Alliance for Healthier Communities
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Alliance Member Portal User Guide

February 2020

Contents

What is the Alliance member portal?

The Alliance member portal is an interactive space that encourages social and community collaboration through a platform called SocialLink. The Alliance member portal gives users the ability to:

- Create and manage connections with colleagues
- Interact with connections and groups through a personalized feed
- Sign into the website by linking Facebook or LinkedIn accounts
- Get instant notifications through the SocialLink mobile app

Where to login

Users can sign into the Alliance member portal through www.allianceON.org. The "Member Portal" login is located on the upper right-hand side of the screen.


How to sign-in

Users can sign into the portal using credentials sent to them by Alliance administrators or by authenticating with either their Facebook or LinkedIn accounts. If are unsure if you have an account, email communications@allianceON.org.

Request access to the portal

If you do not have a portal account, you can request one here: https://aohc.site-ym.com/login.aspx

Social Sign-in for Members

With the release of SocialLink, members now have the option to sign-in/register by authenticating with either their Facebook or LinkedIn accounts.

What is the process for an existing member to set this up?

1. Click on the "Login with Facebook" or "Login with LinkedIn" button.
2. Sign into your social account (Facebook/LinkedIn). Note: this step will be unnecessary if your login is saved within your browser.
3. Review and accept terms, if you wish to proceed.
4. If there is a record in our system that matches your email address for the preferred social account, the authentication will happen automatically. If there are multiple matches, the user will be prompted to choose the account they wish to link.
5. If there are no matches, the member will be asked to login with the Alliance credentials they wish to link their social account to.

Download the SocialLink app

Users can connect using their smartphones by downloading the SocialLink mobile app - available on the Apple App Store: https://appstore.com/sociallinkmobileapp.
The app is expected to be available on Google Play soon.

SocialLink News Feed

When users log in, they will automatically be directed to their personalized news feed. The news feed encompasses activity from Alliance members and administrators. Users can interact with the feed by liking, commenting and sharing individual posts.
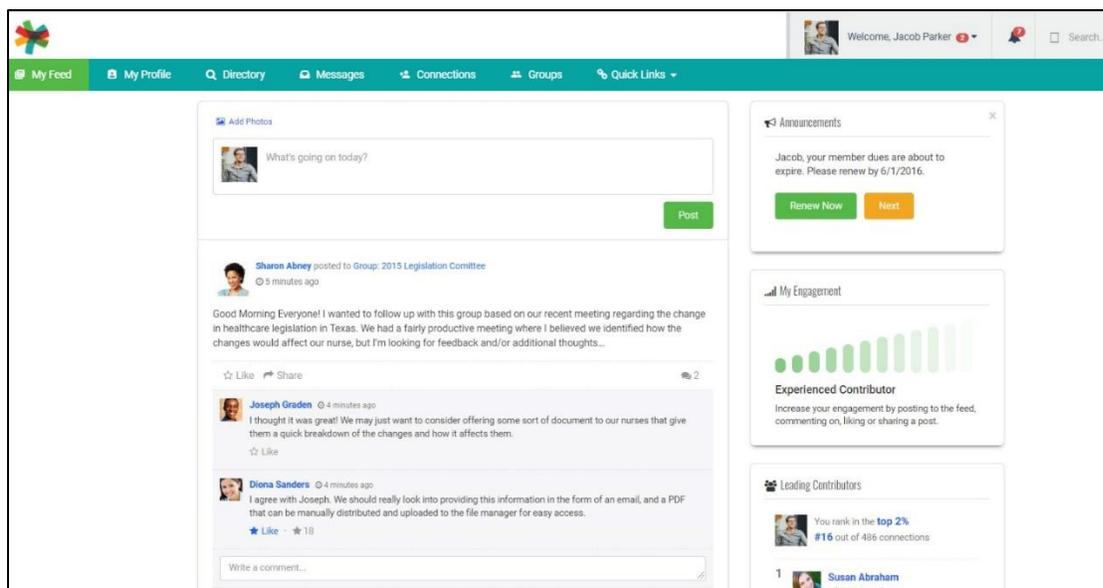
My profile

