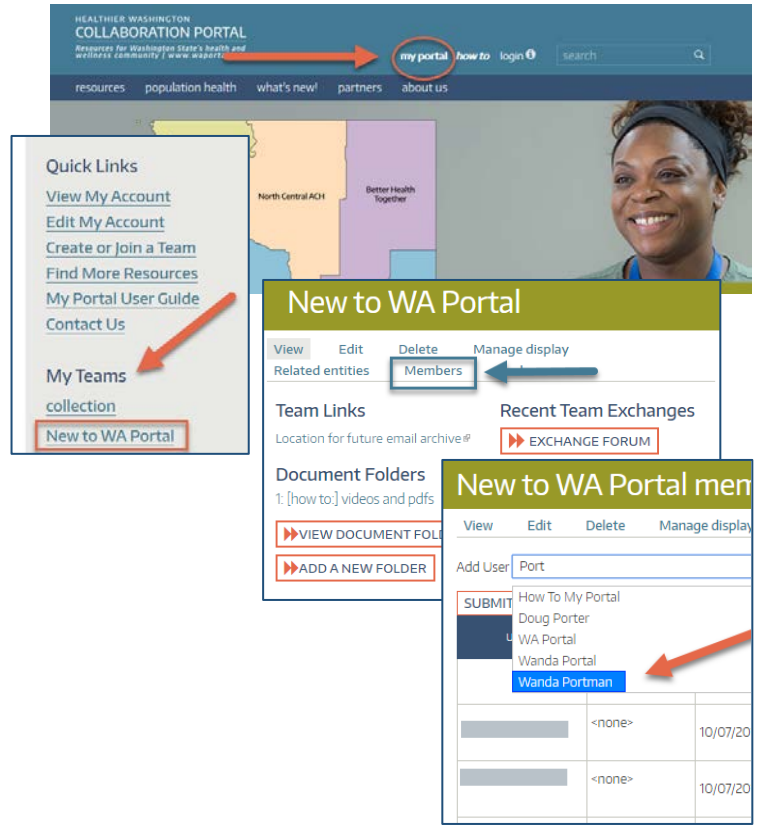


Go to www.waportal.org

- Click **my portal** at the top of the page (you may need to login) and you'll be taken to your My Portal dashboard
- Under **My Teams** on the right panel, click the team name to which you will be adding members
- On the team page click "Members" in the middle of the page
- In the search field begin typing a last name. The field will populate **IF** your person has created a My Portal account
 - If the field does not populate it means the individual hasn't yet created an account
 - Send the registration link, <https://waportal.org/adminaccess/register>, to the person you are trying to add
- If you see the correct name in the search field, select the name
- Click **Submit** and the person will be added to your team
- The team will show on their My Portal dashboard immediately



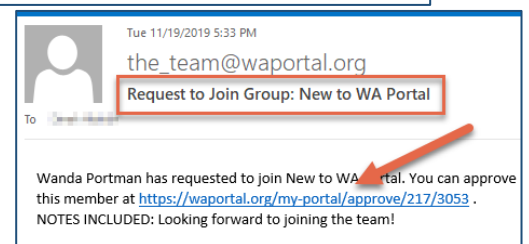
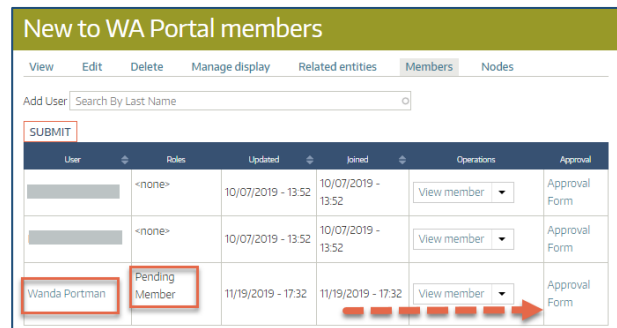
Individuals may submit a request to join a team.

The person who created the team will see requests either of two ways:

1. on their My Portal dashboard
2. in email from the _team@waportal.org

From the team page on My Portal

- On the team page click "Members" at the top of the page
- If a user's **Role** is listed as "Pending Member" they need your approval before they will have access to view the team page
- Click "Approval Form" next to the person's name
- On the "Approve Member" page click **Yes** and **SUBMIT** (or **No** and **SUBMIT** if you do not approve)



View team members on your team page.

- Scroll below the Team Manager chart to **Team Members**.
- Click to **Show/Hide Members**. Your list of APPROVED team members will open

