



NATIONAL  
QUALITY FORUM

[QUALITYFORUM.ORG](http://QUALITYFORUM.ORG)

---

## Web User Guide

JANUARY 23, 2012

# TABLE OF CONTENTS

---

<b>CREATING AN ACCOUNT</b>	<b>2</b>
<b>LOGGING IN TO YOUR ACCOUNT</b>	<b>3</b>
<b>MY DASHBOARD</b>	<b>3</b>
Accessing Your Dashboard	3
Editing Your Contact Information	4
The “My Projects” Feature	4
Tracking Action Items	5

QUALITYFORUM.ORG

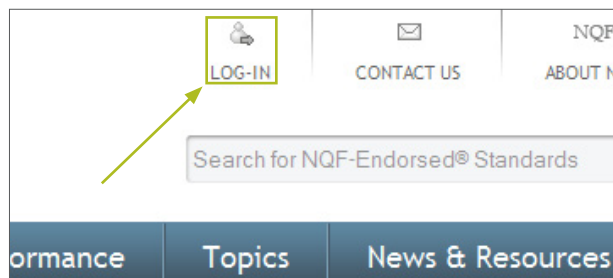
## WEB USER GUIDE

Welcome to NQF’s website! NQF has taken action responding to some of the concerns we heard from our members over the past years and created tools that make accessing information and participating in NQF’s current projects easier.

To take advantage of the tools you will need to create a user account. If you have a member ID and password created before July 2009 your old account will be replaced with a new one.

NQF members with a web account will be able to access members’ only content that appears in different areas of the site. The site does not have a specific “members only” section; instead, the members’ content is dynamically integrated with the rest of the content but visible only to NQF members while logged in.

### Creating an Account

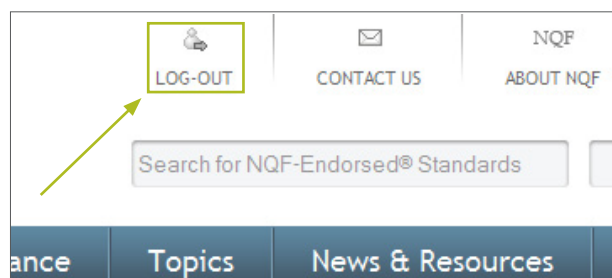


* E-mail	<input type="text"/>
* First name	<input type="text"/>
* Last name	<input type="text"/>
* Zip Code	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Reset"/> <span>* Required Field</span>	

1. To create an account find the “Log In” link at the top of every page and click it.
2. On the Login page click “Enroll Now.”
3. You will be redirected to a screen where you are asked to enter your email address, first and last name, and your zip code.
4. When you click the “next” button, the website will verify that you do not have a user account.
5. You will be redirected to a webpage where you may enter your account information. Only the fields marked with a red star are required; beyond those fields, you may enter as much information as you like. NQF will not sell, rent, or trade e-mail lists or personal information with other organizations for marketing purposes. If you have any questions about the use of your personal information, please read NQF’s Privacy Policy.

6. When you have completed the form, click the “next” button. You will be redirected to a page that indicates that your account has been successfully created. However, you will need to activate your new account before you can sign in to the NQF site.
7. You will receive an email from imis@qualityforum.org that contains a link. Click on the link in the email to activate your account. When you click on the link, a browser window should open.

8. Type in the user name and password you decided to use for the NQF site. Click the “submit” button.
9. You will be redirected to the log in page. Enter the sign in name and password that you chose on the previous page.
10. Once you are logged in you will be redirected to the NQF homepage. The “Log-Out” link at the top of every page indicates that you are logged in.



## Logging In to Your Account

As an NQF member, logging into the NQF website will allow you to access information that’s not available to the general public. To log in click the “Log In” link that can be found at the top of every page. After the NQF Login page loads, input your username and password and click “Sign In.”

You may also want to check the “Remember Me” box so you won’t need to enter your username and password each time you visit the NQF site.

If you forget your password, click the “Forget Password” link.

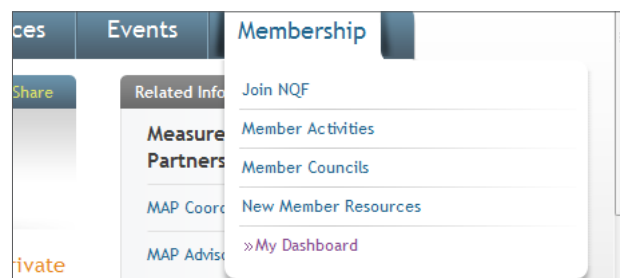
Once you’ve logged in, your browser will be directed back to the page from which you accessed the sign in page. For example, if you were on the NQF homepage, you’ll be returned there; if you were on a project page, the browser will take you back to that page.

## My Dashboard

Your dashboard allows you to edit, organize, and track information directly related to your engagement with NQF. From the dashboard, you’ll be able to update your contact information, view all open action items for NQF projects, and track specific projects that you are interested in.

