

# myMISHA IMAGING UPLOAD SITE

## Guest User Sign-Up Guide

The *myMISHA Imaging Upload Site* is a SharePoint site you've been invited to for securely sharing deidentified patient images. The instructions found in this guide must be completed to access the site. Please email [info@mymisha.com](mailto:info@mymisha.com) if you have any questions or issues with completing the steps outlined in this instruction.

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## Accepting the Microsoft Invitation from PRO-Spectus

1. Check your email inbox for an invitation from *Microsoft Invitations on behalf of PRO-Spectus, Inc.* <invites@microsoft.com> with the subject line ending in ‘...invited you to access applications within their organization’
  - a. If you can’t locate the email in your inbox, please check your spam/junk folder
  - b. If the email is not in your spam/junk folder, please email [info@myMisha.com](mailto:info@myMisha.com)
2. Select the ‘Accept invitation’ button located in the body of the message
  - a. The invitation for the *myMISHA Imaging Upload Site* should display the same *Organization:* and *Domain:* field information as the highlighted text in Figure 1
  - b. A friendly reminder to always check the *Organization:* and *Domain:* fields before clicking the link in a Microsoft Invitation email

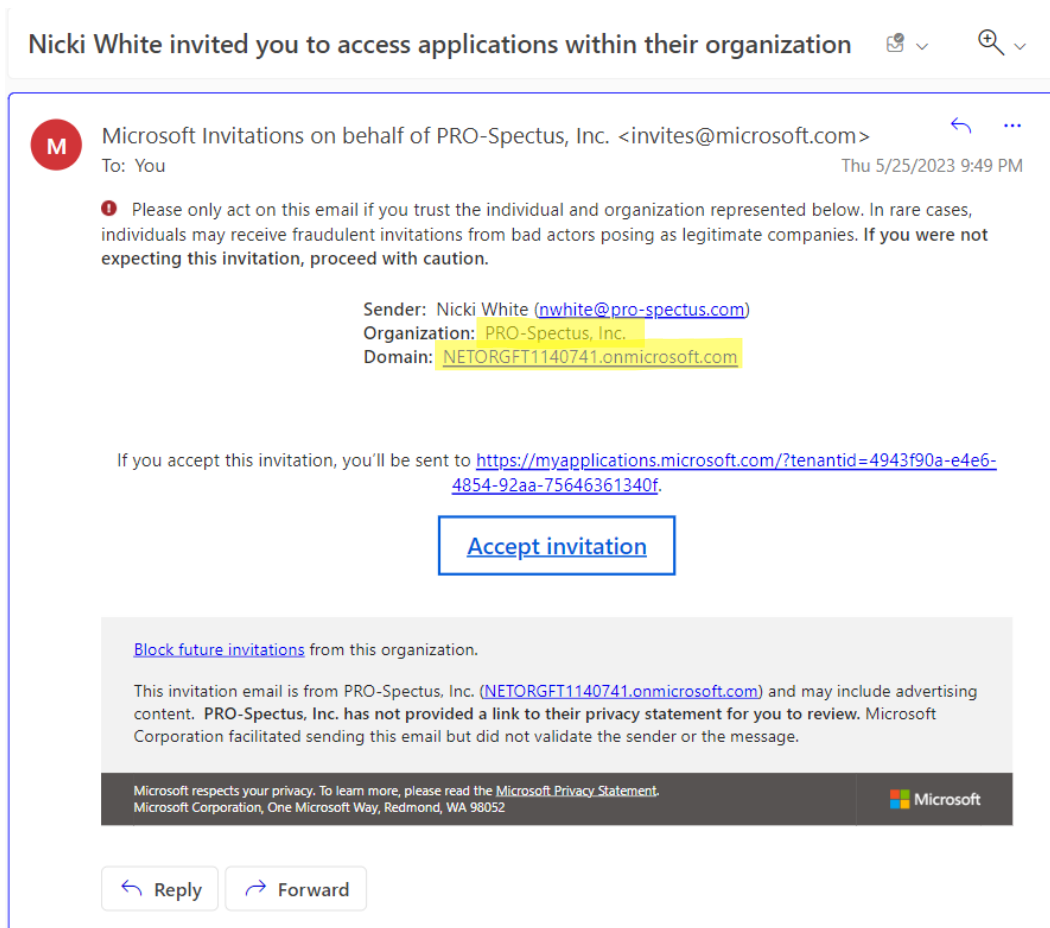


Figure 1

3. You will be redirected to a web page requiring you to sign in using the email address the invitation email was sent to
  - a. Additional detailed instruction is available in the [Sign-in User Flows](#) section of this document

4. Review and accept the permissions on the next page (see Figure 2)

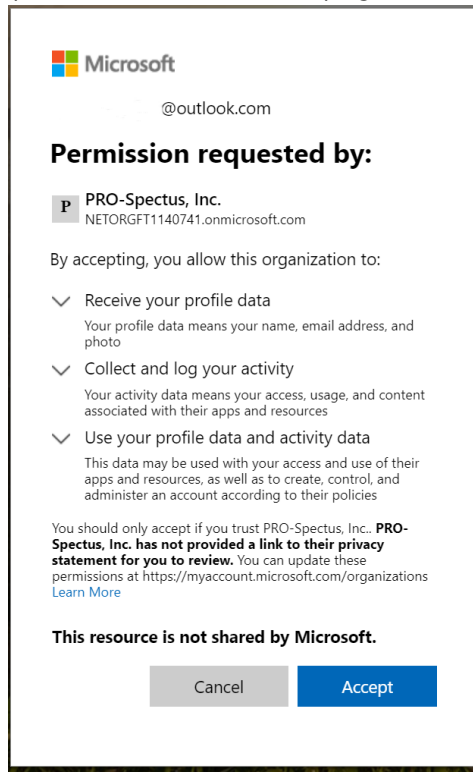


Figure 2

5. **Close** the web page once you're redirected to the *My Apps* page (see Figure 3)

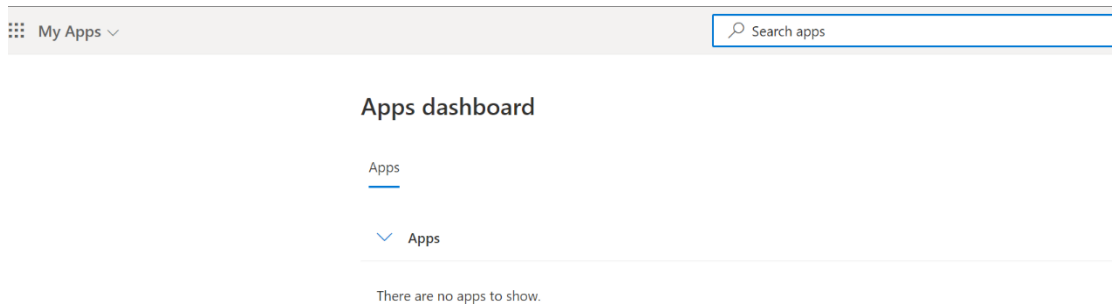


Figure 3


## Accessing the MYMISHA Imaging Upload Site

1. Use the below link to navigate to the myMISHA Imaging Upload Site  
[myMISHA Imaging - Home \(sharepoint.com\)](#)
2. Sign in using your email account
  - a. See [Sign-in User Flows](#) for detailed instructions
3. Select your office's *Quick Link* to access your folder

***If possible, please deidentify images before uploading them to the site***

## Uploading Images

Modality	Minimum Imaging	File Type
<b>XR/CR</b>	Frontal, standing (with knee in the field of view)	High-resolution image file (e.g., raster image files like a JPEG or TIFF)
<b>MR</b>	Coronal T1 Coronal T2 FS*	DICOM files preferred <u>or</u> High-resolution image files (e.g., raster image files like a JPEG or TIFF) of all slices

