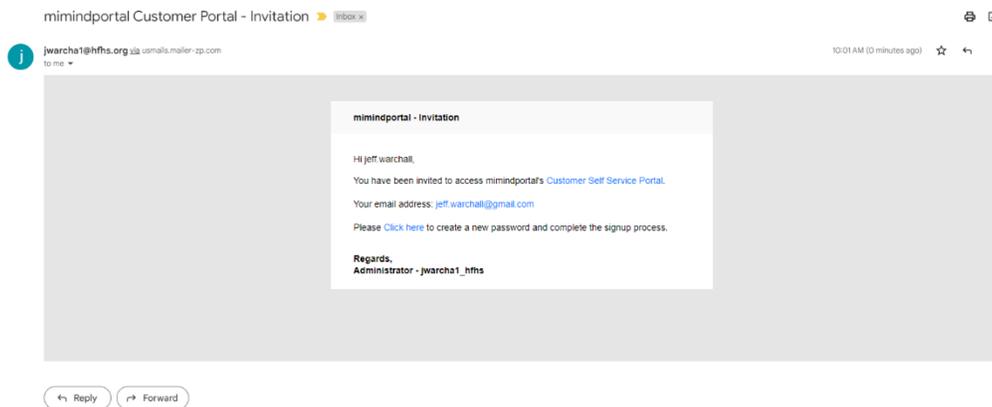


MIMind Partner Portal Tip Sheet - Phase 1

Initial Log In

The Primary Contact from each PO should have received an email similar to the one below. Click on the [Click here](#) link in the email:



This will bring you to the Create Password page. Where you will be allowed to create a secure password to log in for the first time. For future log-ins your username is the same as your email address and your password will be whatever you defined on your first log in.

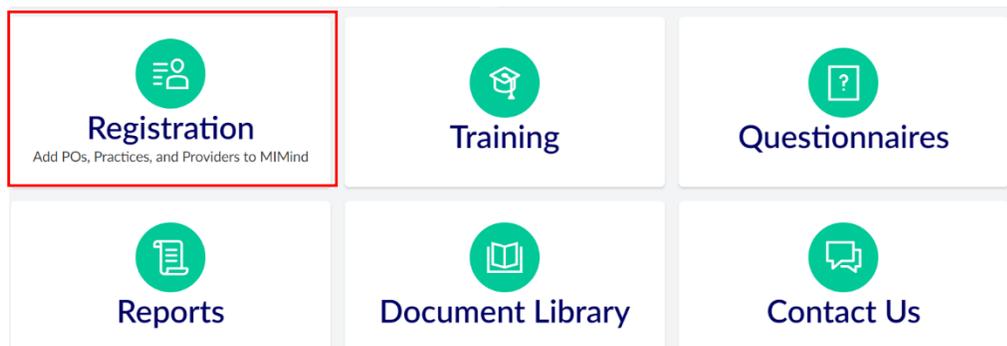
A screenshot of the "Create Password" page. It features two input fields: "Password" and "Confirm Password". Below the fields is a blue "Create" button.

Once you've logged in, we ask that you perform two tasks in preparation for Orientation:

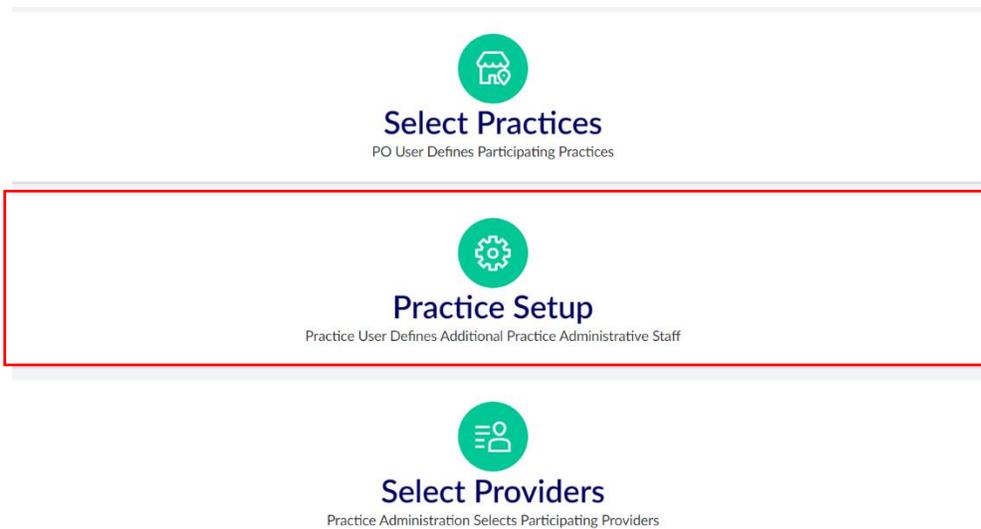
- 1) Define the Site Champions for your participating practices
- 2) Sign up for your first training

