

## How to: Create a My Portal account

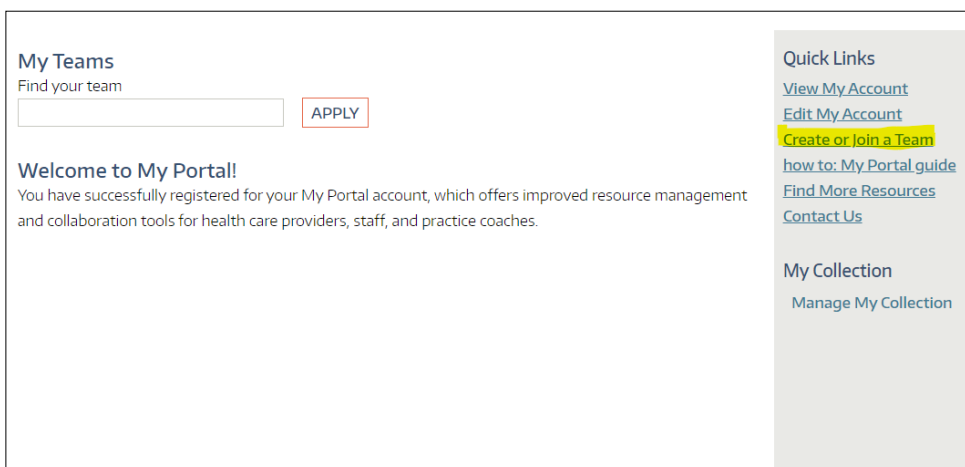
- Step 1** From the waportal.org home page select *my portal* in the navigation at the top of the page or [use this link](#) to start your registration process.
- Step 2** On this page you can log in, create a new account, or reset your password.
- Step 3** To create a new account, fill in the required fields on the form then select the *Create New Account* button.
- Step 4** When you receive your confirmation email, use the link in the email to return to the log in screen.
- Step 5** After logging in with the temporary link, you will be directed to a page to create your password.
- Step 6** Once you have set your password, use the *My Portal* link to view your dashboard.

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

## How to: Join a My Portal team

- Step 1** From the 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, on the right panel under Quick Links, select *Create or Join a Team*.



- Step 3** Use the filters on the left panel to search for the team you would like to join.

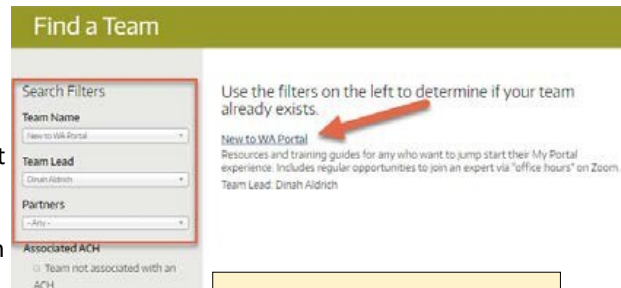
If you know the Team Name, enter a word from the team's name into the Team Name field and select *SEARCH*.

Or if you know the Team Lead, or Partner, open the drop down box to scroll through the list of options, select the name and select *SEARCH*

- Step 4** 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 (see red arrow in picture on right for example.)

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.



**TIP:**  
Don't know the team name or who is the team lead? You only need to select one search filter. Try the **Partners** filter to start your search.