WILDERNESS HEALTH

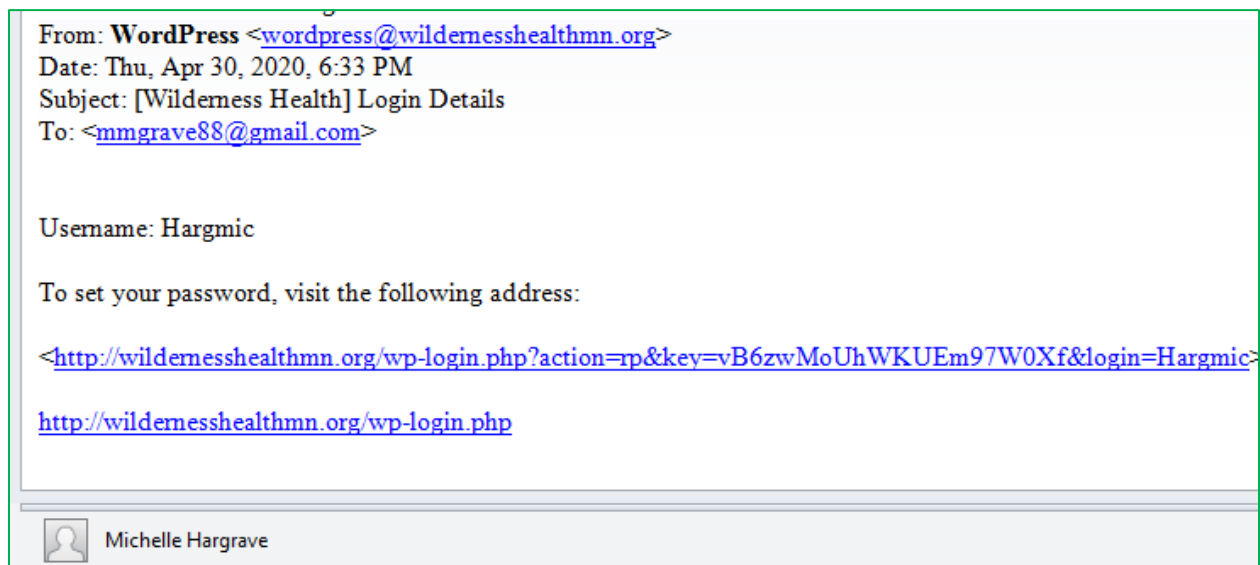*Partners advancing rural health*

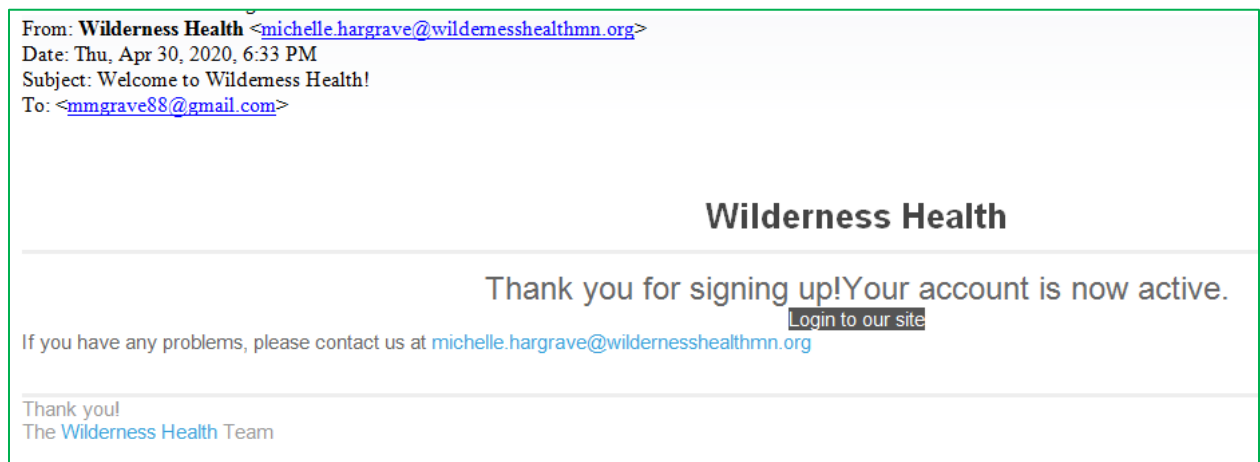# Resource Sharing Portal Quick Guide

Contents

User Account Set-up:

