



## Getting started on the Transformation Center's Groupsite page

### Overview:

The Transformation Center's Groupsite page is an online tool that allows staff and representatives of coordinated care organizations (CCOs) & allied health organizations, community advisory councils (CACs) and the Oregon Health Authority (OHA) to collaborate, network and share best practices.

### Logging In:

**Before you can login, you'll need to create your account with an email address and password.** One of the Groupsite administrator's (Laura Kreger or Tom Cogswell) will send you an email that asks you to accept an invitation to join the site. Once you have done that, create a username and password, and follow the prompts to update your professional profile using the *Bio Builder*.

Once you log out of the site, you can log in again by visiting <https://ohatransformationcenter.groupsite.com/login>.

### Navigating the Site:

Once you are logged in, you will see several options near the top, starting with the **Summary** tab. This page offers a brief explanation of the site and a calendar of upcoming events. Clicking on the following tabs allows you to access different features of the site:

- The **Communicate** tab will take you to the discussions page, where you can join an existing conversation or pose a new discussion topic. (Note: To change the type of notifications you receive from the discussions page in your regular email inbox, visit My Settings>My Preferences, and click on *Manage my subscriptions*. From here, you can edit your subscription preferences under the *Forums* section.)
- The **Share** tab provides a calendar where you can add and view events. It also includes a file cabinet, where documents such as meeting minutes and presentation handouts are posted. Feel free to use both of these tools to post information about your own meetings and associated documents. (Note: If you wish to share documents with fellow CCO staff, please add these documents to your respective CCO folder. In addition, feel free to add other documents that are relevant to existing folders in the file cabinet.)
- The **Network** tab gives you access to view member profiles of everyone in the group. To send a private message to an individual member, click on that member's profile and click on the "Send private message" link at the top of that person's profile.
- On the right side of the page, **My Settings** allows you to change your profile and other personal information, by clicking on *My Profile*.

Please note: If you have been added to more than one Learning Community, click on **Learning Communities** to access a different group.

If you have questions about how to use Groupsite, please contact Laura Kreger, Communications Specialist, at [laura.e.kreger@state.or.us](mailto:laura.e.kreger@state.or.us), 971-673-3386, or Tom Cogswell, Learning Collaboratives Coordinator, at [thomas.cogswell@state.or.us](mailto:thomas.cogswell@state.or.us), 971-673-3366.