

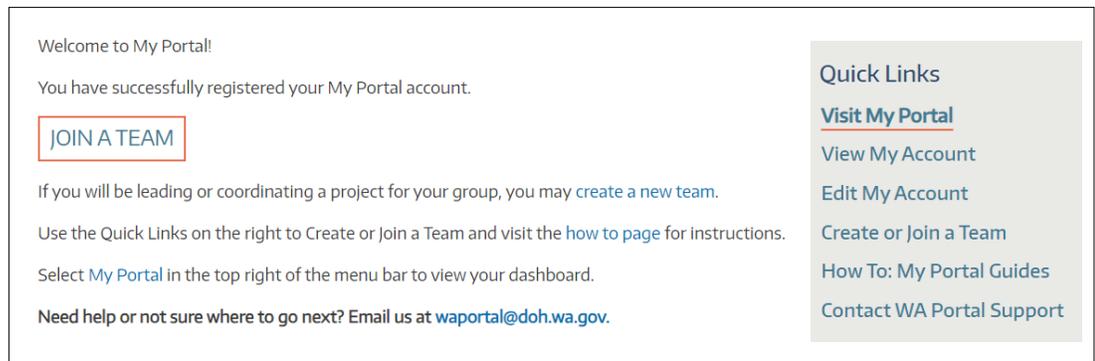
Note: If you received an email *inviting* you to join a team, follow the instructions in your email not the steps below.

How to: Create a My Portal account

- Step 1** From the waportal.org home page select [Log in](#) in the navigation at the top of the page. On this page you can log in, create a new account, or reset your password.
- Step 2** To create a new account, fill in the required fields on the form then select the [Create New Account](#) button at the bottom of the page.
- Step 3** You will receive an email confirming you have started the process. After the Collaboration Portal team has approved your access you will receive a confirmation email. Use the link in the confirmation email to access your My Portal account. Note: Account approvals are done during weekday business hours.
- If you have not received a confirmation email within one business day, send an email to waportal@doh.wa.gov to request one. In your request, let us know which team you seek to join or the team manager who invited you.
- Step 4** From the temporary link you will be taken to a screen to create your password. Once you have set your password, use the [My Portal](#) link to view your dashboard and follow the steps below to join a team.

After creating an account the next step is to join a team. See instructions below.

- Step 1** From the waportal.org home page select [Log in](#) in the navigation at the top of the page; log in to your account.
- Step 2** From your My Portal dashboard, select [Join a Team](#).



Welcome to My Portal!

You have successfully registered your My Portal account.

[JOIN A TEAM](#)

If you will be leading or coordinating a project for your group, you may [create a new team](#).

Use the Quick Links on the right to Create or Join a Team and visit the [how to page](#) for instructions.

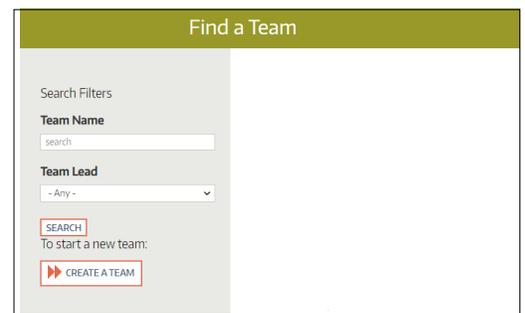
Select [My Portal](#) in the top right of the menu bar to view your dashboard.

Need help or not sure where to go next? Email us at waportal@doh.wa.gov.

Quick Links

- [Visit My Portal](#)
- [View My Account](#)
- [Edit My Account](#)
- [Create or Join a Team](#)
- [How To: My Portal Guides](#)
- [Contact WA Portal Support](#)

- Step 3** On the Find a Team page, use the filters on the left panel to search for the team you would like to join.
- If you know the Team Name, enter a word from the team's name into the Team Name field and select [SEARCH](#).
- Or type the name of a team manager in the Team Lead field, click the drop down to scroll through the list of options, select the person's name and then select [SEARCH](#).
- In the center of the page, one or more teams matching your search will be listed. Select the team you need to join.



Find a Team

Search Filters

Team Name
search

Team Lead
- Any -

[SEARCH](#)
To start a new team:

[CREATE A TEAM](#)

- Step 4** On the next screen, read the description and make sure the team manager is who you were expecting, then select [REQUEST MEMBERSHIP](#). The team manager will receive your request to join. After you have been approved to join the team, you'll see the team name listed on your My Portal dashboard.