Wilderness Health will set-up your account with a username and temporary password. You will receive an email to reset your password and another welcoming you to the portal. Please change your password and then you can login to begin using the portal. See example images below:

Sample Reset Password Email:

From: **WordPress** <wordpress@wildernesshealthmn.org>
Date: Thu, Apr 30, 2020, 6:33 PM
Subject: [Wilderness Health] Login Details
To: <mmgrave88@gmail.com>

Username: Hargmic

To set your password, visit the following address:

<http://wildernesshealthmn.org/wp-login.php?action=rp&key=vB6zwMoUhWKUEm97W0Xf&login=Hargmic>

http://wildernesshealthmn.org/wp-login.php

Michelle Hargrave

Sample Welcome Email to the Portal/Login:

From: **Wilderness Health** <michelle.hargrave@wildernesshealthmn.org>
Date: Thu, Apr 30, 2020, 6:33 PM
Subject: Welcome to Wilderness Health!
To: <mmgrave88@gmail.com>

Wilderness Health

Thank you for signing up!Your account is now active.
Login to our site

If you have any problems, please contact us at michelle.hargrave@wildernesshealthmn.org

Thank you!
The Wilderness Health Team

Portal Login Instructions:

Step 1: Go to Wilderness Health Website: www.wildernesshealthmn.org

Step 2: Click on the Log-in icon in the right hand corner and when the log-in screen appears, enter the provided username and your password to access the portal.
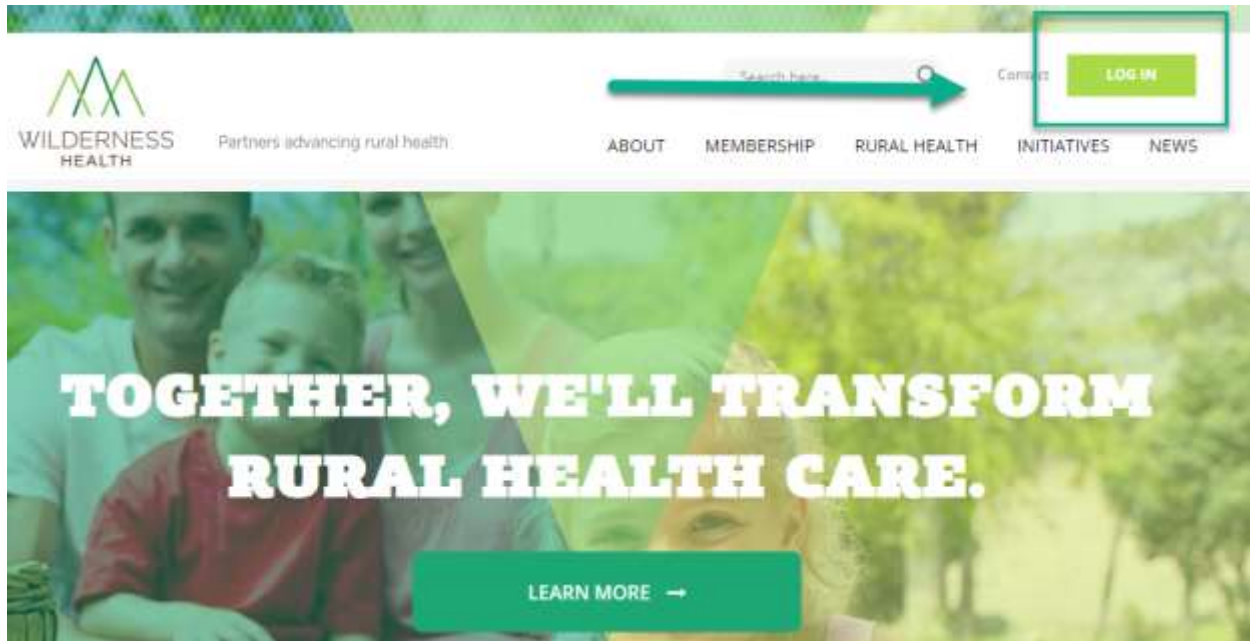
Step 3: After login –in, a new permissions based menu will appear for Wilderness Health members only at the top right-hand side of the website and a left hand menu bar on the left side of the screen named **MYWH.** This is the link to access the permissions based Resource Sharing Portal. Please click the link to enter or you can click on one of the four tools in the portal:

