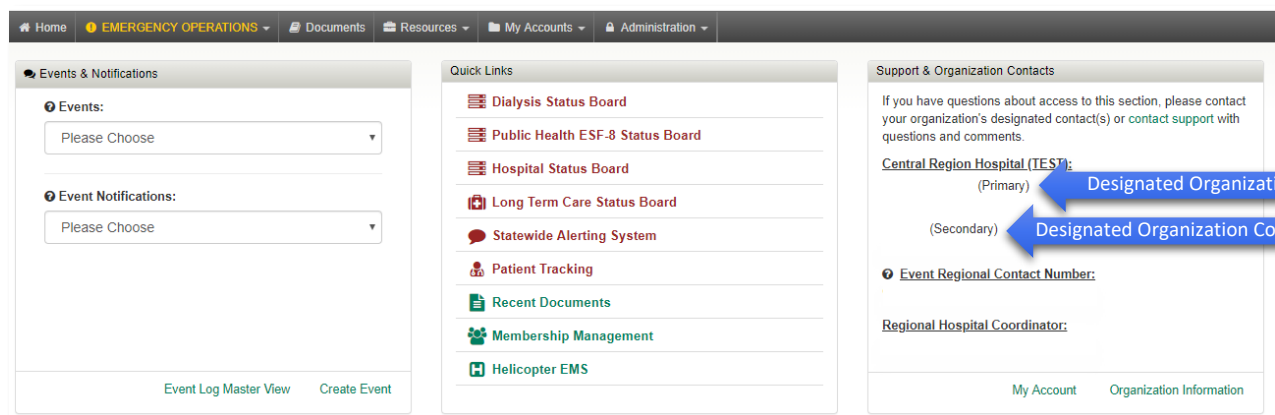




1. Go to the VHASS website: <http://vhass.org/> Login using your username and password.



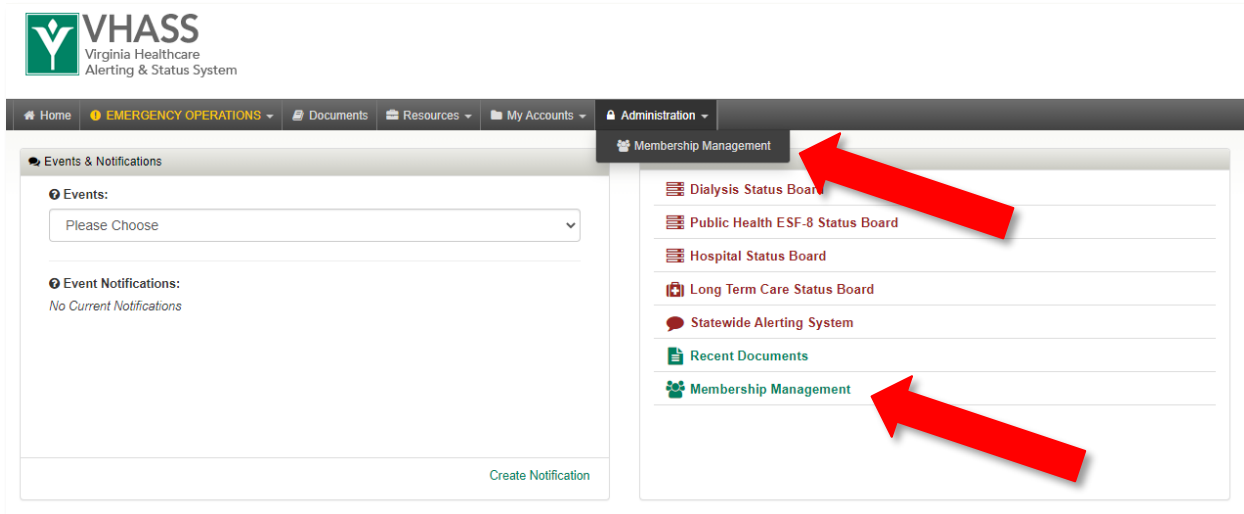
2. To approve the organization VHASS accounts, you must be the Designated Organization Contact or Designated Organization Contact (ALT) for the account.



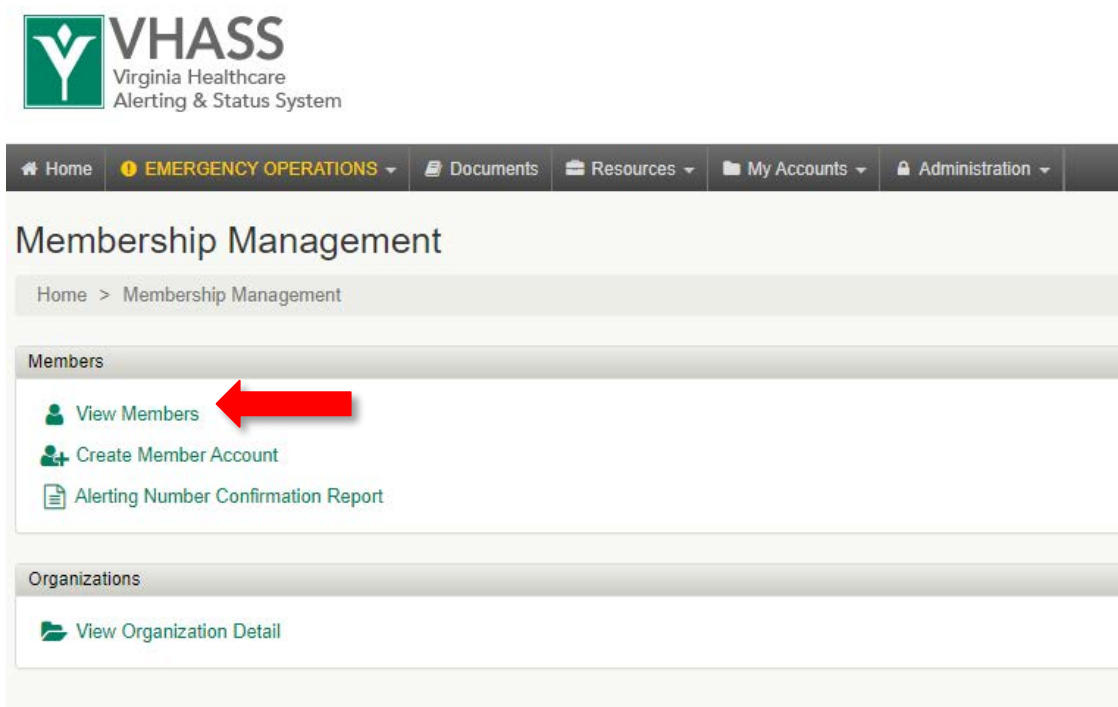
****If you are not the Designated Organization Contact or Designated Organization Contact (ALT) you will not be able to approve accounts. The Designated Organization Contact names are listed in the Support & Organization Contacts box.**



- Under the “Administration” tab, click “Membership Management” or click “Membership Management” under Quick Links.



- Click “View Members”.





- 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 | EMERGENCY OPERATIONS | Documents | Resources | My Accounts | Administration

Member List

Home > Membership Management > Member List

Export

Search Filter

Is Approved?

All
All
Yes
No

Last Name:

Search Reset

- 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				

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.

User Assignment

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/>.