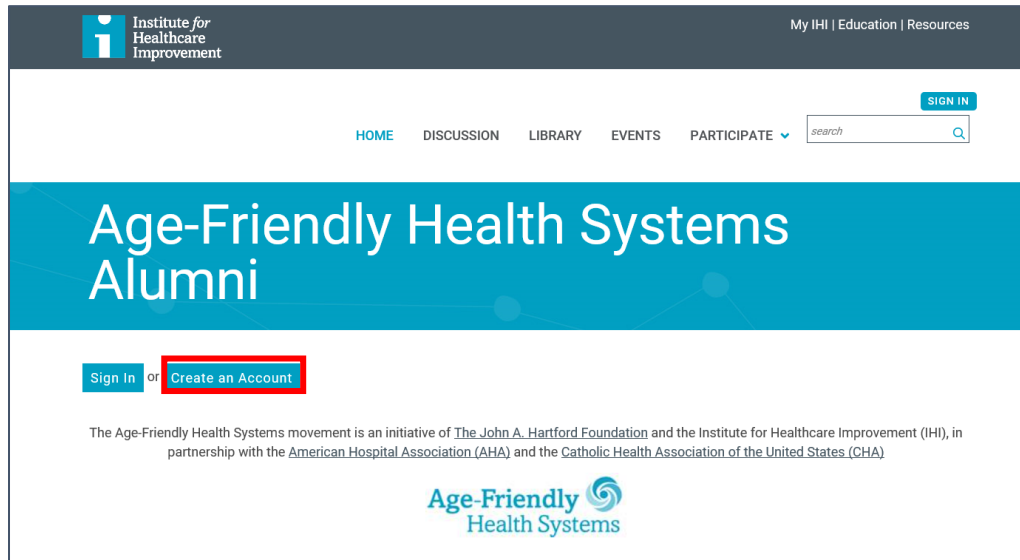


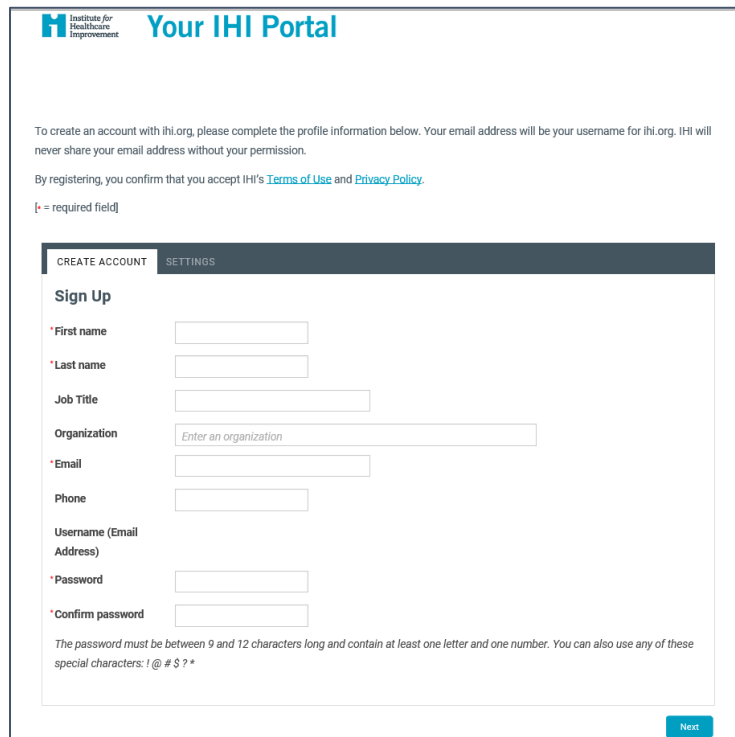
Guide to Join the Age-Friendly Health Systems Alumni Online Community

GETTING STARTED

1. Visit <https://community.ihl.org/agefriendlyalumni/home> to access the platform.
2. If you do not have a MyIHI account, click “Create an Account” button to get started. This process will take less than 5 minutes.



3. Next you will be prompted to share some basic information about who you and what you do.



The screenshot shows the "Your IHI Portal" registration form. At the top left is the Institute for Healthcare Improvement logo. The title "Your IHI Portal" is centered. Below the title, there is a paragraph of text explaining the registration process. A note states: "By registering, you confirm that you accept IHI's [Terms of Use](#) and [Privacy Policy](#)." Below this, there is a legend: "[* = required field]". The form itself is titled "Sign Up" and has two tabs: "CREATE ACCOUNT" and "SETTINGS". The "CREATE ACCOUNT" tab is active. The form contains several input fields: "First name", "Last name", "Job Title", "Organization" (with a placeholder "Enter an organization"), "Email", "Phone", "Username (Email Address)", "Password", and "Confirm password". A "Next" button is located at the bottom right of the form. Below the form, there is a note: "The password must be between 9 and 12 characters long and contain at least one letter and one number. You can also use any of these special characters: ! @ # \$ % & *".



