

How to: Add members to Your Teams

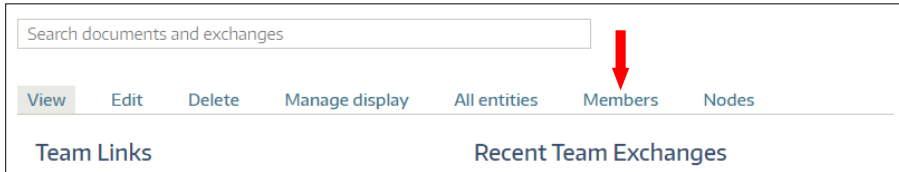
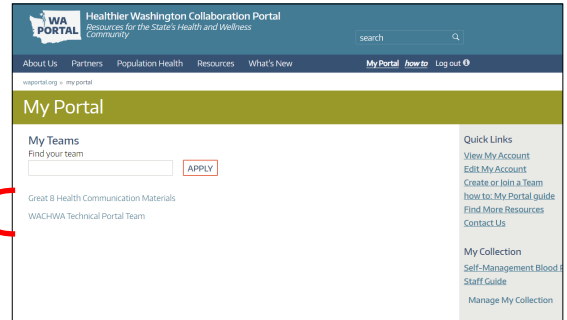
There are two ways to include WA Portal members in your password-protected team. A Team Coordinator can individually select members enrolled in WA Portal or members may request to join a team and gain access when approved by the Team Coordinator. Instructions for both steps are described below.

How Team Coordinators can add members

Step 1 Log in to My Portal and you'll be taken to your My Portal dashboard.

Step 2 As shown on the right, the teams you have joined will be listed below the My Portal banner. Select the team name to which you will be adding members.

Step 3 On the team page select *Members*. (See arrow below.)

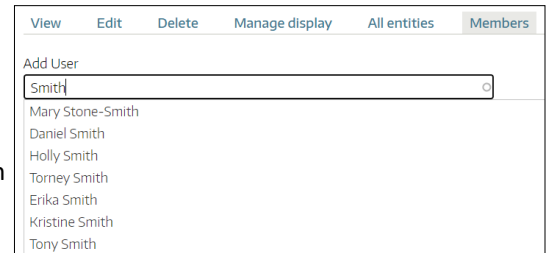


Step 4 The next screen will provide a search box. In the search box begin typing a last name. The field will populate if the person has created a My Portal account.

If the field does not fill in the last name then this person hasn't yet created an account. You can send the person the registration link: <https://waportal.org/adminaccess/register>.

When the correct name fills into the search field, select the name from the options that appear so that it fills the search box. (See image at right.)

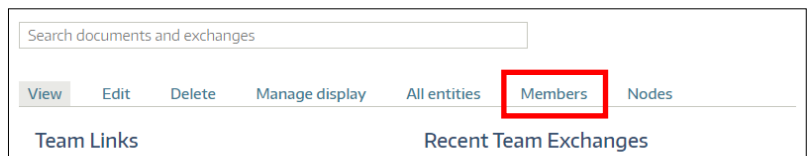
Click *Submit* and the person will be added to your team. The team will show on their My Portal dashboard immediately.



How Team Coordinators can approve a member request

The person who creates a team will see requests on their My Portal dashboard and receive an email from the_team@waportal.org.

From the team page on My Portal select *Members*.



If a member's Role is listed as Pending Member they need your approval before they will have access to view the team page. Select *Approval Form* for that person.

Pending Member	02/04/2021 - 19:14	01/25/2021 - 14:20	View member ▾	Approval Form
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On the next screen select *Yes* or *No* and *Submit*. If you select *No*, then the member will be removed from the group as a pending member and will need to resubmit a request to join.

[Teams Coordinator Dashboard](#)

Pending Approvals

Quick Links

- [View My Account](#)
- [Edit My Account](#)
- [Create or Join a Team](#)
- [how to: My Portal guide](#)
- [Find More Resources](#)
- [Contact Us](#)

You will also see a link to view requests to join your team when you are on your Teams page. When you select *Pending Approvals* you will have the option to approve requests. (See image at right.)

Want to see who is on your team?
You can see your list of approved team members when on your team page.