The "My Profile" tab allows users to complete their public profiles, view recent activity, photos, connections and manage a personal blog, bookmarks and files and links.
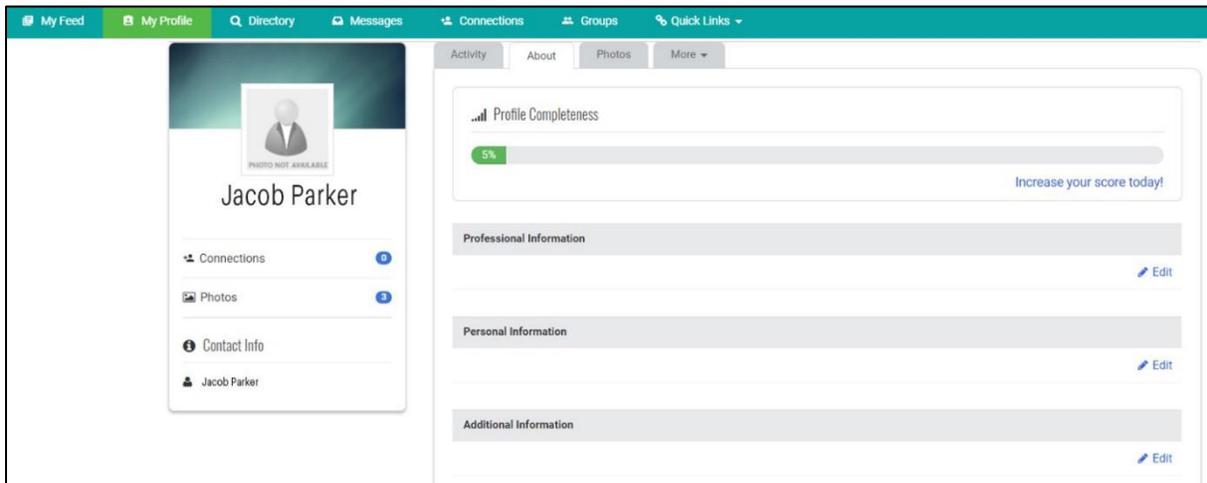
Activity

The "Activity" tab allows users to view all of their recent activity on the news feed.
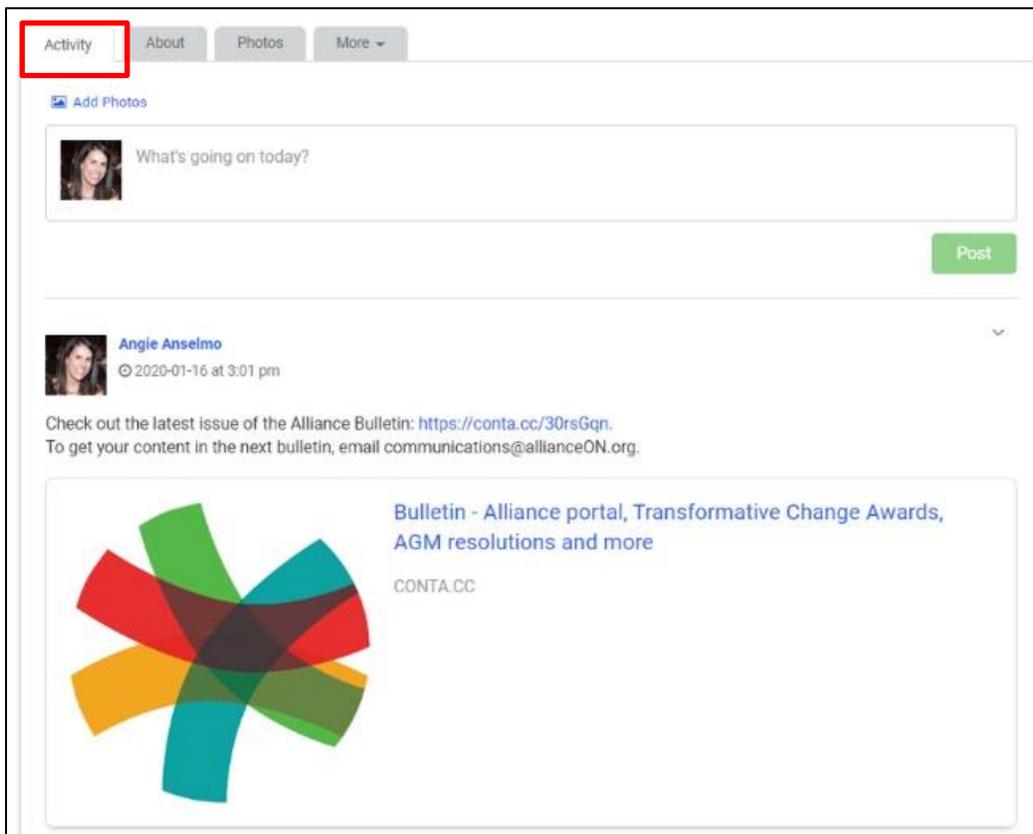
About