1. In your designated folder, create a folder with the patient's last name as the title
  - a. The folder name will be updated before Moximed's review
2. Upload the images (de-identified if possible)
3. For additional folder and file management help, select the  icon in the top right corner of the SharePoint site's toolbar (see Figure 4), type "Upload a file" in the search field, and press *Enter* on your keyboard

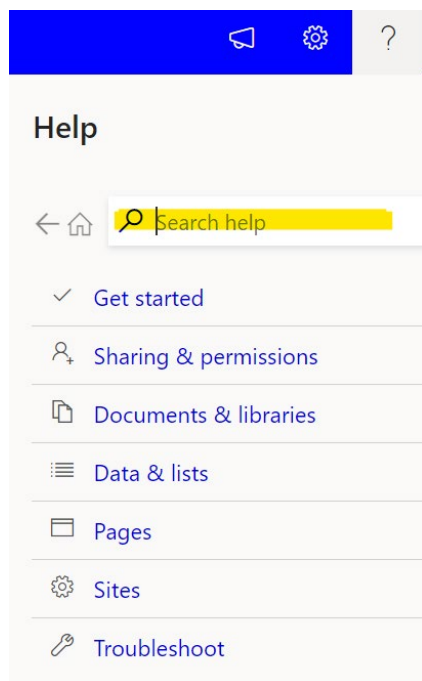


Figure 4

## Sign-in User Flows

### Work/School M365 & Personal Microsoft Accounts

1. You will be prompted to sign in using the username and password associated with your work or personal Microsoft 365 email account (see Figure 5)
2. For login assistance with your work/personal Microsoft 365 email account:
  - a. Contact your organization's IT admin
  - b. Click the '*Forgot password?*' link

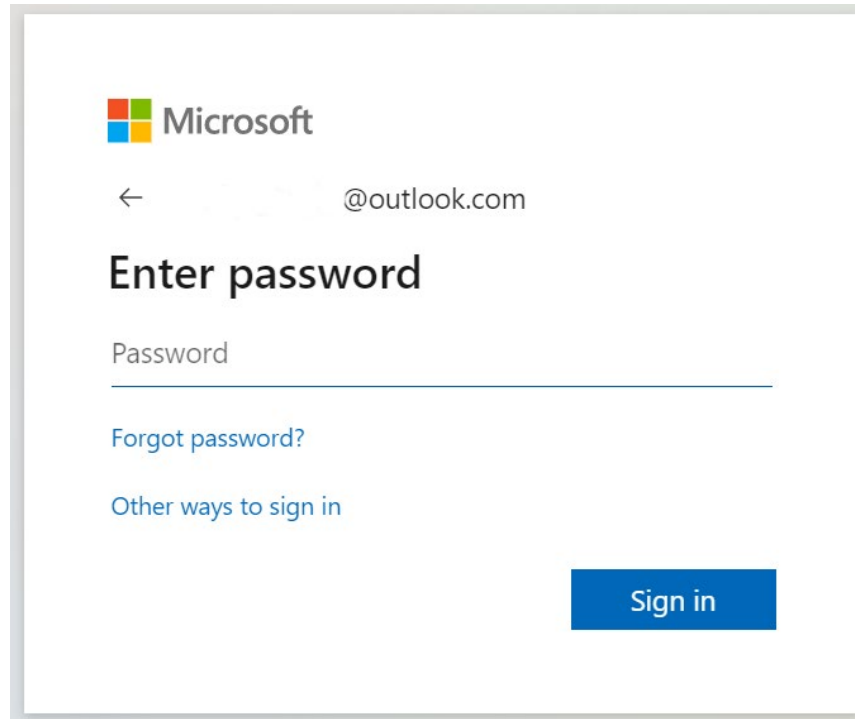
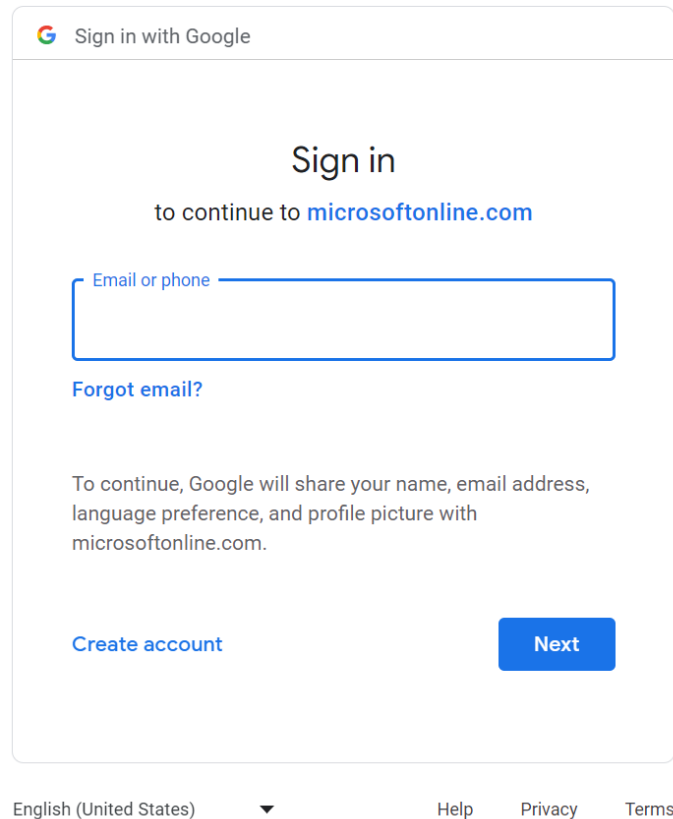