4. Setting your communication preferences is very important. Check **“Email”** to receive communications from the IHI Age-Friendly team about upcoming engagement opportunities like Action Communities and quarterly calls with leadership from your organization.
5. Click **“Finish”** to finalize your account.

CREATE ACCOUNT SETTINGS

*Role

Communication Preferences

Sign up to receive IHI communications, including newsletters, publications, tools, and other event and education related information from IHI. You may update your preferences at any time.

Select your communication preferences:

Email

Physical Mail

Phone

Previous **Finish**

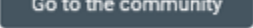
6. Bookmark <https://community.ihl.org/agefriendlyalumni/home> so that you can easily return.

Institute for Healthcare Improvement **Your IHI Portal** Sign Out Hi, Laura Howell

MY ACCOUNT KNOWLEDGE BASE MEMBERSHIP EDUCATION CONTACT US

Thank you for joining the Age-Friendly Health Systems Alumni

Go to the community

3. Next click , read and agree to the community guidelines. If you have any questions about this code of conduct, please email AFHS@ihi.org.

HOME COMMUNITIES ▾ EVENTS BROWSE ▾ PARTICIPATE ▾

Community Rules & Etiquette and Privacy Guidelines

Thank you for being part of our community. To ensure the best possible experience for all members, we have established some basic guidelines for participation.

By joining and using this community, you agree that you have read and will follow these rules and guidelines. You also agree to reserve discussions and shared files and content to that best suited to the medium. This is a great medium with which to solicit the advice of your peers, benefit from their experience, and participate in an ongoing conversation. Questions should be directed to our member services department via the **Contact Us** link on this site.

Remember The Risks Whenever You Use The Internet

While we do our best to protect your personal information, we cannot guarantee the security of any information that you transmit to us and you are solely responsible for maintaining the secrecy of any passwords or other account information. In addition other Internet sites or services that may be accessible through our site have separate data and privacy practices independent of us, and therefore we disclaim any responsibility or liability for their policies or actions. Please contact those vendors and others directly if you have any questions about their privacy policies. For any other information please contact us using the **Contact Us** page.

I AGREE I DO NOT AGREE

- Next you will be prompted to **Join the Community** that will take you to the Age-Friendly Online Community homepage. Click the “Join the Community” button to continue.

Institute for Healthcare Improvement My IHI | Education | Resources

HOME DISCUSSION LIBRARY EVENTS PARTICIPATE ▾

Age-Friendly Health Systems Alumni

Latest Discussions

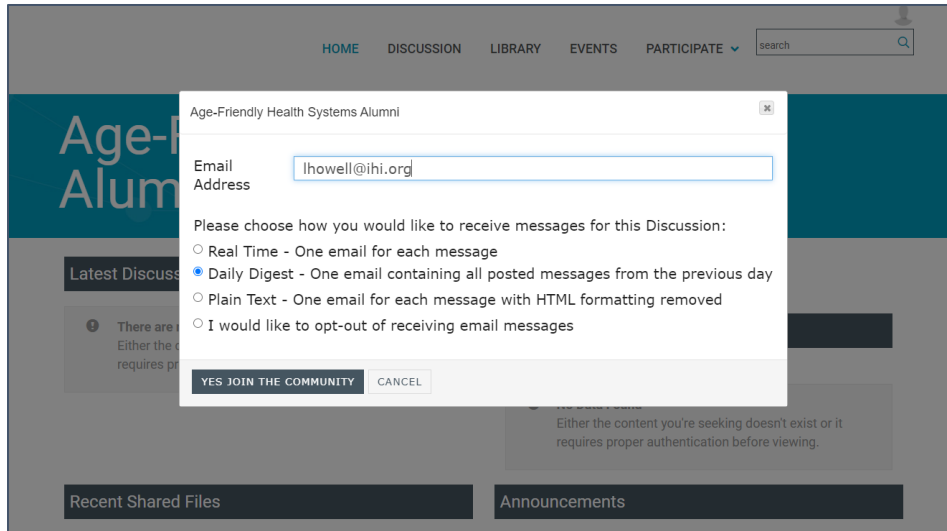
Join the community

Our Events

There are no discussions to which you have access
Either the content you're seeking doesn't exist or it requires proper authentication before viewing.