The "About" tab allows users to complete their public profiles with professional, personal and additional information they want to share with other members.
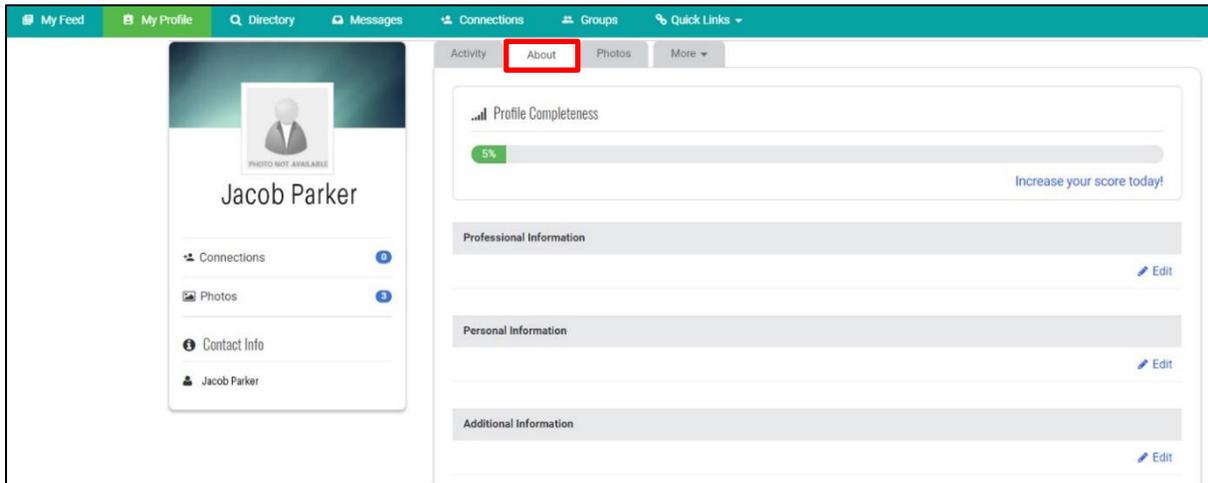
Photos

The "Photos" tab allows users to maintain public photo albums.
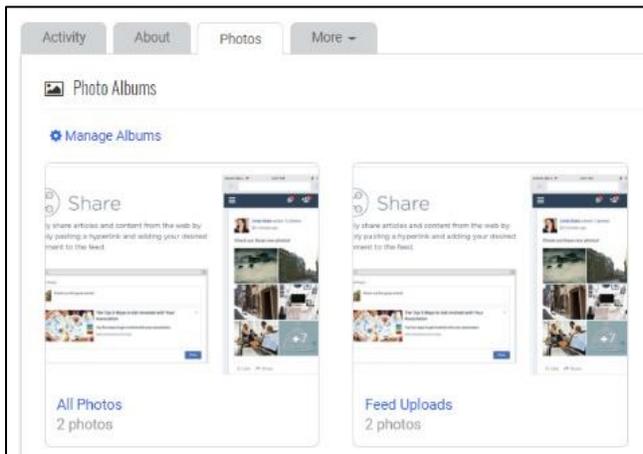
More

The "More" tab allows users to start a personal blog, maintain a personal blog, files and links and bookmarks from the Portal site.

