



Resource Sharing Portal Quick Guide

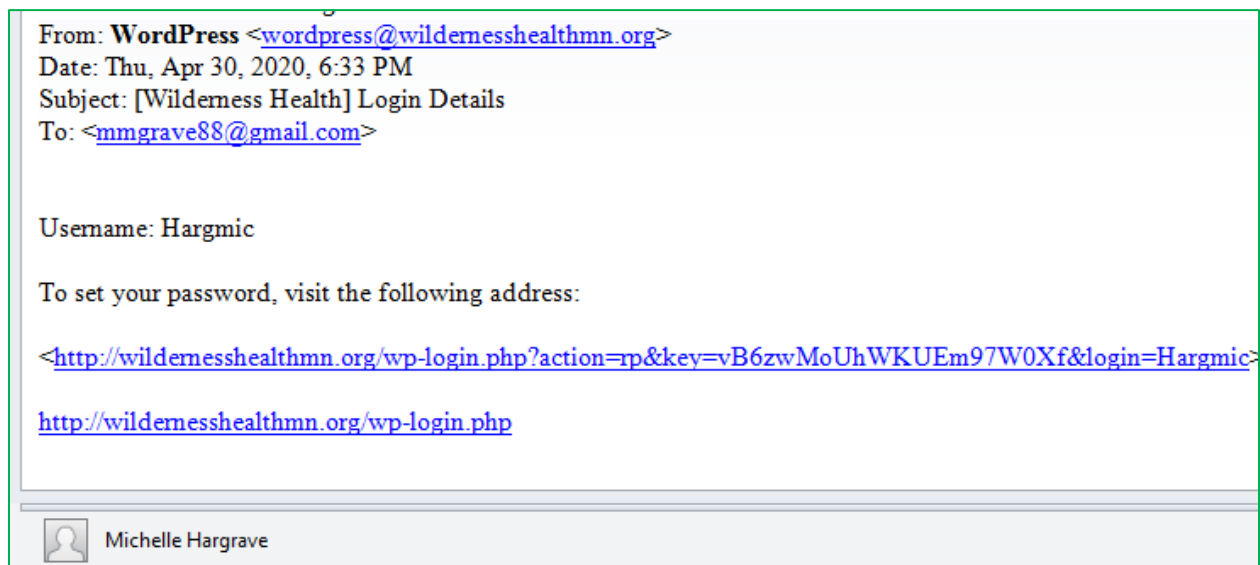
Contents

User Account Set-up:	2
Portal Login Instructions:	2
Portal Features Overview:.....	4
Document Library Feature:	5
To add a document:	5
Calendar Feature:	6
To add an event:	7
Member Forum Feature:	8
Member Directory:	9
Troubleshooting:.....	9

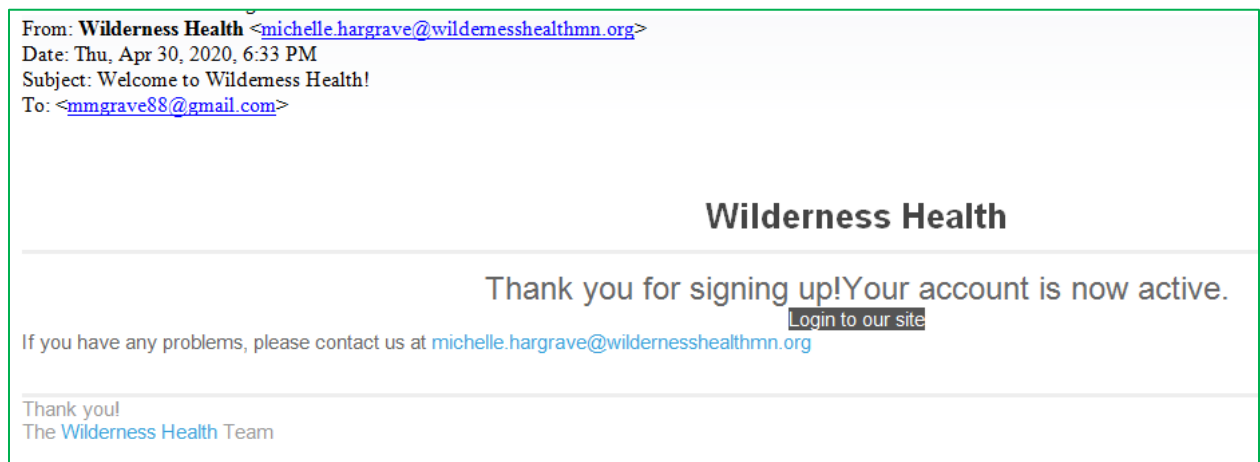
User Account Set-up:

