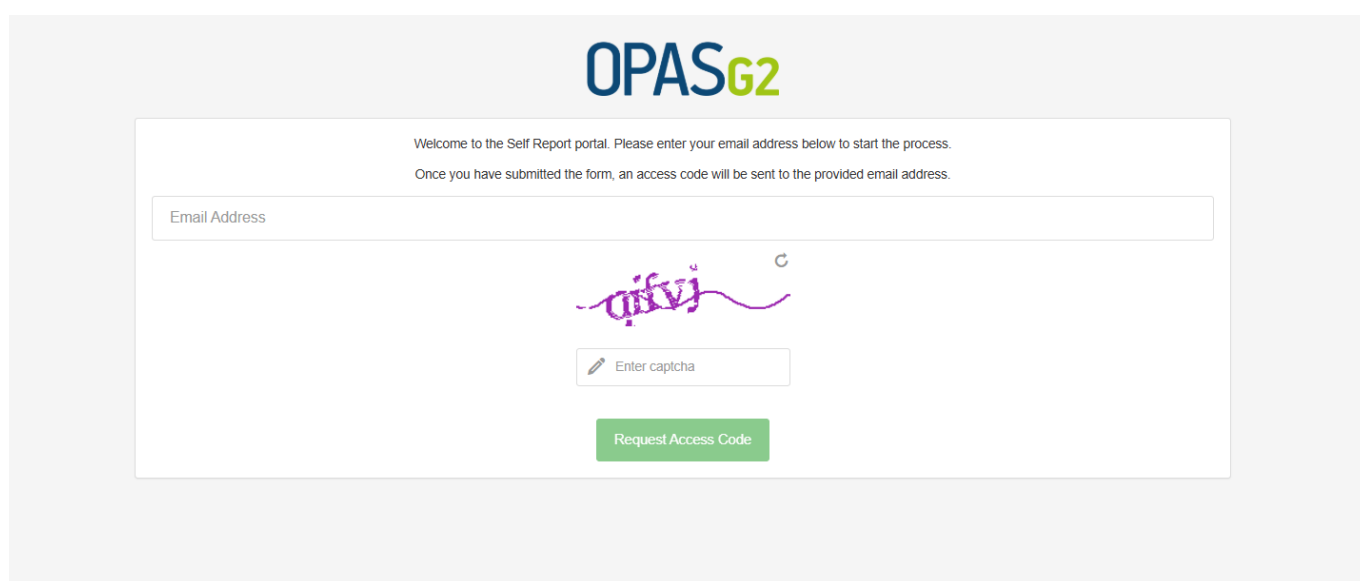


How to access the self-report portal

To access the self-report portal, you will need to click on the following link.

<https://ruh.opasg2.com:/selfreport>

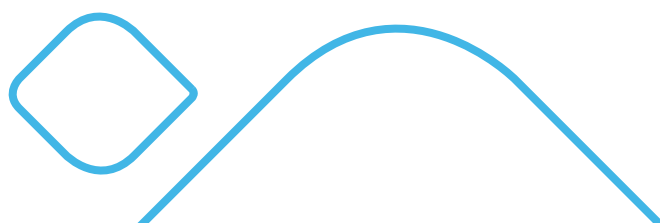


The screenshot shows the OPASg2 Self Report portal. At the top, the logo 'OPASg2' is displayed. Below it, a white box contains the following text: 'Welcome to the Self Report portal. Please enter your email address below to start the process.' and 'Once you have submitted the form, an access code will be sent to the provided email address.' Below this text is a text input field labeled 'Email Address'. Underneath the input field is a purple wavy line with the characters 'qifvj' and a small 'G' icon. Below the wavy line is a text input field labeled 'Enter captcha'. At the bottom of the white box is a green button labeled 'Request Access Code'.

You will need to enter your email address. (we recommend using your NHS email address) if for some reason your NHS email address is not working, please try your personal email address.

You will also need to fill in the captcha and then click request access code.

You will then be taken to the following page



OPASg2

Welcome to the Self Report portal. Please enter your email address below to start the process.
Once you have submitted the form, an access code will be sent to the provided email address.

✓ Your access code request has been received and will be sent to your specified contact address if a match can be found.