Blogs

This section allows users to publish a personal blog on the Alliance portal and maintain blog subscriptions.

Files & Links

Users can maintain files and links in their profile. These files and links can be visible to all members that visit their profile or kept hidden from their public profile.

How to add files and links to your profile:

Step 1: Click "Manage Files + Links"	Files + Links 🔧 Manage Files + Links File Library **Item Name** 2020 Portal User Guide PDF (1.67 MB)

Step 2: Click "Add a New Item"	👁 View Files & Links 🔄 Re-Order ➕ Add a New Item Order Options Item Name Type Visible Last Modified 1 ✏🗑 2020 Portal User Guide PDF 👥 2020-01-22

Bookmarks

Users can bookmark pages available on the Portal Home Page. Look for the bookmark icon to add these pages for easy access.

Directory

Users can find other Alliance members using the "Directory" tab. Search by name or within groups.
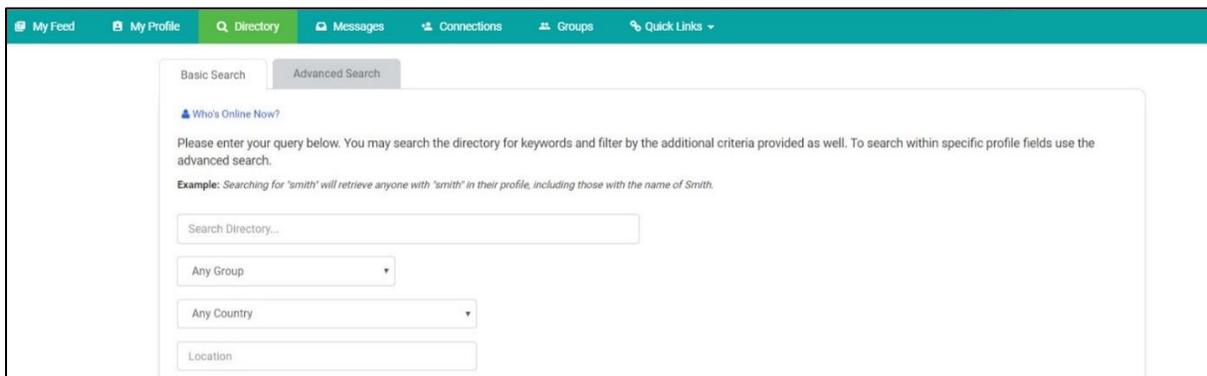
Messages

The "Messages" tab allows users to view and compose messages to/from connections and other Alliance members.
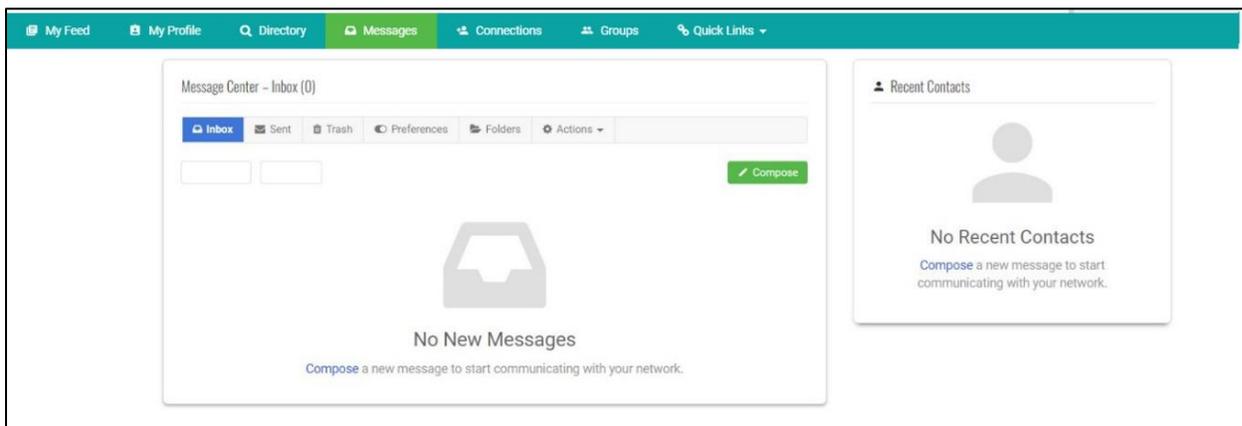
Connections

