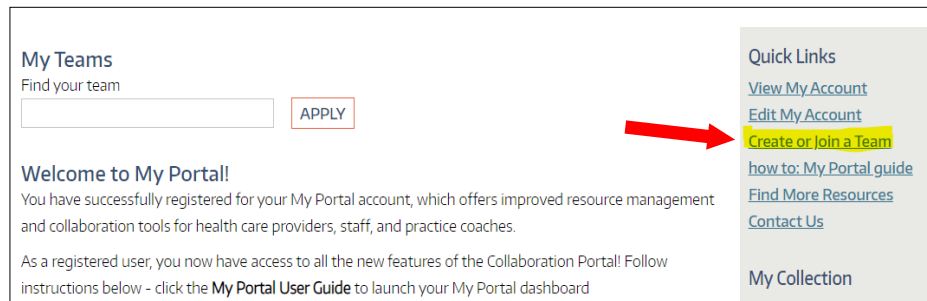


How to: Create a My Portal team

Step 1 From the waportal.org home page select *my portal* in the navigation at the top of the page (you may need to log in).

Step 2 From your My Portal dashboard, on the right panel under Quick Links, select *Create or Join a Team*.

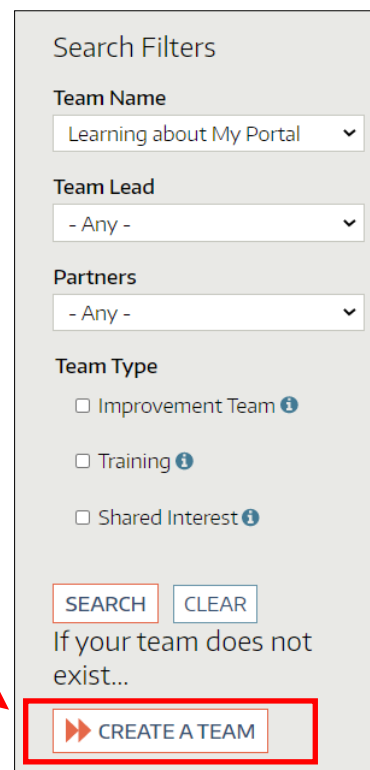


OR

If you are already on the Teams search page, scroll to the bottom of the left panel and select CREATE A TEAM.

- Step 3**
- Choose a name and description for the team.
 - Indicate whether or not the team is associated with an Accountable Community of Health or select "Team not associated with an ACH."
 - Provide the name of the organization you work with.
 - Select one of the two choices for team type.
 - An improvement team is one where members work in a shared location, like a state agency, a health provider or organization.
 - A shared interest team may have members from several organizations across the state.

Fields marked with a red asterisk are required.



Step 4 Adding a location is optional, however, please include the city, state, and ZIP code where your office is headquartered. This helps your WA Portal administrator track which regions of the state are involved in activities on the portal.

Scroll to the bottom and select *CREATE TEAM*.

WA Portal staff will approve your team within 24 hours and the team will appear in the right panel on your My Portal dashboard.