- **Document Library:** This is where you can upload files to share such as policies and workflows. The uploaded files can be in multiple media formats including word, Excel, PDF, Video files, etc.
- **Calendar:** This is a place for event sharing information such as trainings, meetings, etc.
- **Member Forum:** This is a communication platform that you can communicate with colleagues across topic areas or in specific work functions such as one forum for Care Coordination and another forum for Human Resources.
- **Members:** This is the membership directory for all Wilderness Health member organization employees and stakeholders that have access to this resource sharing portal.
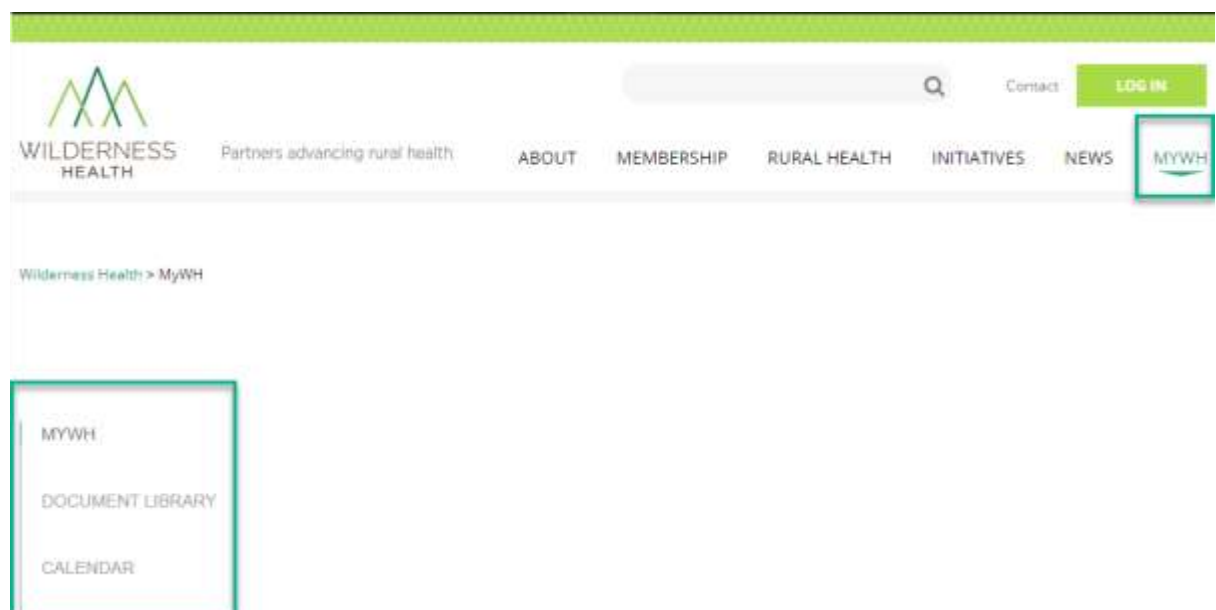
Step 4: Please update your profile information. Click on the **"Members"** directory menu item and search for yourself either by entering your name in the search field or scrolling down until you locate your profile and click the edit button to add, change or delete information in your personal profile
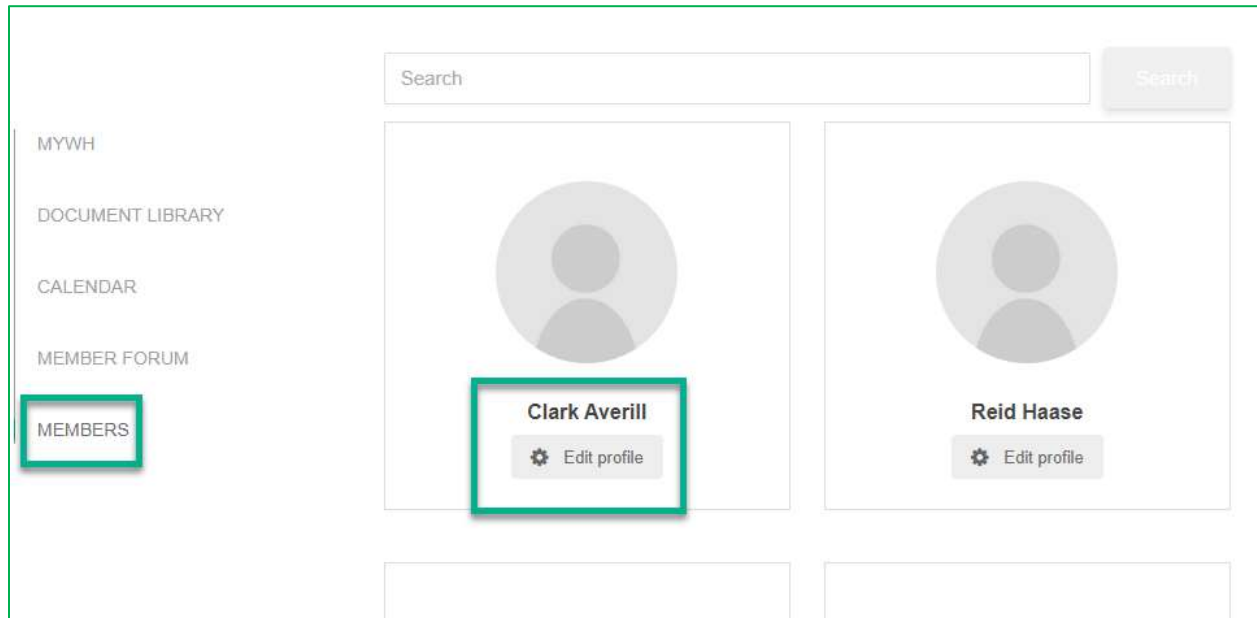

