

Alliance Member Portal User Guide

February 2020

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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 <u>www.allianceON.org</u>. 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 <u>communications@allianceON.org</u>.

Request access to the portal

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



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: <u>https://appstore.com/sociallinkmobileapp</u>. *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.

*		Welcome, Jacob Parker 💿 🔹 🖉 🗌 Search
My Feed My Profile	e 🔍 Directory 🕰 Messages 🔩 Connections 🕮 Groups 🗞 Quick Links 👻	
	Add Photos What's going on today? Post	
	Sharon Abney posted to Group: 2015 Legislation Comittee O 5 minutes app Good Morning Everyone! I wanted to follow up with this group based on our recent meeting regarding the change in healthcare legislation in Texas. We had a farily productive meeting where I believed we identified how the changes would affect our nurse, but I'm looking for feedback and/or additional thoughts	My Engagement
	Like Phase Share Share Phase Consider of a minutes ago thought thas great We may just want to consider offering some sort of document to our nurses that give them a quick breakdown of the changes and how it affects them. Dike	Experienced Contributor Increase your engagement by posting to the feed, commenting on, liking or sharing a post.
	Diona Sanders 0.4 minutes app Isgree with Joseph. We should really look into providing this information in the form of an email, and a PDF that can be manually distributed and uploaded to the file manager for easy access. ★ Like · ★ 18	 ✓ Leading Centributors You rank in the top 2% #16 out of 486 connections
	Write a comment.	1 Susan Abraham

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.

🕼 My Feed	😫 My Profile	Q Directory	Messages	🗠 Connections	# Groups	% Quick Links 👻	
	1	PROTO NOT AVAILAN Jacob Pa		Activity Abou		More +	Increase your score today!
				Professional Infor	rmation		
	+ª Con	nections	0				Sedit
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	Contact Info			Personal Informat	tion		
	👗 Jace	ob Parker					✓ Edit
				Additional Information	ation		
							Edit

Activity

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

What's going on toda	ау?
	Pos
Angie Anselmo	
⊙ 2020-01-16 at 3:01 pm	
	Alliance Bulletin: https://conta.cc/30rsGan.
heck out the latest issue of the	Alliance Bulletin: https://conta.cc/30rsGqn. ulletin, email communications@allianceON.org.
heck out the latest issue of the	
heck out the latest issue of the	ulletin, email communications@allianceON.org.
heck out the latest issue of the	ulletin, email communications@allianceON.org. Bulletin - Alliance portal, Transformative Change Awards,
heck out the latest issue of the	ulletin, email communications@allianceON.org. Bulletin - Alliance portal, Transformative Change Awards, AGM resolutions and more
heck out the latest issue of the	ulletin, email communications@allianceON.org. Bulletin - Alliance portal, Transformative Change Awards, AGM resolutions and more
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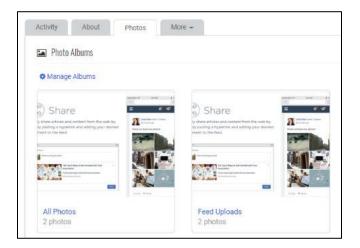
About

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

My Feed	😫 My Profile 🔍	Directory	Messages	🛳 Connections 🗮 Groups 💊 Quick Links 👻	
		cob Par		Activity About Photos More +	Increase your score today!
	* Connectio	005	0	Professional Information	
	Connectat	0115			
	Photos		0		
	• Contact In	Info		Personal Information	
	👗 Jacob Park	ker			✓ Edit
	<u></u>			Additional Information	
					✓ Edit

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.

Q, Directory	G Messages	d Connections	# Groups 👋 Quick Links +			
8	Profile		📾 Job Postings 📄 Pages 🔝 Blogs 🔛 1	Photos 🛛 🗭 Feedback 🛛 🗞 Network	s 🖹 Resumé/CV	Bookmarks
0.0	Information & Setting	gs	+ Create a New Blog			
(83	Payments & History		Blog Name			
m	Content & Features	\$	Number of Posts Displayed Per Page			
10	Professional Develop	pment	10 • Ability to Comment			
			Locked (only I may comment) Solution (other members may comment)			
			Enable Voting and Scores on Posts			
			⊛ Yes ⊝ No			
			Enable Voting on Comments ● Yes ⊙ No			
			Short Description of Blog			
					4	
			1000 of 1000 characters remaining			

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
Links"	✓ Manage Files + Links File Library
	Item Name
	2020 Portal User Guide PDF (1.67 MB)

Step 2: Click "Add a New	View Files & Li	nks 😂 Re-Order 🕇 A	dd a New Item			
Item"	Order	Options	Item Name	Туре	Visible	Last Modified
Item"	1	1	2020 Portal User Guide	PDF	쓭	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.

