

## Contents

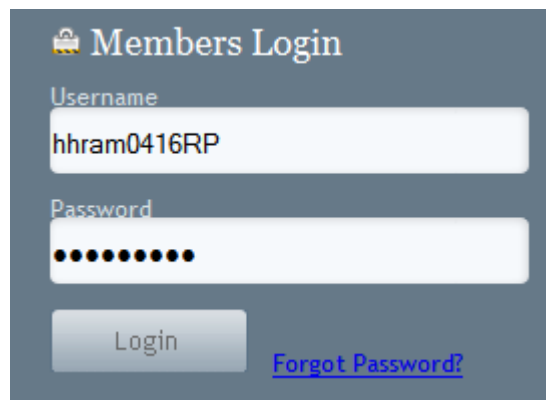
Register .....	1
Log in to Member's Area .....	1
Update your profile .....	2
Discussion Forum .....	3
View Member List .....	3
Job Posting .....	4
Members Only Tab .....	6

## Register

Registration for the HHRAM website is handled by Team, Inc. To become a member, go to [www.hhram.org](http://www.hhram.org) and complete the instructions on the membership page.

## Log in to Member's Area

1. Go to [www.hhram.org](http://www.hhram.org)
2. Type in your username and password. The first time you log in your username is your HHRAM member number and your password is: P@ssword1
3. If you have forgotten your log in information click on the Forgot Password link and follow the instructions.
4. Click **Submit**.



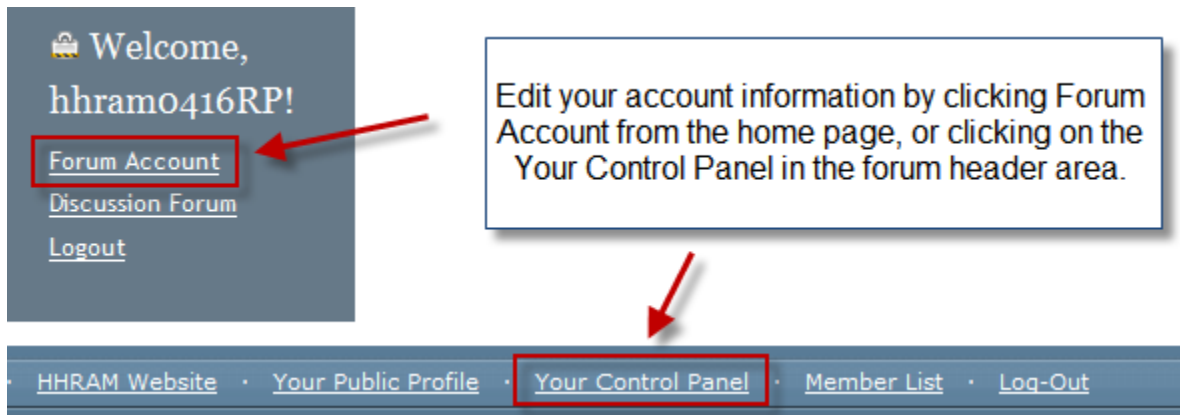
The screenshot shows a login form titled "Members Login" with a lock icon. It contains two input fields: "Username" with the value "hhram0416RP" and "Password" with masked characters. Below the fields are a "Login" button and a "[Forgot Password?](#)" link.

Once logged in to the site, you now have access to additional information including Members Only links and the online discussion board.

**A new feature of the HHRAM website is the ability to change your username and password to something you can remember more easily.** You will find the instructions in the Update your profile section.

## Update your profile

You can view your own profile by clicking on the Your Public Profile link at the top of the Forums page. If you would like to update your Public Profile, change or add settings, or change your username and password click on the Your Control Panel link at the top of the page. Select the options along the left menu and follow the instructions.



Common activities to update in your profile include the following:

**Change your username and password:** You have the option to change your username and/or screen name from the default setting to something that will be easier for you to remember.

**Add a photo and/or avatar:** Adding a photo helps build relationships with other HHRAM members across the state. However, because this is a human resources professional association website we do ask that your photo and avatar be professional.

**Add a bio:** Please feel free to add a brief bio to your profile. Again, this helps us get to know each other a little better.

**Update information:** You can update your position, address, email information and many other options yourself. This helps us to keep in touch with you in case you change jobs or move to a new home.