Figure 5

## Work or Personal Gmail Account

1. You will be prompted to sign in using the username and password associated with your work or personal Gmail email account (see Figure 6)



The screenshot shows the Google Sign in interface. At the top, it says "Sign in with Google". The main heading is "Sign in" followed by "to continue to [microsoftonline.com](#)". There is a text input field labeled "Email or phone" with a blue border. Below the input field is a link for "Forgot email?". A paragraph of text states: "To continue, Google will share your name, email address, language preference, and profile picture with microsoftonline.com." At the bottom left is a link for "Create account" and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

Figure 6

2. For login assistance with your work/personal Gmail email account:
  - a. Contact your organization's IT admin or
  - b. Use the '*Forgot email?*' or '*Forgot password?*' links

## Other Email Account

1. If you do not have a Microsoft or Gmail account, you will be redirected to a sign-in page with a 'Send code' button (see Figure 7)

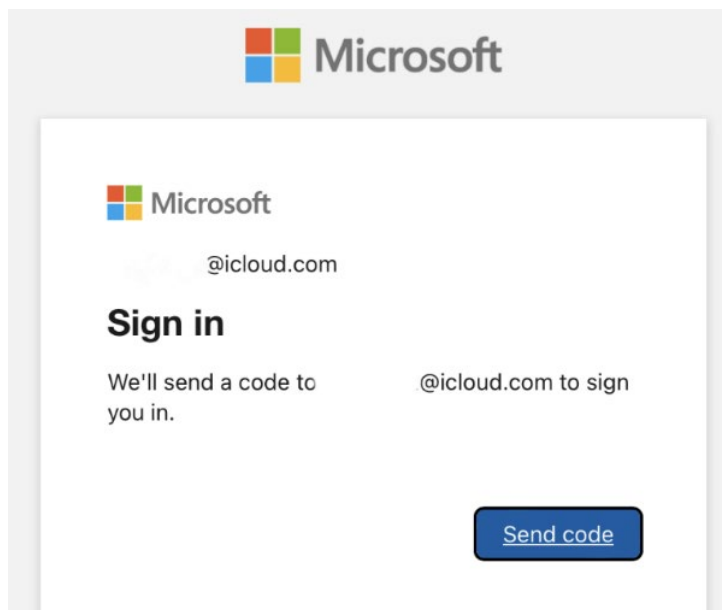


Figure 7

- a. If you see a blank field on the sign-in page, enter your email address in the field provided (see Figure 8)