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:



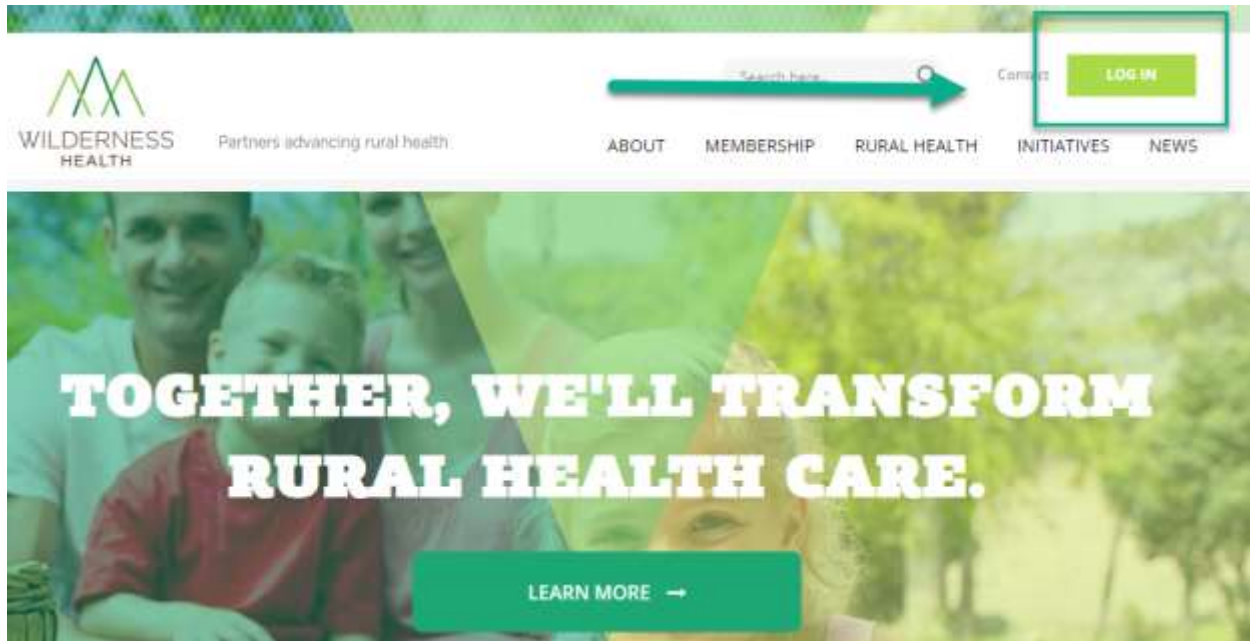
Sample Welcome Email to the Portal/Login:



Portal Login Instructions:

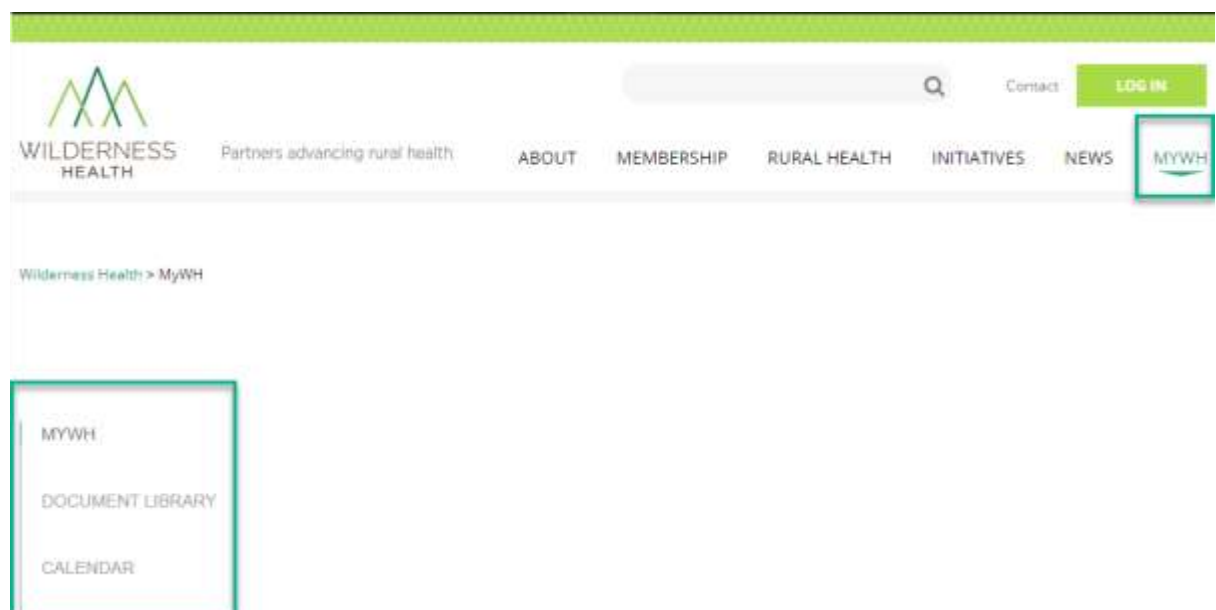
Step 1: Go to Wilderness Health Website: www.wildernesshealthmn.org