Portal Features Overview:

The resource sharing portal has four primary features to support communication and resource sharing including:

- **Document Library:** This feature allows users to find, search and upload files to share such as policies and workflows. The uploaded files can be in multiple media formats including Word, Excel, PDF, Video files, etc.
- **Calendar:** This feature allows users to find, search, add and share events such as trainings, meetings, etc. You can click on the "add event" link to post an event to share.
- **Member Forum:** This feature is a communication platform that enables users to connect with colleagues across topic areas or in specific work functions such as one forum for Care Coordination and another forum for Human Resources.
- **Members:** This is the membership directory for all Wilderness Health member organization employees and stakeholders that have access to this resource sharing portal.

Document Library Feature: Find, upload, and share resources with portal users.

To add a document:

Step 1: Click on the add a document text link at the bottom of Document Library site
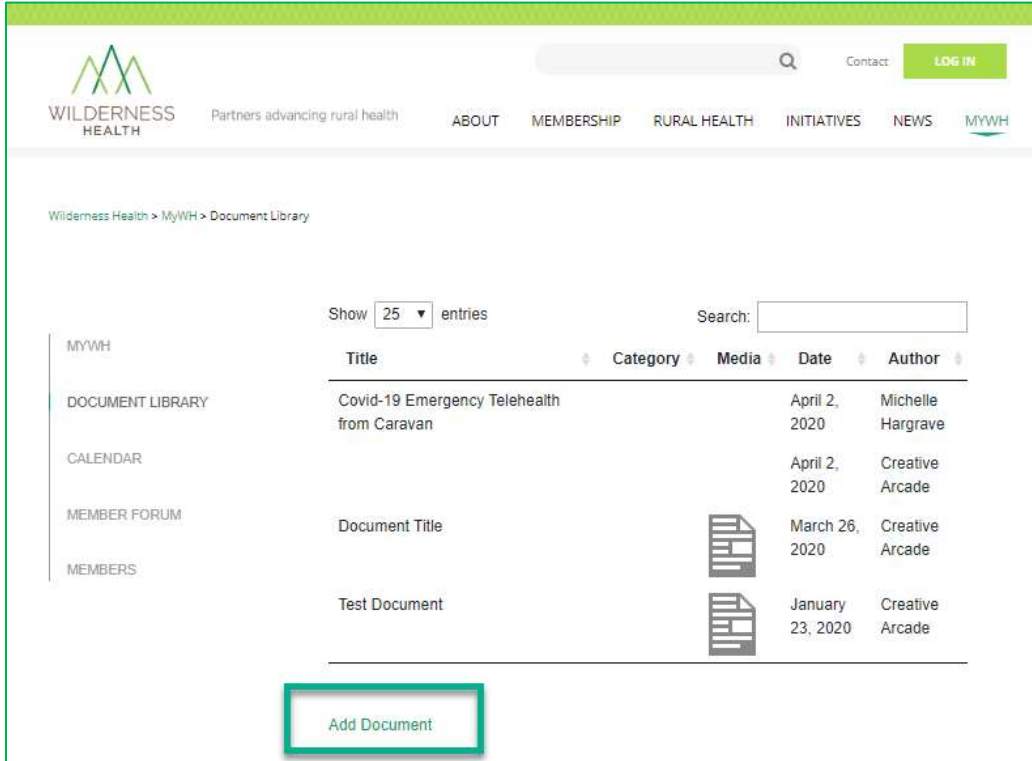
Step 2: Fill out the pop-out form and hit submit. Your request will be sent to WH staff to review and approve.