### Accessing Your Dashboard

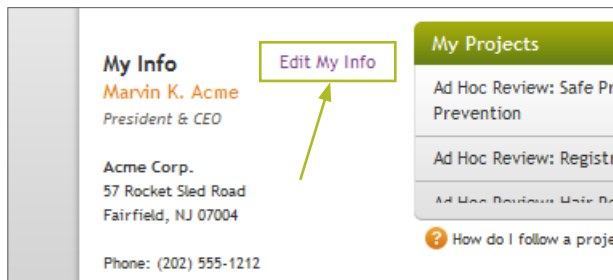
When you are logged into the NQF website you can access the dashboard from any page on the site using the navigation bar. Hover your cursor over the “Membership” button; a drop down menu will appear. Select “My Dashboard” from the drop down menu.



### Editing Your Contact Information

When you enter your dashboard, the first thing you'll see is your personal and organization's contact information.

Prior to July 2009 you were required to speak with an NQF staff member to update your personal or organizational information. The dashboard will allow you to edit your name, address, and contact information.



Click on the “edit” link that appears next to the “MY INFO” header. You will be redirected to another page where you may enter changes. Once you save the changes, you will return to the dashboard and your contact information will be updated in NQF’s database.

You will also see your organization’s information, including your membership status, your organization’s member council, and your organization’s primary member contact information.

If you are the primary member contact, you will see an “edit” link next to the “MY ORGANIZATION” header. Clicking on this link will allow you to update your organization’s contact information. However, if your organization’s name or primary contact person has changed, please contact NQF member services directly.

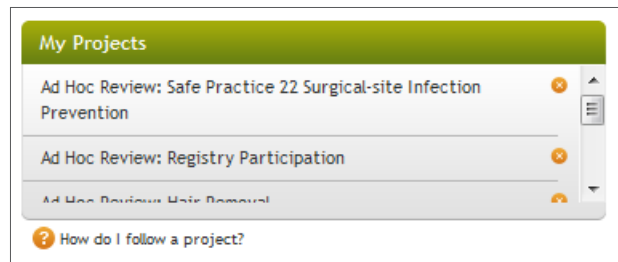
If you are not your organization’s primary member contact, you will not be able to edit your organization’s information. The “edit” link next to the “MY ORGANIZATION” header will not be visible to you. If you have questions about your organization’s information please speak with your

primary member contact whose name and contact information should be visible under the “Primary NQF Contact” header.

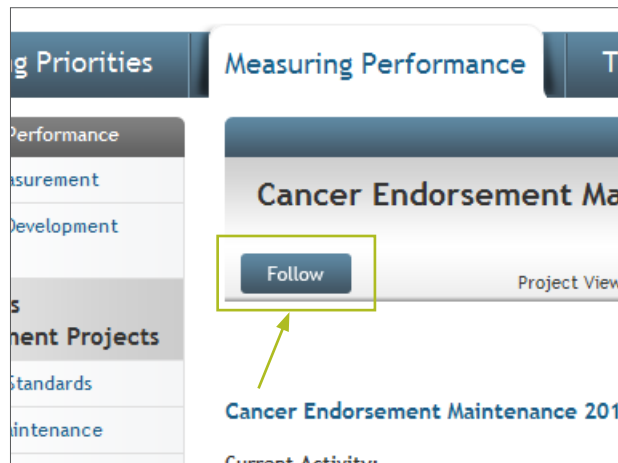
### The “My Projects” Feature

In the center of the dashboard page is the My Projects feature box.

This list displays the NQF projects that you have chosen to “follow.” Each project title links to the corresponding project page.



You can add a project to your list by clicking on the follow button located at the top of each NQF project’s page. You may choose to follow as many projects as you like.



To stop following, or “unfollow,” a project, simply click the unfollow icon that appears next to the project’s name in your Projects I’m Following list. The project will be immediately deleted from your list.



Closing Date	Action	Title
JAN 09	Commenting	Renal Endorsement Maintenance 2011

### Tracking Action Items

At the bottom of your dashboard is the Action Items box. This feature can track all action items that are currently open and allows you to plan ahead for participation in upcoming actions.

The Action Items box lists open and upcoming calls for nominations, calls for candidate standards, comment periods, and voting periods.

Each action item contains three pieces of information: the closing date for the action, the type of action, and the NQF project with which the action is associated.

You can go directly to the project page associated with a particular action item by clicking on the project's name within the action item list.

If you are the primary member contact, you will be able to access an open ballot by clicking on the "Voting" link beneath the "Action" header. If you are not the primary contact for your organization, you will be able to see if your organization has voted, if the voting ballot is in process, or if no vote has yet been submitted.

NATIONAL QUALITY FORUM

1350 15TH STREET, NW, SUITE 800

WASHINGTON, DC 20005

[www.qualityforum.org](http://www.qualityforum.org)