Users are encouraged to engage with other Alliance members by creating connections in SocialLink. Similar to other social media platforms, when users are connected to other members, they will be able to interact with them through direct messaging and by liking, commenting and sharing posts.
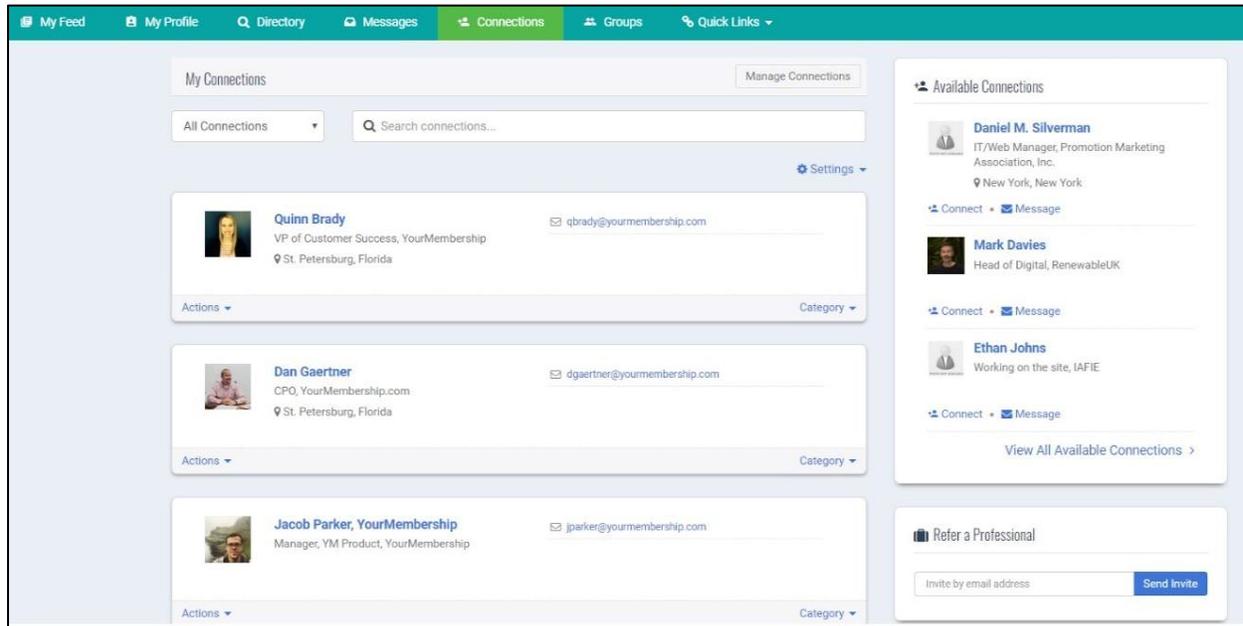
Groups