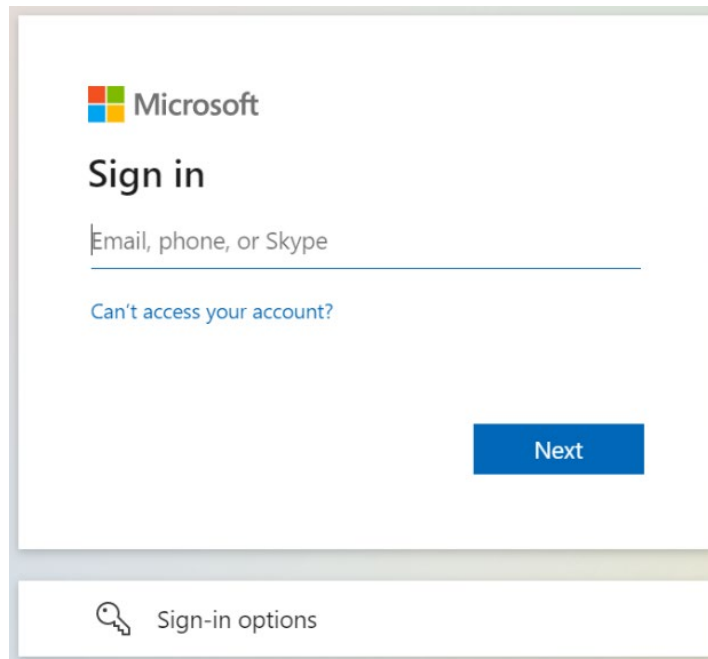


Figure 8

2. Return to your inbox to retrieve the passcode from the email with the subject line 'Your PRO-Spectus, Inc. account verification code'

3. Return to the sign-in web page and enter the passcode in the field provided (see Figure 9)

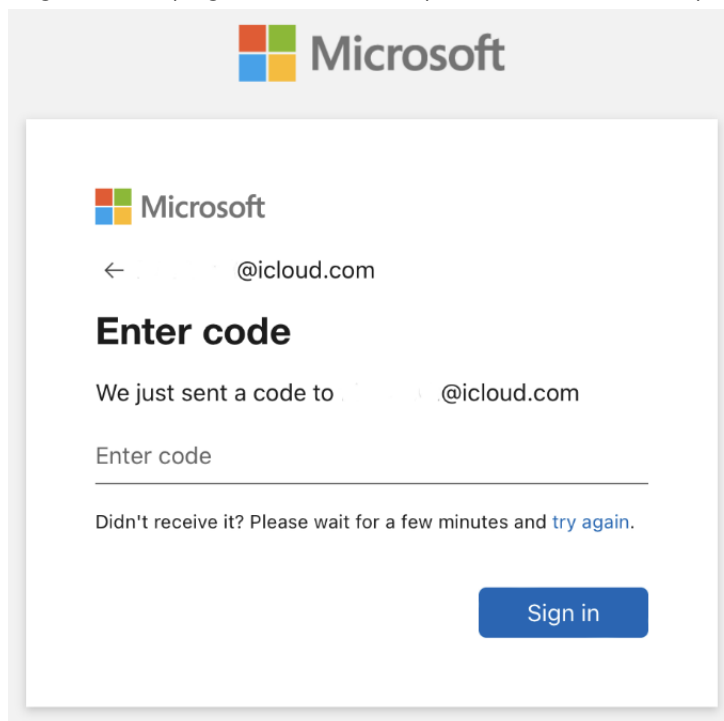


Figure 9

4. One-time passcodes are valid for 30 minutes
  - a. If the passcode expires, you will need to request a new passcode on the sign-in page
5. Sessions will expire after 24 hours
  - a. Once the session expires, you will be prompted to request a new passcode