Calendar Feature: Find & search for events, register for events, add and share events with users.
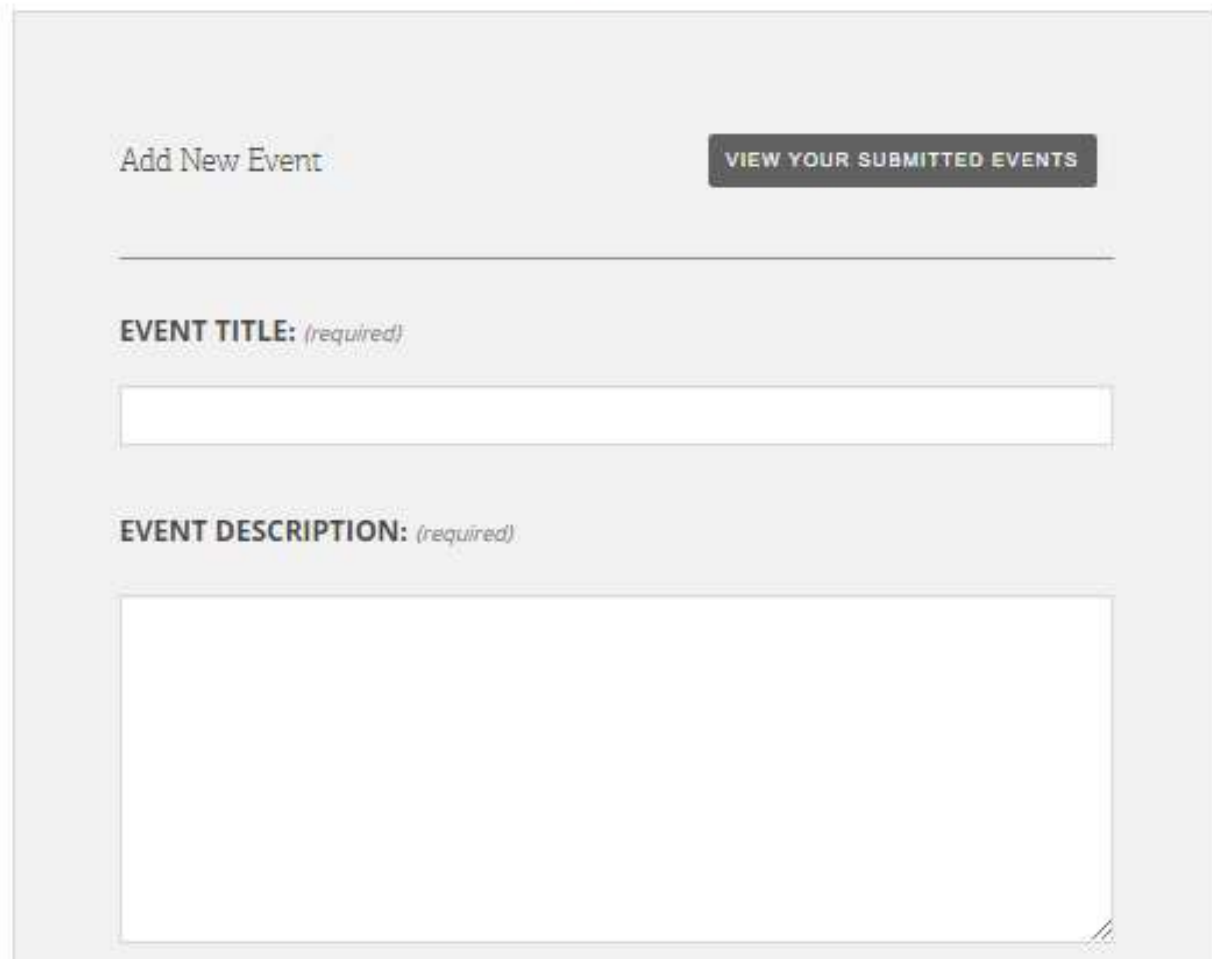
To add an event:

Step 1: Click on the add an event text link at bottom of the calendar site

Step 2: Fill out the pop-out form and hit submit. Your request will be sent to WH staff to review and approve.

Community Events:

As a Wilderness Health Member you can add/post events onto the portal calendar to share and invite health professionals across the network to participate in training, workshops, conferences, etc.

In order to add in an event please click on the button below and follow the prompts to fill out the appropriate fields and hit submit. Once submitted this event will be sent to the Wilderness Health Staff team for review and approval to post to the calendar.

Add New Event   **VIEW YOUR SUBMITTED EVENTS**

EVENT TITLE: *(required)*

EVENT DESCRIPTION: *(required)*

Member Forum Feature: Connect with colleagues, consult, share resources and subscribe.

Step 1: Click on the "Member Forum" menu item. Currently you will see a few different forums:

- Category/topic based forums such as for COVID-19 Response
- Role based forums such as for Care Coordination
- Committee based forums for Wilderness Health committee members to engage

Step 2: Enter a forum of interest and begin connecting with your colleagues

- **Consult:** Begin a new conversation by creating a new topic
- **Connect:** Respond to an existing post to communicate and share resources with colleagues.
- **Share:** Upload resources into the document library and then link them in a post to share.
- **Subscribe:** Initiate a subscription by topic or forum to receive automated email updates on topic replies only or subscribe to the entire forum to receive all communications (new topics and replies). Please note you can change these settings at any time.

Member Directory: Search, find and connect with colleagues across the Wilderness Health network.

Troubleshooting: For questions or access issues please contact Michelle Hargrave at michelle.hargrave@wildernesshealthmn.org.