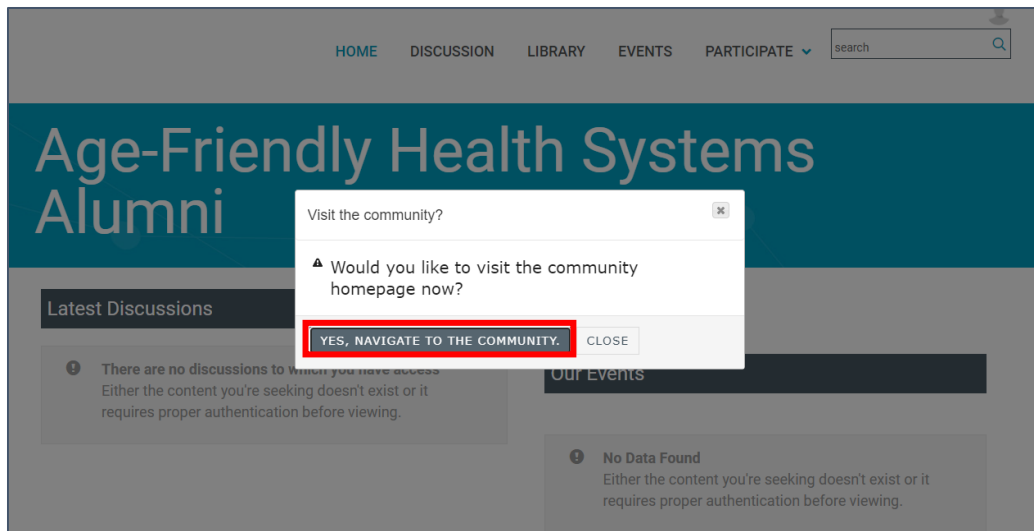
No Data Found
Either the content you're seeking doesn't exist or it requires proper authentication before viewing.

- You can then select whether you would like real-time emails as activity happens on the platform: a **daily** or **weekly** digest of activity, or **no emails**



We recommend you set your notifications to a ***daily digest*** so you can keep up to date with platform activity and receive all time sensitive communications. Digests are only sent when there is new activity.

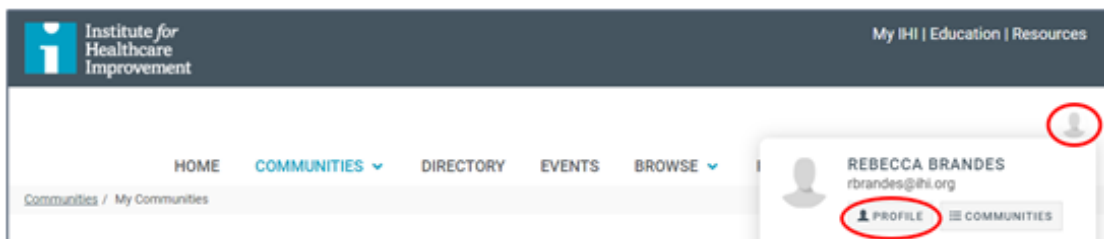
6. Then, select “Yes” to navigate to the community.



SETTING UP YOUR SETTINGS

Build out your profile as you would like:

- Add a photo.
- Update your contact and background information.
- Make connections with others.



Within your profile, you can also set your notification settings. The default setting is **daily**. You can change these settings at any time.

The image shows a user profile for Rebecca Brandes, Project Manager at the Institute for Healthcare Improvement. The profile includes contact details and an education section. A navigation bar contains tabs for 'MY PROFILE', 'MY CONNECTIONS', 'MY CONTRIBUTIONS', 'MY ACCOUNT', and 'MY INBOX'. The 'MY ACCOUNT' tab is selected and circled in red. A dropdown menu is open from this tab, listing 'PRIVACY SETTINGS', 'EMAIL PREFERENCES', 'RSS FEEDS', 'COMMUNITY NOTIFICATIONS', and 'DISCUSSION SIGNATURE'. The 'COMMUNITY NOTIFICATIONS' option is also circled in red. The 'CONTACT DETAILS' section lists the address: Institute for Healthcare Improvement, 53 State St 19th Floor, Boston, MA. The 'EDUCATION' section has a placeholder text 'Share where and when you received your education' and an 'Add' button.