HOME	ABOUT THE ALLIANCE	DATA & RESEARCH	POLICY & ADVOCACY	KNOWLEDGE & LEARNING	GROUPS
ABOU	T THE ALLIANCE				inter search criteria
More in th	is Section 🔻				

Directory

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

My Feed	My Profile Q. Directory A Messages Connections A Groups Quick Links +
	Basic Search Advanced Search
	& Who's Online Now?
	Please enter your query below. You may search the directory for keywords and filter by the additional criteria provided as well. To search within specific profile fields use the advanced search.
	Example: Searching for "smith" will retrieve anyone with "smith" in their profile, including those with the name of Smith.
	Search Directory
	Any Group •
	Any Country
	Location

Messages

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

Message Center - Inbox (0)	▲ Recent Contacts
□ Inbox Sent 1 Trash C Preferences Se Folders O Actions -	
	No Recent Contacts Compose a new message to start communicating with your network.
No New Messages Compose a new message to start communicating with your network.	

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.

🕼 My Feed	19 My Profile Q. Directory 🕰 Messages 🗳 Connections 🕮 Groups % Quick Links 🗸	
	My Connections Manage Connections	* Available Connections
	All Connections Q Search connections S Settings	Daniel M. Silverman IT/Web Manager, Promotion Marketing Association, Inc. New York, New York
	Quinn Brady ≥ qbrady@yourmembership.com VP of Customer Success, YourMembership	Connect • S Message Mark Davies Head of Digital, RenewableUK
	Actions + Category +	t≛ Connect + ⊠ Message
	Dan Gaertner CPO, YourMembership.com Q St. Petersburg, Florida	Ethan Johns Working on the site, IAFIE Connect - ■ Message
	Actions - Category -	View All Available Connections >
	Jacob Parker, YourMembership Manager, YM Product, YourMembership	Refer a Professional Invite by email address Send Invite
	Actions - Category -	

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.

/ Feed	My Profile	Q Directory	Messages	📽 Connections	🚨 Groups	% Quick Links →		
		My Gri	oups					🕰 Available Groups
		Q Sea	irch your groups				Search	Alliance Members: Privacy Officers (2) Registered Members
		All	ance Members: Al	liance Board		Group administrators		🔤 Request Invite
		19	Registered Members	5		Angie Anselmo		Alliance Members: Rx Community: Social
		Info	rmation for the Alliance	Board		6 Corinne Christie		Prescribing (13) Registered Members
						a Gabriela Panciu		Request Invite
						👸 Sandra Wong		
						4 Farnese Adam		Alliance Members: Security COP
						Oleksandra Budna		(Community of Practice) B Registered Members
		/ Man	age Group 🛛 🖨 Actions	S 🕶			% Group Quick Links ◄	Request Invite
								View A
		Alli	ance Members: Al	liance Board Liaison		Group administrators		
		(15	Registered Member	rs		Angie Anselmo		
						a Corinne Christie		
						Gabriela Panciu		
						a Farnese Adam		
						Oleksandra Budna		
		🖋 Mani	age Group 🛛 🖨 Actions	s •			% Group Quick Links ▼	

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.

🗐 My Feed	🖹 My Profile	Q. Directory 🕰 Messages 🎿 Connections 🏛 Groups 🗣 Quick Links 🗸	
		Alliance Members: Ontario Health Teams ∰ Directory	🌣 Actions 👻
		E Welcome	
		Welcome to the Ontario Health Teams group! Melcome to the Ontario Health Teams group! Use this group to ask questions, post information and resources, share challenges and successes, and learn from each other. Slogs	

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.

🕼 My Feed 🔹 My Profile	Q Directory	Messages	🛳 Connections	🛎 Groups	% Quick Links →		
	Diago	p Home : - Alliance Members: O	ntario Health Teams				
Step 1: Selec "Blogs"	t 🍟 Dire	ctory 🛗 Calendar 🔊	Blogs 🍽 Forums 📳	Pages 👻			
	2	Blogs					
	F	Manage Subscriptions					
Step 2: Selec		Name / Description				Posts	Last Activity
the blog you wish to view		Ontario Health Teams				0	No activity

Step 3: Click	Blogs - Alliance Members: Ontario Health Teams						
"Subscribe"	📸 Directory 🛗 Calendar ਨੇ Blogs 📢 Forums 📄 Pages →						
	Rog - Ontario Health Teams						
	ิ Group Blogs 番 Blog Home ≁ Manage Subscriptions O 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 - Alliance Members: Ontario Health Teams					
"Forums"	We Directory miCalendar ⊗ Blog troForums ∄ Pages →					
	r ⊲ Forums					
	A My Subscriptions & Settings 🔮 Top Posters					
	Q Search Forums					
Step 2: Click on	Forum Title	Topics	Posts	Last Activity		
the forum title	Ontario Health Teams General Discussion	0	0	No Activity		
	Forums - Alliance Members: Ontario Health Teams					
Step 3: Click	Forums - Alliance Members: Ontario Health Teams ∰ Directory @Calendar NBlogs ₹3 Forums @ Pages ←			 Actions 		
Step 3: Click "subscribe to instant				O Actions		
Step 3: Click "subscribe to instant	😫 Directory 🛗 Calendar & Blogs ♥3 Forums 📄 Pages ♥	Health Teams General Discussion		Actions		
Step 3: Click "subscribe to instant updates" to	Se Directory Calendar Sk Blogs ♥9 Forums Deages ♥ ♥9 Ontario Health Teams General Discussion	lealth Teams General Discussion		O Eonen Actions -		
Step 3: Click "subscribe to instant updates" to receive	Birectory Calendar Blogs ¥ ³ Forums Pages ✓ Ontario Health Teams General Discussion Alliance Members: Ontario Health Teams Forum Index × Ontario Healtha Teams Forum Index × Ontario Health Teams Forum	lealth Teams General Discussion		© Subscribe to Instant Updates		
Step 3: Click "subscribe to instant updates" to receive notifications	Birectory Calendar Blogs Porums Pages Pages Ontario Health Teams General Discussion Alliance Members: Ontario Health Teams Forum Index Nation Health Teams Forum Index Pontario Health Teams Fon	lealth Teams General Discussion		O Eonen Actions -		

