

## How to: Create a My Portal account

**Step 1** From the [waportal.org](http://waportal.org) home page select *my portal* in the navigation at the top of the page or [use this link](#) to start your registration process. 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.

**Step 3** You will receive an email acknowledging 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.

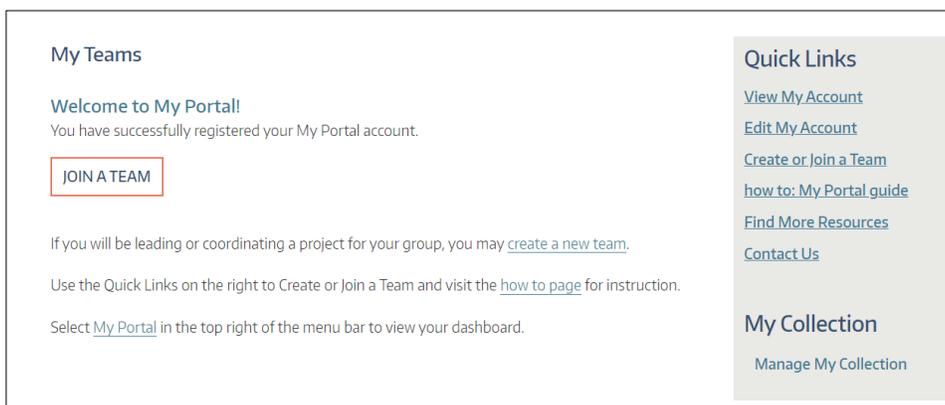
If you have not received a confirmation email within one business day, send an email to [waportal@doh.wa.gov](mailto:waportal@doh.wa.gov) to request one.

**Step 4** From the temporary link you will be taken to a page 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](http://waportal.org) home page select *My Portal* 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*.



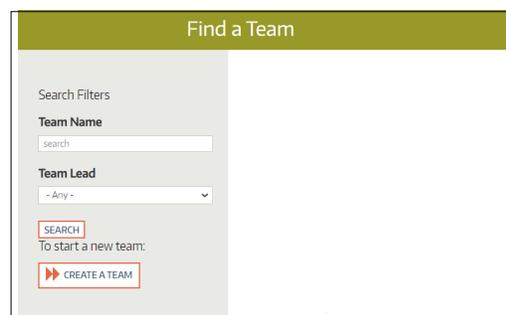
The screenshot shows the 'My Teams' dashboard. At the top, it says 'Welcome to My Portal! You have successfully registered your My Portal account.' Below this is a red-bordered button labeled 'JOIN A TEAM'. Further down, there are instructions: 'If you will be leading or coordinating a project for your 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 instruction. Select [My Portal](#) in the top right of the menu bar to view your dashboard.' On the right side, there is a 'Quick Links' sidebar with links: 'View My Account', 'Edit My Account', 'Create or Join a Team', 'how to: My Portal guide', 'Find More Resources', and 'Contact Us'. At the bottom of the sidebar is a 'My Collection' section with a 'Manage My Collection' link.

**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 if you know the Team Lead, 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. When you find the team you need, select it.



The screenshot shows the 'Find a Team' search interface. It has a green header with the text 'Find a Team'. Below the header is a 'Search Filters' section. Under 'Team Name', there is a search input field with the word 'search' inside. Under 'Team Lead', there is a dropdown menu with '- Any -' selected. Below the filters is a red-bordered button labeled 'SEARCH'. Underneath the 'SEARCH' button, it says 'To start a new team:' followed by a red-bordered button with a right-pointing arrow and the text 'CREATE A TEAM'.

**Step 4** On the next screen select *SUBMIT REQUEST* at the bottom of the form. It is optional to include a message to the Team Lead.

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.