Access your committee/communities of practice groups using the "Groups" tab. You can also request access to join groups from the "available groups" section located on the right side panel.
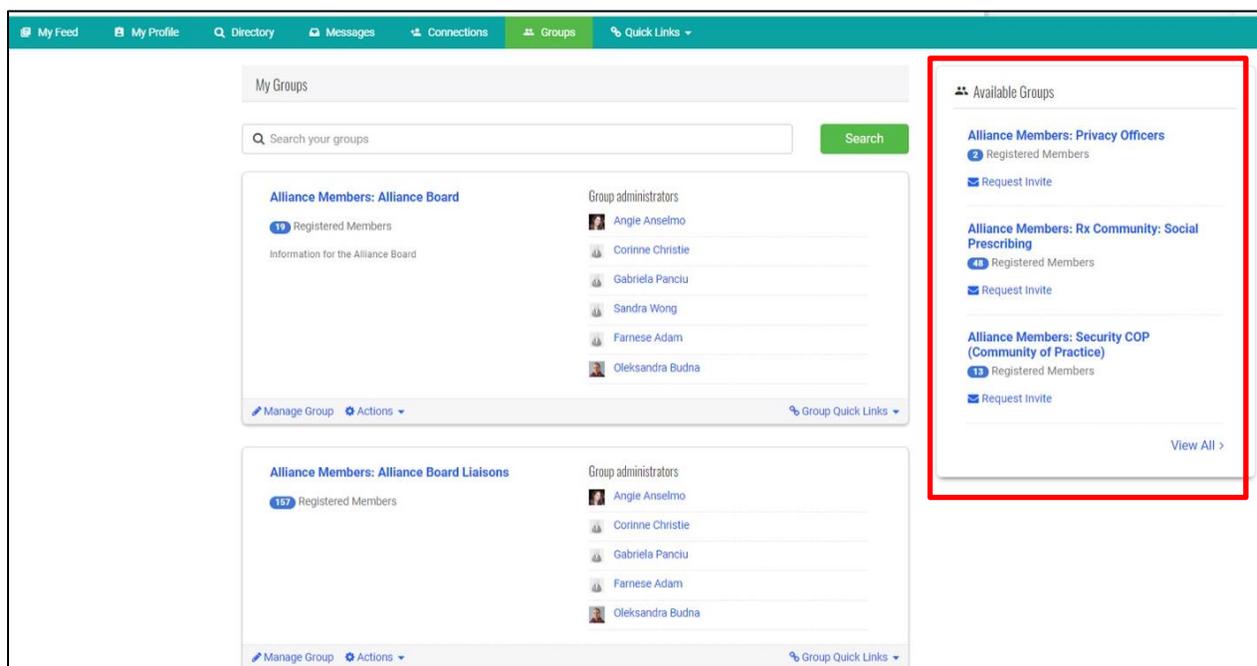
Group Features

While formats for each of the groups may vary slightly, basic functions are consistent through all of them.

- **Group Directory** – The directory provides a listing of all members belonging to the group. Users can click on names to view profiles and send private messages.
- **Calendar** – View upcoming events relevant to the group.
- **Blogs** – Group administrators use the blog feature to provider members with updates. To receive notifications of any new postings, members must subscribe to the blog.
- **Forums** – Users can follow topics of interest or initiate their own discussions with other members. To receive notifications of any new comments, members must subscribe to the forum topic.
- **Pages** – View custom pages created within the group.
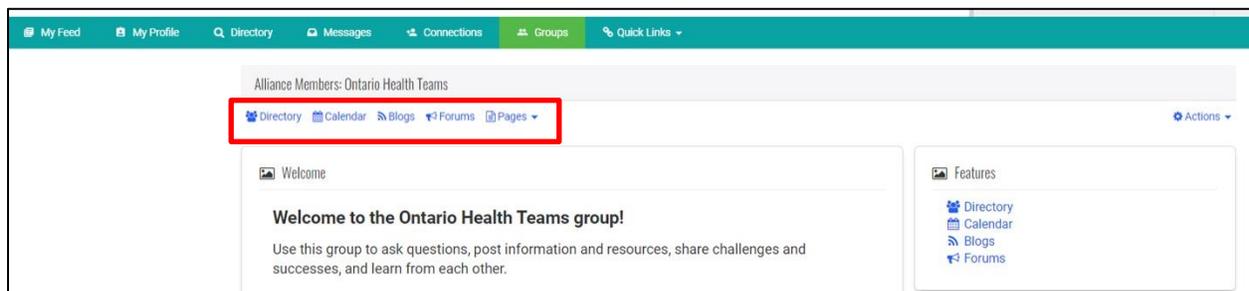
How to subscribe to a group blog

