



An online collaborative space
for growing and supporting the health workforce



Contents



- The Community 2
 - Overview 2
 - Groups 2
 - Member Profile 2
 - Notifications 3
 - Messaging 3
 - Personal Announcements 3
- Getting Started 3
 - 1. Creating an Account 3
 - 2. Joining the ISS Group 3
 - 3. Inviting Others to Join 4
 - 4. Connecting with Other Members 4

The Community

A social network dedicated to growing and supporting the health workforce

Overview

Strengthen your compliance training strategy with collaboration tools that are responsive to the dynamic needs of healthcare education and training. The **Community** allows for a digital two-way conversation with ISS staff, partner organizations, and employees, providing you with a manageable way to share information, ask questions and feedback. It's accessible anytime from any Web-enabled device, like smartphones or tablets, without having to install any new hardware or software.

Through a variety of tools, including **Groups**, **Member Profiles**, **Notifications**, **Messaging**, and **Personal Announcements**, you can help drive your compliance training strategy into action.

Groups

An easier, more productive way to collaborate

Create or join **Groups** in the **Community** to **(1)** share announcements, **(2)** start new topics or participate in group forum discussions, **(3)** send public or private messages to other members, and **(4)** upload resources like documents or courses.

Groups can be public (any member can join) or private (group membership must be approved by a group administrator). All group conversations, announcements, documents, and other resources are easily accessible online in a central location, which means no more sorting through hundreds of emails for important information.

Member Profile

A personal space for building an online presence while making it easier for others to connect with you

Members can upload profile pictures, edit contact information, and build personal spaces highlighting **Community** activity, including **Groups** joined, connections made, and public contributions.

Notifications

Receive notifications when other members tag your username in a comment, send you private messages, or post content in groups you have joined. You can manage how often you receive email notifications in your profile settings.

Messaging

Send and receive public and private messages to individual members or a group of members.

Personal Announcements

Share the latest news with the greater health workforce **Community**.

Getting Started

1. Creating an Account

An account gives you access to all the Community features for free.

Joining is easy and takes less than three minutes:

- Go to <http://www.hwapps.org>
- Click REGISTER
- Fill in all the required fields
- Confirm registration by clicking on the emailed link*
- Log in using your username and password

Complete your **profile** by navigating to the **My Profile** tab in the **Community** navigation bar.

*If you do not receive an email after a few minutes, please check your SPAM or JUNK folder.

2. Joining the ISS Group

Use the **Community** to communicate important compliance-related information to ISS staff, colleagues and peers.

- Go to <http://www.hwapps.org>
- Click LOG IN in the upper right-hand corner of the site
- Enter your username and password
- Click the Groups tab in the Community navigation bar
- Search "InService Solutions" in the search field
- Click the blue JOIN GROUP button next to the group listing

- Participate by sharing an update, announcement, or other news

In the **Groups** tab, you can browse popular groups, search for groups by name, and create new groups.

3. Inviting Others to Join

We encourage you to send the above instructions to anyone you feel may benefit from participating in the **Community**. Alternatively, we can work with you to create a personalized email for sending to large groups of people.

4. Connecting with Other Members

Find your colleagues by navigating to the **Members** tab in the **Community** navigation bar. View your connections by clicking on the **My Friends** tab or view all members on the site by clicking on the **All Members** tab. Once connected, you can send your friends public or private messages by visiting their profiles.