Menu
<b>PERSONAL SETTINGS</b>
Edit Profile
Edit Signature
Edit Avatar
Edit Photo
Email Settings
Username and Password
Edit Preferences
Localization Settings
<b>UTILITIES</b>
View Subscriptions
Manage Ignore List
<b>PRIVATE MESSAGES [+]</b>
<b>EXTRAS</b>
Notepad

You may return to the main HHRAM website by clicking the HHRAM website link at the top of the page.

## Discussion Forum

To get to the HHRAM Discussion forum log in to the system and select “Online Discussion” from the Members Only menu.

Start by clicking on the HHRAM Discussions link in the middle of the page to go to the list of current discussion topics.

Click on the name of any topic that you are interested in. You can also use the search feature to find keywords within the posting titles and entries.

You can participate in the discussion by clicking on the box titled Post Reply. This will bring up a template to complete for your answer. Click Submit Post when you are finished with your response.

To start your own discussion topic, click the New Topic box. This will bring up a template for you to complete. Click Submit Post when you are finished with your response. You will be notified via email when a reply is submitted to your topic.

You may return to the main HHRAM website by clicking the HHRAM website link at the top of the page.

## View Member List

While you are in the Online Discussion forum section of the HHRAM website you can access the HHRAM member directory, and even contact HHRAM members directly from the website.

1. Select the “Member List” link at the top of the page.
2. You have the option to view the members based on Member Group, and arrange the list

according to member name, total entries, total comments, and join date. The default search order is by member screen name, ascending.

3. Click **Submit**.

Forum Home > Member List Search  Search Advanced S

Name	Total Posts	Email	URL	AOL	ICQ	Yahoo	Join Date	Last Visit
Test-Member	0	<input type="button" value="EMAIL"/>					01/30/2009	01/30/2009
Test-Editor	0	<input type="button" value="EMAIL"/>					01/30/2009	01/30/2009
Test-Conference	0	<input type="button" value="EMAIL"/>					01/30/2009	01/30/2009
Mike Maxwell	0	<input type="button" value="EMAIL"/>					01/14/2009	02/04/2009

Show All Member Groups Sort Member Name Order Descending Rows 20

Member Search

In the Member Search field at the bottom of the screen, you can look for a particular HHRAM member.

1. Type in the name of the member, or search by a facility name, city or any of the items in the search field.
2. Choose a search field (screen name, email address, url, location) and member group if you know it.
3. Click **Search**.

**Member Search**

Search Field  + -

All Member Groups

Screen shot of the search results.

Click on Email to send an email directly from the HHRAM site. The email will appear as though it comes from you, so the recipient will be able to respond to you via email directly. Click on the member's name to see their public profile information, including facility name, phone number etc.

You may return to the main HHRAM website by clicking the HHRAM website link at the top of the page.

## Job Posting

HHRAM members may post their healthcare human resources positions for free on the HHRAM website. Job postings remain active for 60 days and can be seen by both HHRAM members and the general public.

To post a job, click on the Jobs tab and scroll to the bottom of the page to the Post A Job link. Clicking on the link will bring up a new page with fields to be completed. Enter as much information as you think job seekers would like to see. When you come to the box titled More info URL you have a

choice of filling in your company's online job posting information, or leaving that box blank. If you leave the box blank but fill in your email address, applicants will be able to respond to your posting directly from the HHRAM website and attach their resume. The applicant's information and resume will be sent to you in an email.

## Job Information

### Add Record

Position :

Description :

Location :

Salary Range:  
 -

Company Name :

Contact Name :

Phone :

Email :

More Info URL :

Entering a value here will direct applicants to your own website. If nothing is entered, applicants will be able to upload their resume and the submittals will be sent to your Email.

Job Date :  
 Format: MM/DD/YY  
Example: 01/20/08

For any jobs that you have posted, you will also be able to later edit or delete the posting. For example, if you fill the position in less than 60 days you can go directly to the HHRAM website and delete the posting. You may also choose to edit the requirements, contact information or other details about the

position.

## **Members Only Tab**

When you click on the Members Only Tab you will see a variety of links to information contained within the HHRAM website. Click the link to find the latest HHRAM Herald newsletter, HHRAM Scholarship information and more, all contained within one page.

If you need help with the HHRAM website please fill out the information on the Contact Us tab and someone will be in touch with you soon.