When a user subscribes to a group blog, they will receive an email notification alerting them of a new post.
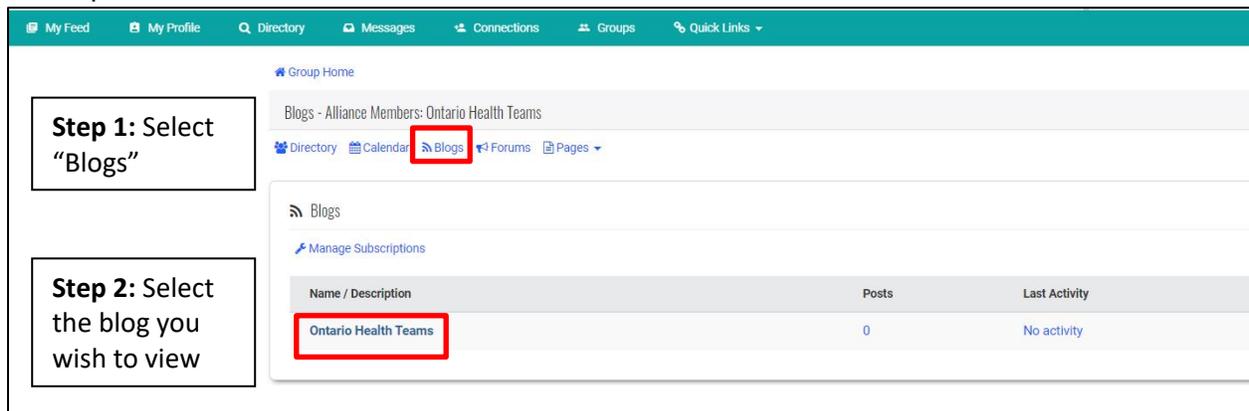
Step 1: Select "Blogs"

Step 2: Select the blog you wish to view

Step 3: Click "Subscribe"
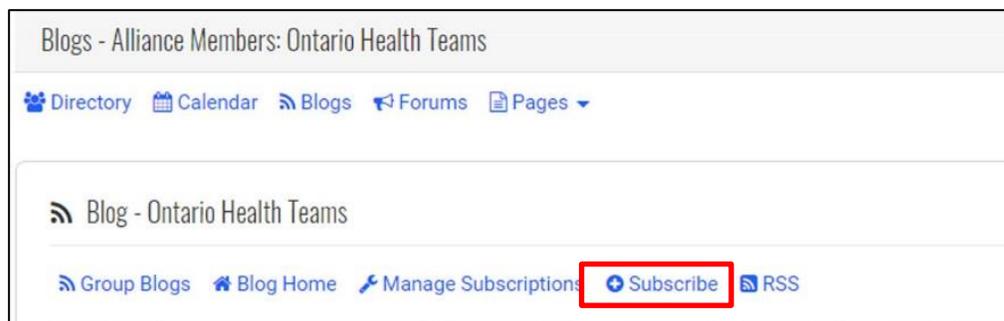
How to subscribe to group forums

When a user subscribes to a group forum, they will receive an email notification alerting them of an added comment. To subscribe to a forum, click on "Forums" and then the name of the discussion you wish to subscribe to.

Step 1: Click "Forums"

Step 2: Click on the forum title

Step 3: Click "subscribe to instant updates" to receive notifications
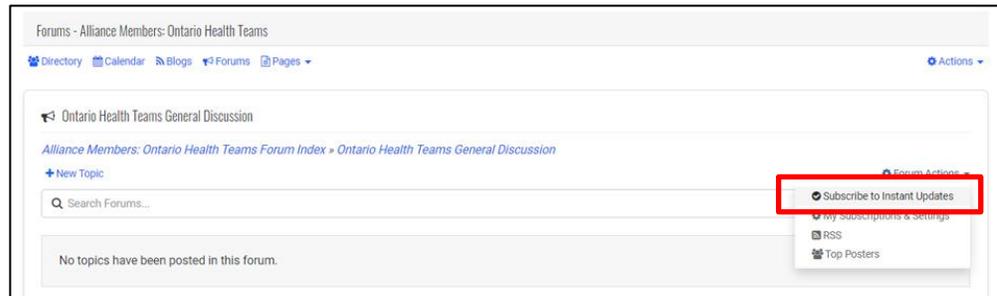
How to post a topic on a group forum

The forums allow users to follow topics of interest or start their own discussions with other members.

