

## Why join a team?

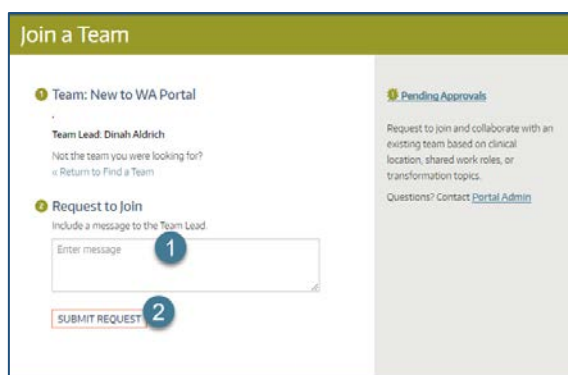
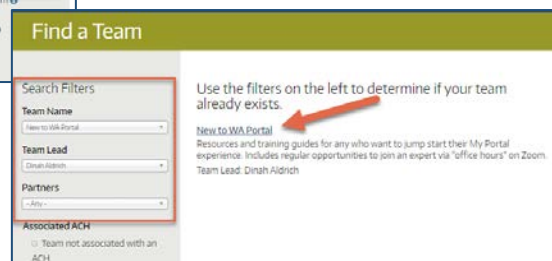
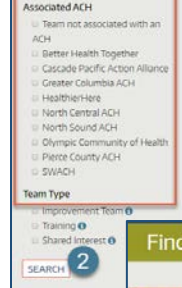
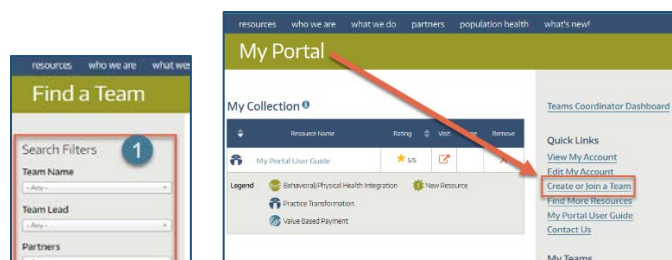
My Portal Teams provides a password-protected space to help you collaborate within your clinic, or organization, or even across organizations state wide.

Let's get started from the homepage,  
<https://waportal.org>

Click **myportal** in the upper right corner of the page (you may need to log in). From your My Portal dashboard, on the right panel under **Quick Links**, click **Create or Join a Team**.

## Join an existing team

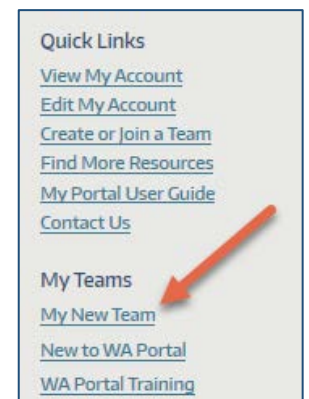
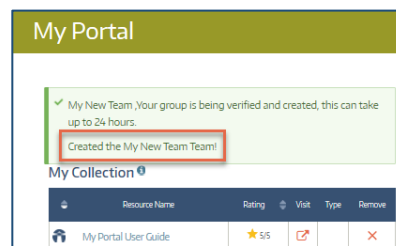
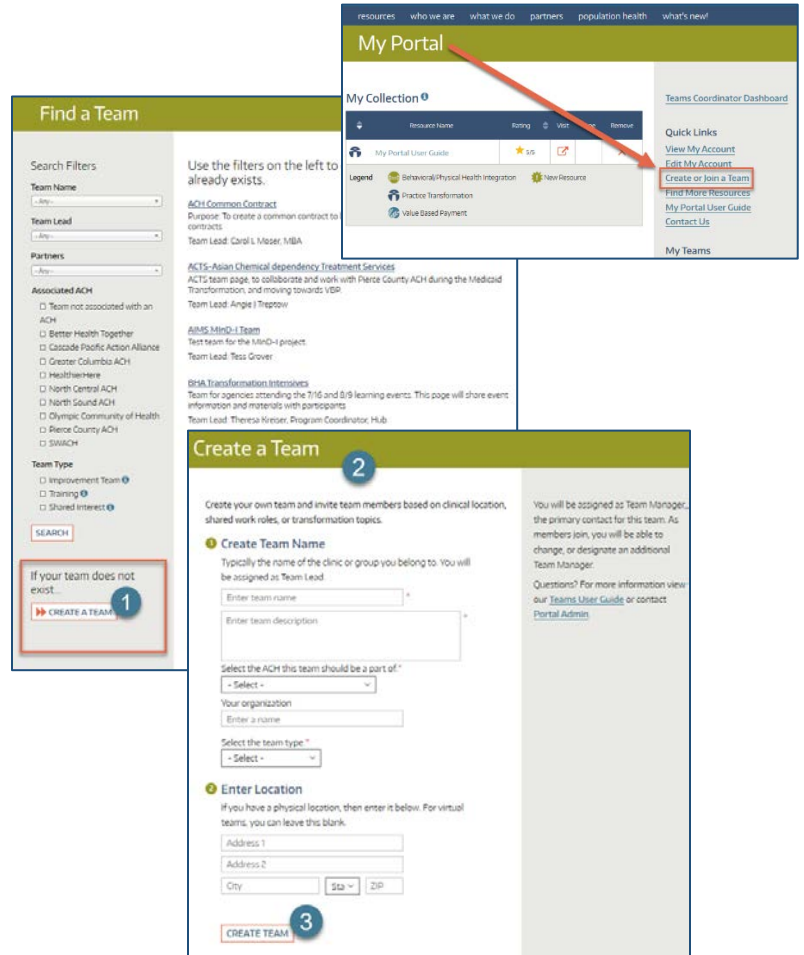
- Use the filters on the left panel to search for the team you would like to join
  - If you know the name of the Team Lead, begin typing it or scroll through the list of leads and select the appropriate name
  - If you do not know the name of the Team Lead, but know the associated partner or ACH, select one of those to narrow the search
- Scroll down and click **SEARCH**
- When you find the team, select it
- The **Join a Team** page opens. You may add a message to the team manager if you like
- Click **SUBMIT REQUEST**
- A message will be sent to the team manager and, once you've been approved for the team, you'll see the team name listed on your My Portal dashboard under **My Teams**
- Click the team name and begin collaborating!



## Create a new team

If your team hasn't yet been created, go to your My Portal dashboard, on the right panel under **Quick Links**, click **Create or Join a Team**.

- Scroll to the bottom of the left panel and click **CREATE A TEAM**
- Choose a name and description for the team
- Fields marked with a red asterisk are required
- Indicate whether or not the team is associated with a WA Portal partner
- Indicate whether or not the team is associated with an Accountable Community of Health
- There are two choices for team type
  - An improvement team is one where members work in a shared location, like a clinic
  - A shared interest team may have members from several organizations across the state
- Many teams are virtual – adding a location is optional
- Scroll to the bottom and click **CREATE TEAM**
- WA Portal staff will approve your team within 24 hours and the team will appear on the right panel on your My Portal dashboard



## Add members to a team

After creating a team you will be able to add members either by: 1) sending an email invitation or 2) adding a list of members directly from your team page.

Note: Only those who have already created their My Portal account can be added to a team.