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.

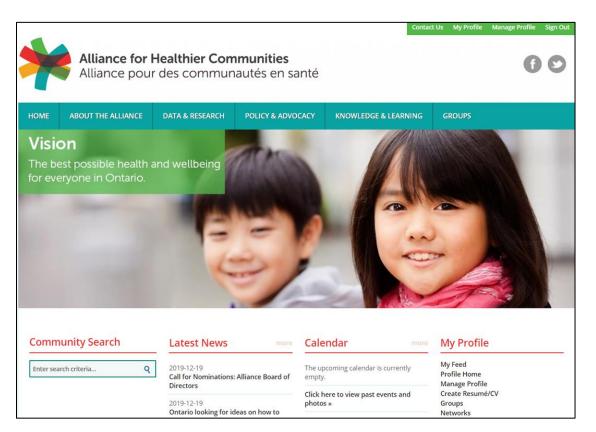
Step 1: Click	Forums - Alliance Members: Ontario Health Teams						
"Forums"	'∰ Directory ∰ Calendar ର Blog र Forums ⊉ Pages マ			🌣 Actions 👻			
	r≪3 Forums						
	🗢 My Subscriptions & Settings 👹 Top Posters						
	Q Search Forums						
Step 2: Click on	Forum Title	Topics	Posts	Last Activity			
the forum title	Ontario Health Teams General Discussion	0	0	No Activity			
Stop 2. Click on	Forums - Alliance Members: Ontario Health Tea	ams					
Step 3: Click on "new topic"	🚰 Directory 🛗 Calendar 🔊 Blogs 📢 Forums	Pages 🗸					
L	✓ Ontario Health Teams General Discussion						
	Alliance Members: Ontario Health Teams Forum Index » Ontario Health Teams General Discussion + New Topic						
	Q Search Forums						

Quick Links

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

🕼 My Feed 🔹 My Profi	le Q Directory 🕰 Messages 🔩 Connections 🚓 Groups	% Quick Links +	
	Add Photos	Portal Home Career Center Community Calendar	
	Ambassador Post Angie Anselmo O about an hour ago	Post	Done I My Engagement
	The Alliacce is issuing a call for nominations for four direct for nominations is February 13, 2020. https://aohc.site.ym.com/news/482563/Call-for-Nominatio	ns-Alliance-Board-of-Directors.htm nations: Alliance Board of Directors - ealthier Communities	Beginner Increase your engagement by posting to the feed, commenting on, liking or sharing a post.
	vorholdinierinkos v≿Like Write a comment		Leading Contributors You rank in the top 1% #6 out of 1,327 Sophie Cadorette Advaine Progress

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.

*	Alliance for Healthier Communities Alliance pour des communautés en santé							
HOME	HOME ABOUT THE ALLIANCE DATA & RESEARCH POLICY & ADVOCACY KNOWLEDGE & LEARNING GROUPS							
JOB C	JOB CENTRE Enter search criteria							
	Search Openings Resumé/CV Search Submit an Opening ✓ Subscribe Post job openings, search openings and subscribe to new posting notifications.							

*	Alliance for He Alliance pour d					00
HOME	ABOUT THE ALLIANCE	DATA & RESEARCH	POLICY & ADVOCACY	KNOWLEDGE & LEARNING	GROUPS	
	ER CENTER - SEARCH F(scribe		Enter search criteria	Q RSS
Fill out the Keyword	fields below to search current oper	nings.	(search for Al	L of these words)		
City Country Location	Doesn't Matter		¥			
Organiza	tion					
categories (t to search all categories. Selecting multipl hold CTRL while clicking) will return record e categories selected.		Health Team Centre			
Type of P SEARCH	CLEAR	Doesn't Matter 🔻				

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."

Community Search		Latest News more	Calendar more	My Profile
Enter search criteria	٩	2019-12-19 Call for Nominations: Alliance Board of Directors	The upcoming calendar is currently empty.	My Feed Profile Home Manage Profile
		2019-12-19 Ontario looking for ideas on how to	Click here to view past events and photos »	Create Resumé/CV Groups Networks