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.

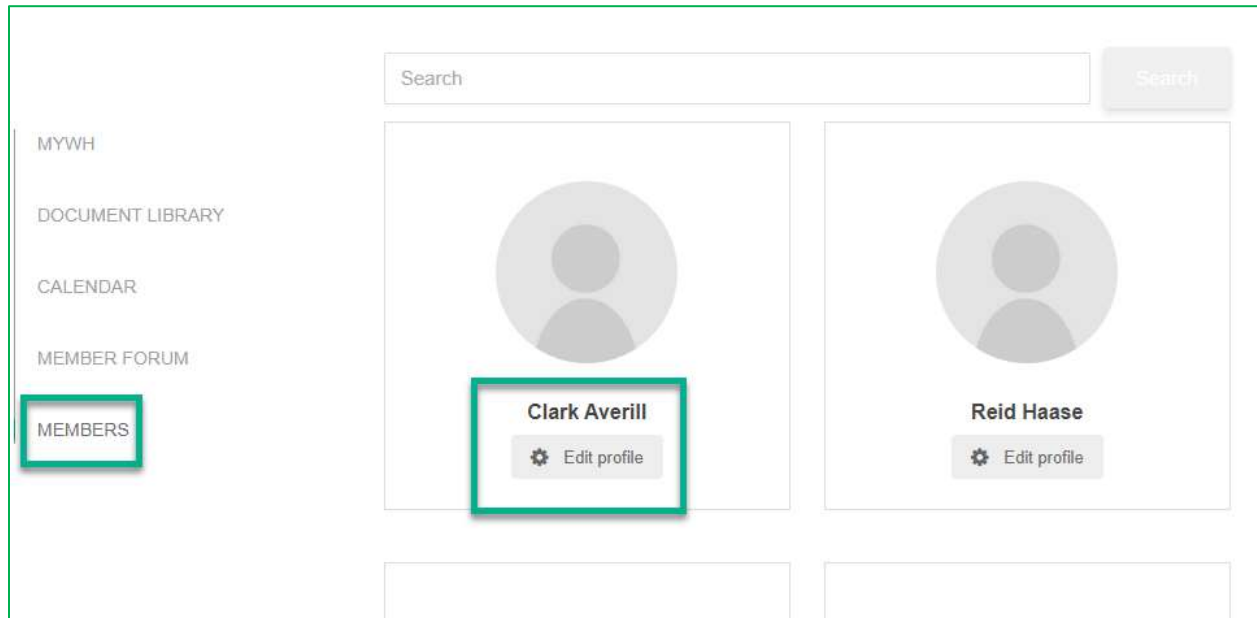


Step 3: After login –in, a new permissions based menu will appear for Wilderness Health members only at the top right-hand side of the website and a left hand menu bar on the left side of the screen named **MYWH**. This is the link to access the permissions based Resource Sharing Portal. Please click 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:

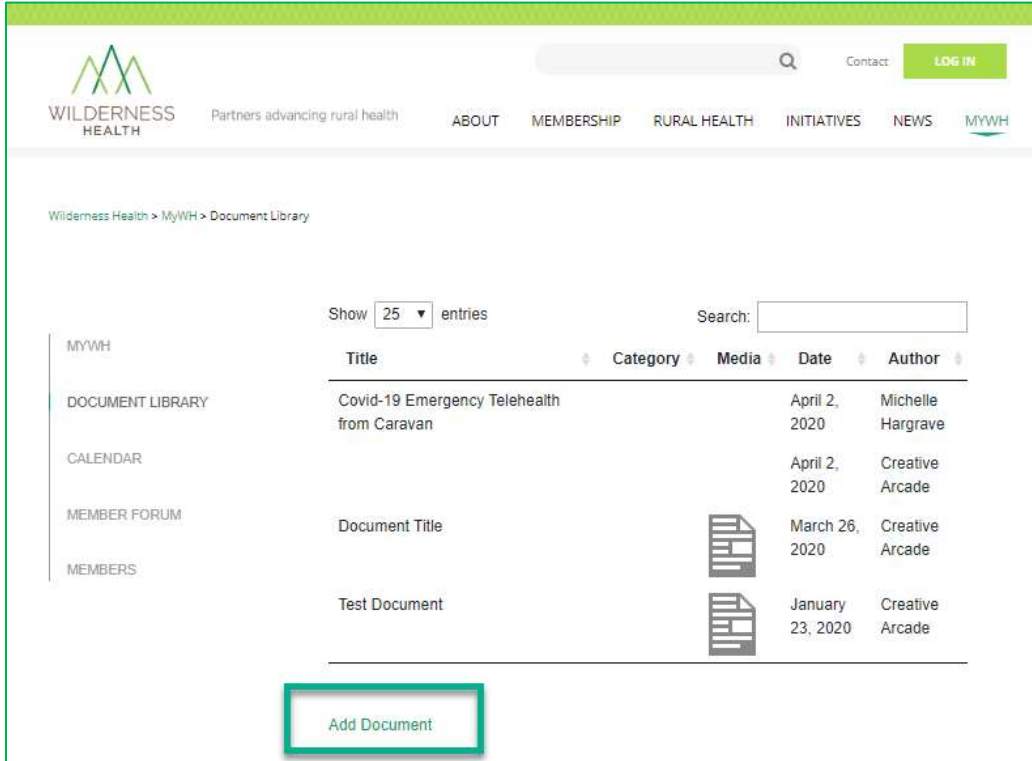
The resource sharing portal has four primary features to support communication and resource sharing including:

- **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.

Add Document:

To submit a document for inclusion in the document library, fill out the form below and submit. Your entry will be reviewed and, if approved, will be added to the document library.

Document Name *

Document Description OPTIONAL

Category OPTIONAL

File *

Choose File No file chosen

SUBMIT

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

Wilderness Health [MyWH](#) [Calendar](#)

Events for April 2020

SHOW EVENTS SEARCH

VIEW AS
Month

« March May »

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3 Test Event for Testing Calendar Function	4	5
6	7 TEST Caravan Meeting	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1 Coordinator of Care Roundtable	2	3

« March May »

[Add Event](#) [EXPORT EVENTS](#)

To add an event:

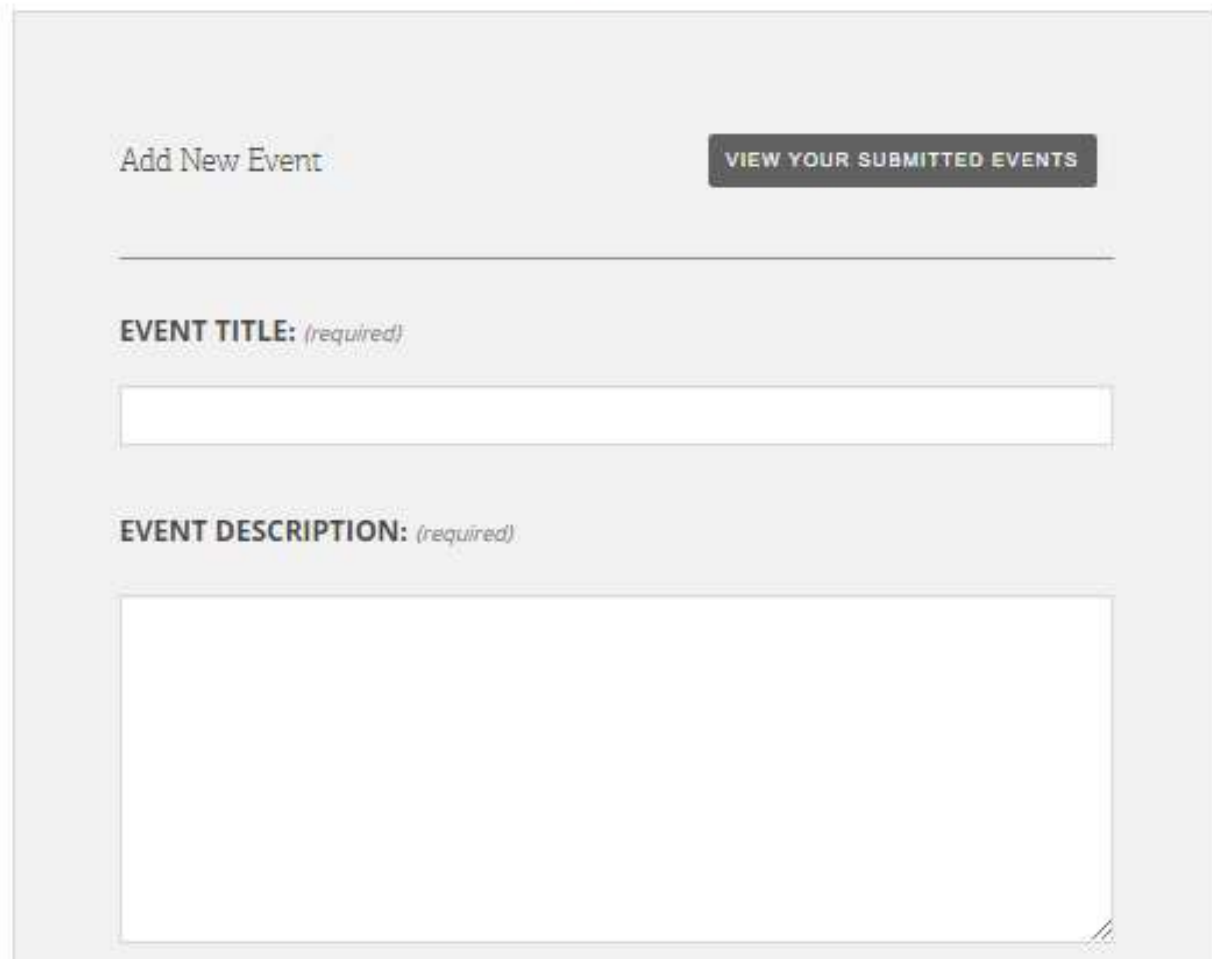
Step 1: Click on the add an event text link at bottom of the calendar site

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.



The screenshot shows a web form for adding a new event. At the top left, there is a text link 'Add New Event'. To its right is a dark button with white text that says 'VIEW YOUR SUBMITTED EVENTS'. Below these elements is a horizontal line. Underneath the line, the label 'EVENT TITLE: (required)' is followed by a single-line text input field. Below that, the label 'EVENT DESCRIPTION: (required)' is followed by a larger, multi-line text area for entering the event details.

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

Wilderness Health > MyWH > Member Forum > Forums

Home > Member Forum

Forum	Topics	Posts	Last Post
Care Coordination Forum This forum is established to facilitate communication and resource sharing across Care Coordination Staff throughout the Wilderness Health Network.	4	13	11 hours, 33 minutes ago Michelle Hargrave
COVID-19 This forum is established to provide an avenue for Wilderness Health Members to share information, ask questions, and communicate across the network regarding COVID-19 response and mitigation.	1	1	1 month ago Michelle Hargrave
Mental Health Committee	0	0	No Topics
Quality Committee	0	0	No Topics
Utilization Management Committee	0	0	No Topics

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.

Wilderness Health logo: Partners advancing rural health

Navigation: ABOUT MEMBERSHIP RURAL HEALTH INITIATIVES NEWS MYWH

Breadcrumbs: Wilderness Health > MyWH > Member Forum > Forums > Care Coordination Forum

Forum Summary: This forum has 4 topics, 9 replies, and was last updated 11 hours, 38 minutes ago by Michelle Hargrave.

Viewing 4 topics - 1 through 4 (of 4 total)

Topic	Voices	Posts	Last Post
Care Coordination Test Topic Started by: Michelle Hargrave	5	9	10 hours, 31 minutes ago Cassandra Beardisley
Test Started by: Rachel Wenz-Marcus	2	2	11 hours, 35 minutes ago Michelle Hargrave
MMH TEST 2 Started by: Michelle Hargrave	1	1	11 hours, 38 minutes ago Michelle Hargrave
Helllooooo Started by: Amber Mariens	1	1	3 weeks, 1 day ago Amber Mariens

Viewing 4 topics - 1 through 4 (of 4 total)

Create New Topic in "Care Coordination Forum"

Topic Title (Maximum Length: 80):

Rich Text Editor: B I LINK B-QUOTE DEL IMG UL OL LI CODE CLOSE TAGS

Topic Tags:

Notify me of follow-up replies via email

Submit

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.