

New England Clinicians Forum

Virtual Office

Membership in this Virtual Office is intended for members of the New England Clinicians Forum.

This Virtual Office shall be used by New England Clinicians Forum members to share tools and best practices via the listserv or the folders of the Virtual Office. This site shall be used by CHCACT and its consultants to post presentations, announce conference calls, meetings, and events, and to communicate via the listserv.

I. How to Access to the Virtual Office

(If you already have an account on www.healthdisparities.net, skip to part B)

A. If you do not have an account on www.healthdisparities.net:

1. Go to www.healthdisparities.net.
2. Within the 'Welcome' box to the upper right click on 'new user signup'.
3. Fill as much information on the page as possible. Fields marked with an asterisk (*) are required fields.

Note: Be sure to include your Health Center Information at the bottom of the page. Entering a valid UDS# enables automatic access to many areas of the Virtual Office.

4. Click on **Continue**.
5. This will bring you to the Group Membership page. Select the desired groups and click **Save**. *Be sure to choose New England Clinicians Forum*. You may also sign up for other groups, but be aware that membership is at the discretion of each individual group. Putting your cursor over each group will display a brief description to help you decide which groups to join. Please note that membership in some groups is restricted.
6. Please allow at least 24-48 hours for your Group Memberships to be active.
7. Once active, you will have access to the New England Clinicians Forum Virtual Office (VO). To access the VO, under 'Office' on the main horizontal menu select 'Virtual Office'. A list of your groups will be displayed under the 'My Groups' section on the left side of the screen. To enter the New England Clinicians Forum VO, click "New England Clinicians Forum" from this list.
8. Group membership also automatically results in subscription to the corresponding listserv. To send a message to the entire Northeast Access and Redesign listserv, send the message to: neclinicians@healthdisparities.net. *The listserv will use the primary 'email' that you entered in the 'My Account' section.* If you wish to unsubscribe from the listserv, under 'Community' on the main horizontal menu select 'Listserv'. **If you wish to respond directly to the person who sent an email to the listserv, 'Reply' to a message. If you wish to respond to the whole listserv, 'Reply All' to a message.**

B. If you already have an account with www.healthdisparities.net

To make changes or corrections to your group membership and/or listserv settings, follow these steps:

First, login to www.healthdisparities.net by entering your user name and password in the box on the upper right.

1. To modify your group membership settings:

- a. Under **Office** on the main horizontal menu select **My Account**.
- b. Click on the **Group Memberships** tab near the top of the screen. This will bring up a list of groups with checkboxes next to each. Check or uncheck the boxes to request changes to your group membership settings. To gain access to the New England Clinicians Forum Virtual Office (VO), check "New England Clinicians Forum".
- c. Click on **Save Changes**, and your request(s) will be processed in a day or two.

2. To modify your listserv subscriptions:

- a. Under **Community** on the main horizontal menu select **Listserv**
- b. Check or uncheck the boxes next to the listserv names to subscribe or unsubscribe.
- c. Click on **Save** to save your changes.

3. To check or change your email address:

- a. Under **Office** on the main horizontal menu select **My Account**
- b. Make any necessary changes to your email address or other contact information.
- c. Click on **Save Changes**.

4. To access the New England Clinicians Forum Virtual VO:

- a. Group membership also automatically results in subscription to the corresponding listserv. To send a message to the entire New England Clinicians Forum listserv, send the message to: neclinicians@healthdisparities.net *The listserv will use the primary 'email' that you entered in the 'My Account' section.* If you wish to unsubscribe from the listserv, under 'Community' on the main horizontal menu select 'Listserv'. **If you wish to respond directly to the person who sent an email to the listserv, 'Reply' to a message. If you wish to respond to the whole listserv, 'Reply All' to a message.**