Define Site Champions

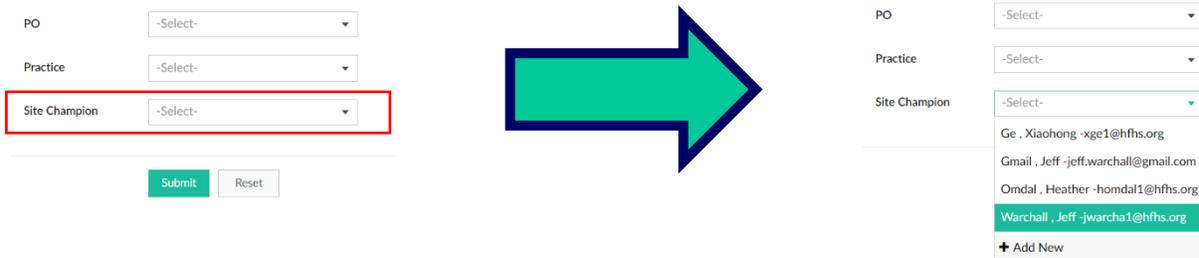
Once you have logged in you will come to the Landing Page of the Portal. Here, in addition to the News Feed and Event Calendar you will see six buttons. In order to assign your Site Champions, you will need to click on the Registration button:



Then click on the “Practice Setup” button:



This will open the following form where you will select the PO that you belong to and the Practice for which you are assigning a Site Champion. When you click on the field to assign the Site Champion a dropdown menu will appear:



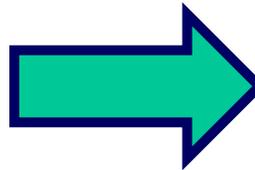
Here you may be able to select the appropriate Site Champion for this practice. **However, if this is your first time using the portal the Site Champion probably will not be listed.** In this case, simply click on the “Add New” option. This will open a pop-up window where you will be able to enter the contact information for the Site Champion. This person will now be saved in the database and will be selectable in the future:

PO:

Practice:

Site Champion:

- Ge, Xiaohong -xge1@hfhs.org
- Gmail, Jeff -jeff.warchall@gmail.com
- Omdal, Heather -homdal1@hfhs.org
- Warchall, Jeff -jwarcha1@hfhs.org



Contacts

Name *

Title:

Phone *

Email *

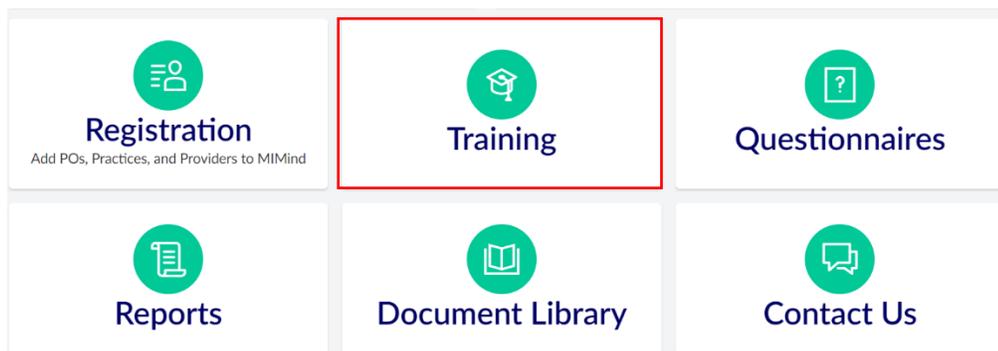
PO:

Practice:

Once you have selected a Site Champion for a practice we ask that you repeat the previous steps for each participating practice in your PO.

Sign Up for First Training

Finally, after all Site Champions have been assigned. You should sign up for your first training by clicking on the "Training Button" on the Landing Page:



This will bring you to the Booking page where you can select from the available time slots then click "Book Appointment". Once you have done this you will receive an email which will explain the next steps for attending the training at the time slot you selected.

Welcome!

Book your appointment in a few simple steps: Choose a service, pick your date and time, and fill in your details. See you soon!

Orientation to MIMind (1 hr) 05 Sep 2022

(GMT-04:00) Eastern Standard Time (Americ... 10:00 am

