



Duradiamond Healthcare

Managers' Guide on Portal Registration; Login; Logout & Forgotten Password

Registration

Before using the online portal for the first time, you need to register for an account.

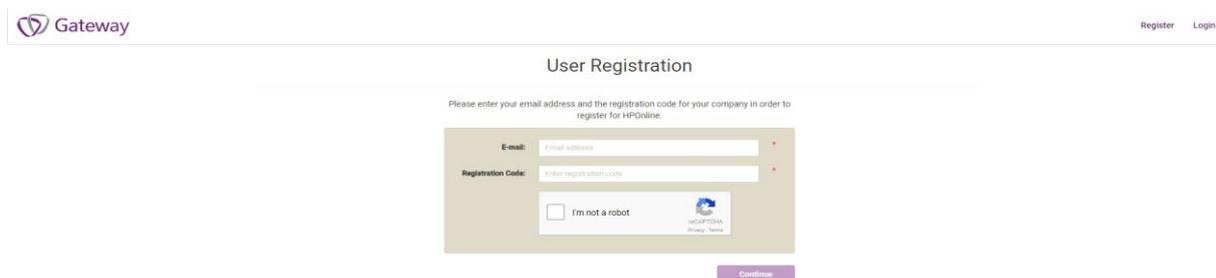
Follow this link or copy and paste it into the address bar on your browser –

<https://portal.duradiamondhealth.com>

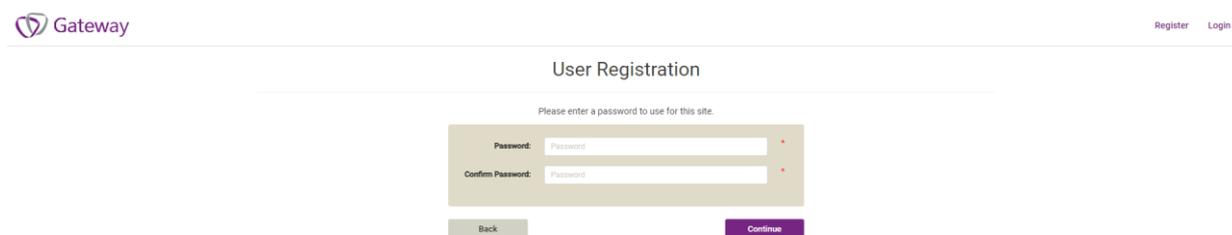
Click 'Register' in the top right of the page



You will then need to enter your Registration Code provided to you by the University. If you do not have the Registration Code to hand, please contact PeopleOperationsAdmin@greenwich.ac.uk



You will then be directed to select a password.



Please Note: Passwords must be at least 8 characters in length and contain a mix of upper and lower-case letters, numbers and symbols. Your password should be unique to this service and not a password that you use for any other systems at the University.

- The Occupational Health Service Procurement system – **Duradiamond Health** is provided and hosted by a third party. Your university password must not be used to create an



account on the system in order to protect access to the University's network and internal systems.

- The Occupational Health Service Procurement system – **Duradiamond Health** holds sensitive data, ensure your login details for this system is not used on other systems

You will only be able to register for an account using an email domain approved by your organisation; this should be your work email address, e.g. J.Smith@greenwich.ac.uk or J.Smith@gre.ac.uk. No other domains can be used.



Please complete your details as part of the registration process. You will only have to enter these details once and when you submit a new case on the portal, your details will appear automatically.

Click 'Register' to submit your details

Gateway Register Login

User Registration

Please enter the following information.

Title:

Forename:

Surname:

Job title:

Telephone number:

Mobile number:

Division:

Location:

Department:

An activation email will be sent to the address you provided. When received, click on the link to activate your account.

Gateway Register Login

User Registration

Your account registration has been successful!

In order for us to verify your email address, you will shortly receive an account activation link.
 Once your account has been activated you will be able to log into the site.

You will be redirected and prompted to login. If this does not occur, click on the link provided. Your account is now active, and you are able to login.

Gateway Register Login

Account Verification

Your account has been successfully verified!

You will shortly be redirected to the login page where you can login and access your account.
 If you are not automatically redirected, please click [here](#).

Please note that if you do not click on the link that is emailed to you, your registration will not be fully complete, and you will not be able to access your account on the portal. Make sure you complete the process by doing this last step.



Login

To log into the portal, follow this link or copy and paste it into the address bar on your browser
<https://portal.duradiamondhealth.com>



Register Login

Click 'Login' at the top right of the screen and enter your details. This will take you to your homepage. All actions and information are accessed from this screen.

Forgotten Password

If you forget your password, you can reset this from the Login page. Click on 'Forgot Password'. Enter the email address you registered to the portal with and click 'Submit'. If the email address provided matches that in our database, you will be sent an email with a link to reset your password. If you do not receive an e-mail, please contact the Duradiamond Client Associate Team for assistance.

Administration Team 2

Tel: 01273 023161

team2@duradiamondhealth.com

Logout

Remember to log out once you have finished using the portal. To do this, click on your email address in the top right of the page and select 'Logout' from the dropdown list.