

Password Reset – Quick Reference Guide

WORKPLACE VIOLENT INCIDENT REPORTING SYSTEM FOR HOSPITALS

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF OCCUPATIONAL SAFETY AND HEALTH



1

Click “Log In” on the WPV reporting webpage:

<http://www.dir.ca.gov/dosh/workplace-violence-reporting-for-hospitals.html>

Workplace Violence Incident Reporting System

Hospital Pre-Registration

- Hospitals must pre-register with Cal/OSHA by providing the name and contact information for the Hospital Representative who has the authority to authorize user registration requests and user account deletions. Cal/OSHA sent a [letter](#) on February 1, 2017 to all licensed hospitals with instructions on how to pre-register.

To submit a report:

Log In >

Click on “reset your password here.”

Hospital Workplace Violent Incident Online Reporting

To submit reports of workplace violence in hospitals to Cal/OSHA you must have a user account. If you do not have a user account you can request one using the [self registration form](#).

To look up the OSHPD ID # for your hospital facility, see *Other Resources* on our webpage: <http://www.dir.ca.gov/dosh/Workplace-violence-reporting-for-hospitals.html>. The OSHPD ID is a unique nine-digit identifying number assigned to each hospital facility by the Office of Statewide Health Planning and Development (OSHPD).

The online registration form can only accommodate three (3) OSHPD IDs. If you are reporting for more than three hospital facilities, please email DOSHWPV@dir.ca.gov after your registration is complete to ask that additional facilities be added to your user profile.

If you have a user account and cannot remember your log-in credentials, you can [reset your password here.](#)

For questions about online reporting of violent incidents in hospitals, please email DOSHWPV@dir.ca.gov

Enter your user name and email address and click “Reset Password.”

Reset My Password

User name

Email address

Cancel

Reset Password

You will receive an email notifying you that your password has been reset.
Click on the system link.

Hello Gary,

A password reset was requested for your user account on the DOSH Hospital Workplace Violent Incident Reporting system.
<https://cdirtest.service-now.com/>

The password has been reset and you can now log in with the following credentials:

User Name: ggray@email.com
Password: gIrl267551

If you did not request this password reset, please contact DOSH WPV Support at DOSHWPV@dir.ca.gov.

Make note of the temporary password in the email.

Enter your user name (email address) and temporary password from the email notification.

User name

Password

Remember me

Click "Login."

You will be prompted to change the temporary password to a password that you select.

Enter your temporary password into the "Current Password" field.

Enter and confirm your new password.

Your password must have at least 8 characters, one uppercase, one lower case, d d

Click "Submit."

System administrator requires you to change your password

Change Password

User name:

Current Password:

New password:

Confirm New Password:

Notes:

- Notify us at DOSHWPV@dir.ca.gov if you get a password reset email that you have not requested.
- For more information, watch the tutorial *User Registration* here: <https://youtu.be/BBSHCa-AhXg>