

# Patientenportal Portal System for Patients

*Manual – Login*

## Introduction

The Portal System for Patients is a web application to request electronical documents. You can search for documents using various criteria; you can view and download the documents.

## Registration

After entering the URL of the portal (aap.akhwien.at) into your browser, you reach the login screen where you can change the language settings in the upper right corner.



Patientenportal

[Deutsch](#) | [English](#)



User

Password

[Not registered yet?](#) [Help](#) [Service Kontakt](#)

Login

If you are not registered in the portal, you can click on the link 'Not registered yet?' to open the registration form.

## Registration

[Deutsch](#) | [English](#)

Firstname

Lastname

Social Security Number - Date of Birth

 - Day  Month  Year 

Login-Name (User)

Password

Confirm password

Password length is at a minimum 8 characters which have to comply with at least 3 of the 4 categories: uppercase, lowercase, numerals and special characters.

e-Mail address

Mobile-Phone (for SMS)

Notification

**Accompanying person notification:**

e-Mail address or mobile-phone (for SMS)



Security-Code

**Register!**[Already registered?](#)

After entering your name and social security number, you have to choose a login-name (user) for the login into the application. In addition you can choose your password (with the usual confirmation). Please note the rules for a correct password.

Next you can define how you want to receive notifications, in case documents are provided for you: e-mail or SMS. You enter either your e-mail address or the number of your mobile phone and then choose the medium for the notifications.

Last you enter the letters and numbers into the field of the security-code (you can use lower-case characters).

You finish your entries with click on

**Register!**

Shortly afterwards you'll receive an e-mail or SMS with your initial password.

## Login

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**Patientenportal**

[Deutsch](#) | [English](#)



*Die menschliche Größe*

User

Password

[Not registered yet?](#) [Help](#) [Service Kontakt](#)

**Login**

You can enter the portal for the first time with your loginname and password (chosen by you at your registration) and a click on 'Login'.

You will receive the following message, if you don't enter the loginname or password correctly.

User

Password

[Not registered yet?](#)

**Login Error: Wrong username or password!**

You have problems with your Login? Please choose a contact via the link: [Service Kontakt](#)