

## How to register for the Virginia Healthcare Alerting and Status System (VHASS)

- 1. Go to the VHASS website: <u>http://vhass.org/</u>
- 2. In the upper left-hand corner of the page, look for the box labeled "Member Login" and click the text "Register Now!"



3. Select your organization from the dropdown menu and click the "Continue" button.

select Hospital/Organiza	tion				
Home > Select Hospital/Organization					
Select Your Organization					
The first step in creating a new user account is click "Continue" to create your account.	s selecting your H Organization:	ospital / Employer / Organization. Use Please Choose	e the following select box to see if your organization is	currently registered in our system. If your organic	zation is listed, please select your organization and
			Continue		
Add New Organization					
If your hospital/employer/organization is not lis	ted, please click t	the button below to add your organizat	tion/employer. After adding your organization/employe	r, you will then be able to create an account.	

- \* If your organization is not listed, click the green "Add Organization" box
- 4. You will then need to provide the information requested on the Account Information page (Step 2 of 2). The yellow fields are required:
  - First Name
  - Last Name
  - Job Title
  - Username
  - Password & Confirm Password
  - Email Address
  - Business Address
  - Business Phone
  - Cell Phone



- 5. Review the information on the confirmation page and click "Continue" to submit your information and complete the registration process.
  - You will be sent a confirmation email notifying you that your information has been received.
  - Your user account will now be sent to your organization's designated contact.
  - After your account has been approved by your organization's designated contact, you may then login onto VHASS.
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## Setup your alerting profile in VHASS once your account has been approved

- Go to the VHASS website: <u>http://vhass.org/</u> Login using your username and password
- 2. Under the "My Accounts" tab, click "Personal Information"



## 3. Click on the "Edit Account"



4. Ensure all information is up to date. Proceed to Step 3 of 3: "Alerting Contact Information". Enter your carrier and cell phone number. After you have entered your cell phone number, click anywhere outside of the entry field in order to reveal an option to click "Send Verification Code". Click to send a text message with a verification code to your phone. Enter the code into the field that appears.

Enter your cell phone or pager number and carrier below to receive alerts in the event of emergency. These fields are required.							
Primary Method:	Cell Phone / Pager						
* Carrier:	Please Choose	v					
* Number:	( 111 ) 111 Number Not Verified	- 1111 Send verification code					

5. Scroll to the bottom. Check the cell phone text message acknowledgement and press continue