H-DSN Online Registration
User Guide

December 2007

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Registration Procedures

- If you would like an H-DSN logon or Order Management ASN functionality, please submit your request to your organization's H-DSN Central Point of Contact (CPOC) or H-DSN Administrator. The CPOC or Administrator will evaluate the request and create the appropriate user profile for you.

- If your organization does not have an H-DSN CPOC or Administrator, then follow the H-DSN Online Registration process on the following pages. However, please note that if you register and your organization does have a CPOC and/or Administrator, your request will be forward to them for action.

H-DSN Online Registration

1. Mouse-over the Public Menu button to open the first level menu. If you are logged onto H-DSN, mouse-over the Menu button to open the first level menu.

2. Mouse-over the Registration link to open the second level menu.

3. Click on Activation & Training.

4. To learn more about H-DSN and Order Management, click on the appropriate overview link.

5. To continue the registration process, enter your email address in the blank field box and when complete, click on the Next button.

6. Enter the requested information and when complete, click on the Next button.

7. Read the screen and when complete, click on the Next button.

8. The Main Catalog displays showing the events that you are eligible to register for. Click on the Event link that represents the type of activation you require.

Notes:

- Initial Supplier Activation on H-DSN: Select this if you would like an H-DSN Logon.

- ASN Activation for Order Management: Select this if you already have an H-DSN Logon and require the ability to send ASNs from Order Management.

9. Regardless of which link was clicked on, an event enrollment screen displays noting the event description that you are requesting activation for. Read the screen and then click on the Enroll button associated with the Session (Activation) Date of when you would like to begin having access or functionality.

Note:

If you mistakenly selected the incorrect Event, refer to the left side of the screen and click on the STEP 2: Classes link and the Main Catalog screen displays (as seen on the previous page).

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10. A registration confirmation screen displays indicating that you successfully registered for the event. Please note the Session (Activation) Date and the Confirmation Number. You will also receive an email confirmation.

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11. To exit the confirmation screen, click on the Finished or Register for more classes button. When the Finished button is clicked, the below message displays.
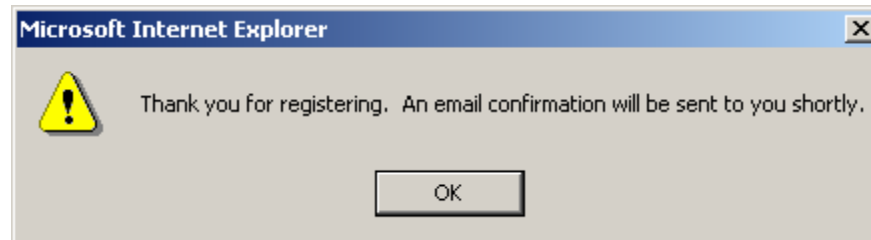
- Before registering for an activation event, consult with your organization's H-DSN Central Point of Contact and/or H-DSN Administrator as they are your first line of support as it relates to H-DSN access and functionality.

- Once you have successfully registered for a specific Event (i.e. Initial Supplier Activation on H-DSN), it will no longer display as an option in the Main Catalog. The Main Catalog only displays events that you are eligible to register for.

- If you registered for ASN Activation for Order Management and you do not already have an H-DSN logon, a logon will be assigned at the time the ASN functionality is activated.

Support

- For technical assistance, contact the H-DSN Support Network at 866-490-HDSN (4376).

- For business assistance (i.e. Supplier ID, events to register for, etc.), contact your H-D representative.