Step 1: Click "Forums"
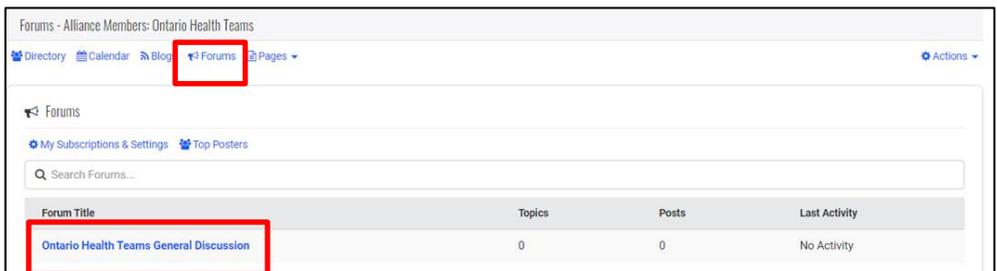
Step 2: Click on the forum title

Step 3: Click on "new topic"

Quick Links

Click on the "Quick Links" tab for access to the portal home page, career centre and community calendar.
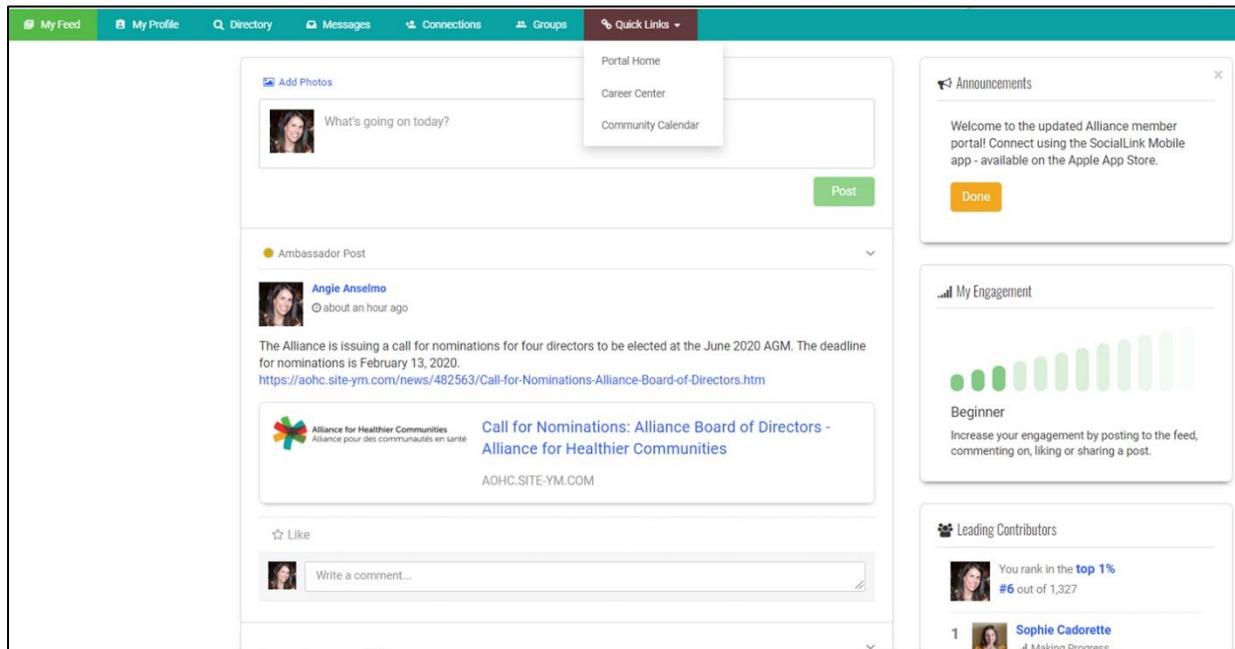
Portal Home

Career Centre

Under the "Quick Links" tab, Alliance members also have access to a career centre. The section allows users to search for job openings from across our membership based on member type, location and type of position offered.

How to return to your SocialLink news feed

To navigate back to the SocialLink news feed from the homepage, click on the "My Feed" button under "Your Profile."