## 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)?

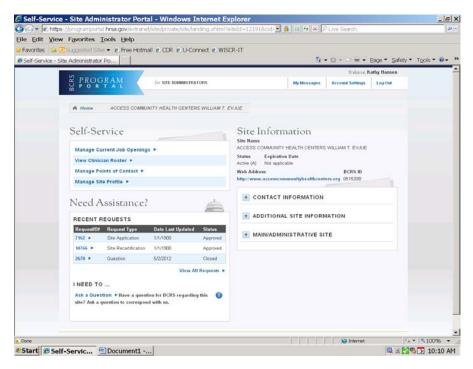
1. Log in on the homepage.

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| in User Golde (1.2003) (Privacy Policy) Version 5.7.3  |
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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<br>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<br>MADISON, WI 53704 | Active (A)        | 06/30/2013     |                |            |  |
|                  | Access Community Health Centers - South Side Clinic +   | 2202 SOUTH PARK STREET<br>MADISON, WI        | Active (A)        | Not available  |                |            |  |
|                  | Access Community Health Centers Administrative Offices >  | 2901 W Beltline Hwy Ste 120<br>Madison, WI   | Active (A)        | Not available  |                |            |  |
|                  | ACCESS COMMUNITY HEALTH CENTERS WILLIAM T. EVJUE >  | 3434 E Washington Ave<br>Madison, WI         | Active (A)        | Not available  |                |            |  |
|                  | Access Dodgovillo Dontal Clinic 🔺   | 103 E Fountain St<br>Dodgenille, WI          | Active (A)        | Not available  |                |            |  |
|                  | Sun Prairie Clinic >  | 1270 W Main St<br>Sun Prairie, WI            | Active (A)        | Not available  |                |            |  |
|                  | Wingra Family Medical Center >  | 701 Dane St<br>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 ▾  | <b>0</b> ≁ ×1 |
|--|--|---------------|
|  | Welcome, Kathy Hansen My Messages Account Settings Log Out   |               |
| Site Points of Contact (POC)<br>Site Points of Contact<br>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   |               |
| Dore   | () = transt () = 100<br>(2 = 20 € 10 10  |               |



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