

1. Go to the VHASS website: <u>http://vhass.org/</u> Login using your username and password.



2. To approve the organization VHASS accounts, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account.

Home EMERGENCY OPERATIONS - Documents Reso	urces + My Accounts + Administration +	
Events & Notifications	Quick Links	Support & Organization Contacts
Events: Please Choose v	 Dialysis Status Board Public Health ESF-8 Status Board Hospital Status Board 	If you have questions about access to this section, please contact your organization's designated contact(s) or contact support with questions and comments. <u>Central Region Hospital (TEST)</u> :
Event Notifications: Please Choose T	 Long Term Care Status Board Statewide Alerting System 	(Secondary) Designated Organization Contact (ALT)
	Patient Tracking Recent Documents	Event Regional Contact Number: Regional Hospital Coordinator:
Event Log Master View Create Event	 Membership Management Helicopter EMS 	My Account Organization Information

**If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not be able to approve accounts. The Designated Organization Contact names are listed in the Support & Organization Contacts box.



3. Under the "Administration" tab, click "Membership Management" or click "Membership Management" under Quick Links.

VHASS Virginia Healthcare Alerting & Status System		
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Please Choose	~	
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No Current Notifications		Statewide Alerting System
		Recent Documents
		🚰 Membership Management
Create N	otification	

4. Click "View Members".

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🖶 Home	EMERGENCY OPERATIONS -	Documents	🚔 Resources 👻	🖿 My Accounts 👻	Administration \bullet	
Mem	bership Manageme	nt				
Home	> Membership Management					
Members	5					
💄 Vie	ew Members					
🛃 Cr	eate Member Account					
🖹 Ale	erting Number Confirmation Report					
Organiza	ations					
🍃 Vie	ew Organization Detail					



5. Under the "Is Approved?" filter, select "No" to show all of the accounts that have not been approved for your organization.

VHASS Virginia Healthcare Alerting & Status System				
Home I EMERGENCY OPERATIONS -	🗿 Documents 🛛 🚔 Resources 👻	🖿 My Accounts 👻	Administration -	_
Member List				
Home > Membership Management > Memb	per List			
L Export →				
Search Filter				
Is Approved?		Last Name:		
				Search Reset

6. Accounts that have not been approved will have a yellow dot. Click on the yellow dot to approve the member account.

\$ Last Login 🛭 🗘	Updated 🗘	Approved	Detail	Edit	Delete
10/16/2020 11:13AM	10/16/2020 11:12AM	•	Ľ	Ø	•
				Show 10 25	50 entries

 At the bottom of the page, click "Approve & Continue". The following pages will give you the options of what permissions the member will have access to under your organization's VHASS account.

Approve & Continue Delete

Please verify all members listed under your organization are accurate. Delete those members who no longer need an account under your organization.

Contact your healthcare coalition for assistance - https://vhass.org/regional/.