship To Name can be your department. Address line 1- the name of the building – University of Alberta Hospital, Foothills Medical Centre etc. Address line 2 is the physical address of the building with your unit/department/floor number.
  - d) Your email address
  - e) Language Preference
  - f) City
  - g) Country
  - h) Province
  - i) Postal Code – this is extremely important as our system generates where your order should be distributed to DATA’s fulfilment centres for maximum customer service turnaround times. Edmonton for Edmonton and North users, and Calgary for Calgary, South and Central Users.
  - j) Your Cost Centre – this field must be populated by the following sequence:  
3 Digits.4 Digits.11 Digits – 101.0000.12345678901

Then click the Green Submit button .

You will be given access to Alberta Health Services, as well as Service Alberta for Government Forms.

## REGISTRATION

\* Mandatory Field

Login Information	
Username: *	<input type="text"/>
Password: *	<input type="password"/>
Password Confirmation: *	<input type="password"/>

Personal Information	
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Title 1:	<input type="text"/>
Title 2:	<input type="text"/>
Email Address: *	<input type="text" value="skennedy@ahs.ca"/>
Language:	<input type="text" value="English"/>
english: *	<input type="text"/>

Address Information	
Ship to name: *	<input type="text"/>
Address (line #1): *	<input type="text"/>
Address (line #2):	<input type="text"/>
City: *	<input type="text"/>
Country: *	<input type="text" value="Canada"/>
Province: *	<input type="text" value="(Not Specified)"/>
Postal Code: *	<input type="text"/>
Phone Number:	<input type="text" value="( ) - - - -"/> Ext: <input type="text"/>
Phone Number 2:	<input type="text"/>
Cell Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Toll Free:	<input type="text" value="1-( ) - - - -"/>
Region / Division:	<input type="text"/>
Additional information:	<input type="text"/>

Billing Information	
Cost Centre: *	<input type="text"/>
Description:	<input type="text"/>

Please note your account may default you to the Service Alberta – Government catalogue.

The screenshot shows the Alberta Government website interface. At the top is the 'Alberta' logo. Below it is a navigation menu with 'Home', 'Catalogues', and 'Orders'. On the right, it says 'Currently Logged in as:' followed by a user name and three icons (a gear, a person, and a question mark). Below the navigation menu, there is a 'Get Started' section with an 'IMPORTANT NOTICE!' about changing the DATAOnline URL to <https://dol.datacm.com>. A 'Welcome' message follows, stating that the user has successfully logged into the DATA Online (DOL) ordering site. In the upper right corner, there is a 'Change' link next to the user name.

To change this – the upper right hand corner under the three buttons you see the [Change](#) link.

A Window will open with the Selection of AHS - Provincial and Health\* for Government.

Click the [Select](#) link to change to the catalogue needed.

The screenshot shows a window titled "Customer Selection" with a search bar and a table of results. The search bar contains the text "Customer:" followed by an empty input field. To the right of the input field are two buttons: a green "Search" button and a blue "Display All" link. Below the search bar is a pagination control with buttons for first, previous, 1, next, and last, a "Page size: 10" dropdown, and the text "2 items in 1 pages". The table below has three columns: "SELECT", "NUMBER", and "NAME". The first row has a "Select" link, the number "4561300", and the name "HEALTH\*". The second row has a "Select" link, the number "4704400", and the name "AHS - PROVINCIAL \*". Below the table is another pagination control identical to the one above. At the bottom center of the window is a "Cancel" button.

SELECT	NUMBER	NAME
<a href="#">Select</a>	4561300	HEALTH*
<a href="#">Select</a>	4704400	AHS - PROVINCIAL *

If you require further assistance, please contact our AHS Help Desk

Edmonton and North – [ahsedmonton@datacm.com](mailto:ahsedmonton@datacm.com) 780.577.8295

Central, Calgary and South – [ahscalgary@datacm.com](mailto:ahscalgary@datacm.com) 403.207.6631

Print on Demand (or POD) items delivery times – 7-10 Working Days

Warehouse items delivery times – 1-3 Working Days

The option to Rush orders is available at Checkout.