NATIONAL HEALTH SERVICE CORPS (NHSC) PORTAL TIPS

MANAGING SITE POINTS OF CONTACT

The following information may help site administrators manage the points of contact for their site(s). Keeping site contact information up-to-date ensures that NHSC will be able to adequately communicate important information and that candidates interested in site vacancies have a valid contact for more information.

How do I manage points of contact for my site(s)?

1. Log in on the homepage.

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in User Golde (1.2003) (Privacy Policy) Version 5.7.3

2. Once you've logged in you will see a list of sites for which you are the site administrator.

	w Favorites Tools Help						
Site Administr	Suggested Sites • # Free Hotmail # CDR # U-Connect # WISt	36-11	A . D .		age • Safety •	Tools * @*	
CHES 2 SOUTH HIS	Writerer, Kathy Hansen						
	PROGRAM	MyMess	ages Acco		Log Out		
	My Sites						
	Listed below are the NHSC Approved Sites for which you are an administrato NHSC APPROVED SITES	r Prease select a site below to view ad	onionai détails a	ins management	10046		
	Site Name	Address	Status	Expiration D	ate		
	Access Community Health Centers - Care Wisconsin 🕨	2917 INTERNATIONAL LANE MADISON, WI 53704	Active (A)	06/30/2013			
	Access Community Health Centers - South Side Clinic +	2202 SOUTH PARK STREET MADISON, WI	Active (A)	Not available			
	Access Community Health Centers Administrative Offices >	2901 W Beltline Hwy Ste 120 Madison, WI	Active (A)	Not available			
	ACCESS COMMUNITY HEALTH CENTERS WILLIAM T. EVJUE >	3434 E Washington Ave Madison, WI	Active (A)	Not available			
	Access Dodgovillo Dontal Clinic 🔺	103 E Fountain St Dodgenille, WI	Active (A)	Not available			
	Sun Prairie Clinic >	1270 W Main St Sun Prairie, WI	Active (A)	Not available			
	Wingra Family Medical Center >	701 Dane St Madison, WI	Active (A)	Not available			
	Apply For a New NHSC Site						
	My Activities						
			-				

3. Choose the site you want to review and click on it. You should see a screen like this:



4. Under self-service, click on "Manage Points of Contact." This will give you a list of all current points of contact affiliated with this site. At least one person will need to be designated as a "Recruitment Contact." This will be the main contact the NHSC uses to transmit information and will be associated with job vacancies. Alternate contacts may be listed as well so that others in the organization receive email updates from NHSC.

Favorites A Suggested Sites Pree Hotmail CDR CU-Connect WISCR-IT Site Points of Contact - Site Admini	🌆 ▾ 🖾 ▾ 🗢 📾 ▾ Bage ▾ Safety ▾ Tools ▾	0 ≁ ×1
	Welcome, Kathy Hansen My Messages Account Settings Log Out	
Site Points of Contact (POC) Site Points of Contact Name Type of Contact Address Pho	Points of Contact ne Email) 443-5558 dan seering@accesshealthwt.org Remove kathy.hansen@accesshealthwt.org Remove Add Another Site PDC	
My Mossages Account Cottings Log Out	Site Application User Golde (1.2MB) Privacy Policy Version 6.6.2	
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