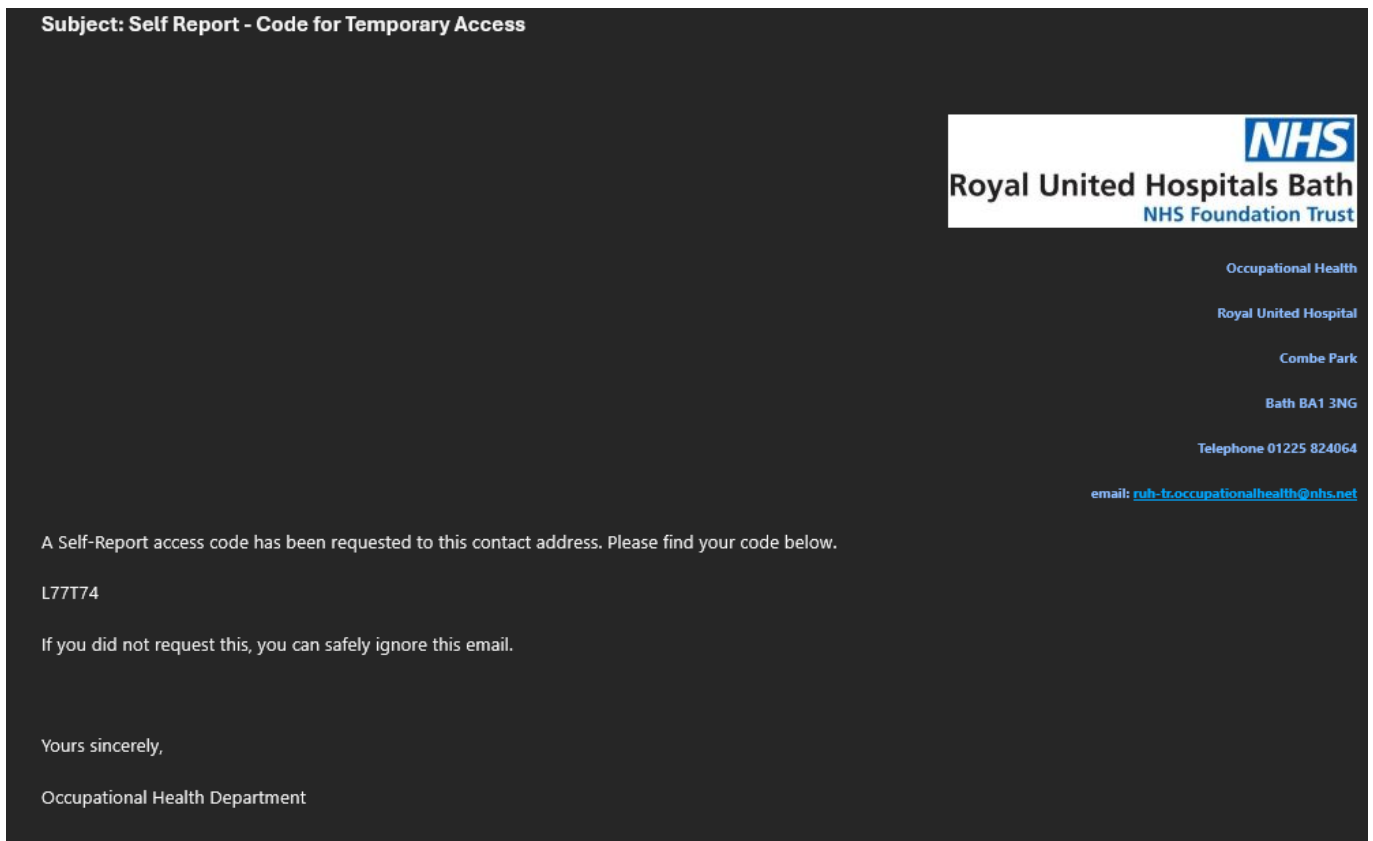
[Redacted Email Address] ✓

[Go back](#) [Submit Access Code](#)

[Resend your access code](#)

You should now receive an email from OPAS-G2 with an access code (this email will go to the email address stated in your last screen).

Within the email you will have a one-off code.



Enter the code into the OPAS-G2 page (if you can we would recommend copying and pasting the code)

Then click submit access code

You will now be taken into the self-report portal.



The screenshot shows the OPAS G2 self-report portal. At the top right, there is a timer showing 00:29:49 and a blue button labeled "End Session". The OPAS G2 logo is centered at the top. Below the logo is a white box containing a dropdown menu with the text "Choose a Report" and a green button labeled "Generate Report". At the bottom of the white box, there is a message: "No reports have been requested in this session. Once a report is requested, it will be listed here."

You will only have access to this portal for 30 minutes. After this time your portal will close, and you will have to start the process again to gain access.

To locate the report, you will need to click on the choose a report box. This will then open a drop down of the reports you are able to view/ download.

Select the report you would like to run.



The screenshot shows the OPAS G2 self-report portal with a report selected. The dropdown menu now displays "Immunisations and Vaccinations Report" with a close button (x) and a dropdown arrow. The "Generate Report" button remains green. The message at the bottom is the same: "No reports have been requested in this session. Once a report is requested, it will be listed here."

And then click generate report.

If the system can locate a report the below will show. (if you are unable to view a report it might be due to not having any vaccination here at the RUH or that your evidence is stored different). If this is the case, please contact the Occupational Health Department and we will support.

Immunisations and Vaccinations Report

✕ ▾

Generate Report

Session History

Report	Requested At	Parameters	Status
Immunisations and Vaccinations Report	16/01/2025 11:27:08	N/A	✓



To view the report, you can select the eye logo on the right-hand side of the screen. This will bring the report up in the portal for you to view. (you will not be able to save the report this way)

If you would like to download the report so you are able to print it off, you will need to click on the download logo which is the blue page with the arrow pointing down. This will download the report onto your devices so you can view and print off later if wanted.

When you are ready to finish you need to click on the end session button on the top right-hand side of the screen to close you access to the self-report portal.