User Registration for WIHA Website

Materials for only logged in users include program resources, materials for license holders and master trainers, and certain coalition groups under Initiative Resources.

- Go to <u>http://wihealthyaging.org</u>
 Click on Login in the upper right corner.
 HOME AGE WELL PROGRAMS & WORKSHOPS FOR PROFESSIONALS REFER GIVE JOBS ABOUT WIHA Q LOGIN
 - 3. Click on the **Register** button.

Email or Username		
Password		
	\frown	
	LOGIN Register	

4. Fill out the **Personal Details** form. Select what you are registering to access (program materials, master trainer materials, etc) and the programs for which you are trying to access (if applicable). Please note: trained leaders must have an ACTIVE certification to access program materials. We will verify your certification or group status and then grant you access to those pages. Be sure to click "I'm not a robot" and then press the green submit button.

	Personal Details
Username*	
First Name [*]	
Last Name [*]	
Email*	
Password*	
Confirm Password [*]	
	Form continues on next page

Which of the following are you	Program Materials (select programs below)
registering to access?	Master Trainer Materials (select programs below)
	License Holder Materials (select programs below)
	Wisconsin Coalition to End Social Isolation and Loneliness
	Falls Free Wisconsin Coalition
For which programs do you need	Healthy Living with Chronic Pain
access?*	Vivir Saludable con Diabetes
	🗌 Tomando Control de su Salud 🛛 🛛 Mind Over Matter
	Physical Activity for Lifelong Success
	Pisando Fuerte Walk with Ease None
Comments	
	l'm not a robot
	SUBMIT

5. Upon submission, you will receive a message on the screen:

Thank you for registering. Your profile will be manually reviewed to assign you to the programs you selected. Please allow up to 2 business days for this to
happen. You will receive an email once approved.

6. WIHA will then approve & activate your account. Once you receive the email that your account is active, you can login. *Please note this may take up to 2 business days to complete.*

User Account Activated	
WIHA (wihealthyaging.org) <webmaster@wihealthyaging.org> To OPALS (1) If there are problems with how this message is displayed, click here to view it in a web browser.</webmaster@wihealthyaging.org>	← Reply ← Reply All → Forward $1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 $
CAUTION: This email originated from outside of your Organization. Do not click links or open content is safe.	attachments unless you recognize the sender and know the
Dear John Doe,	
WIHA has activated your user account on wihealthyaging.org. You can now login and a been granted access to. <u>http://wihealthyaging.org</u>	access the program materials for the programs you have
Be well.	



- 8. Login with your username and password.
- 9. Once logged in, you'll be redirected to a landing page. Select the area desired area.



Become a Facilitator Learn more about becoming a facilitator for a WIHA program.



Become a Program Provider All facilitators are required to be connected with a local program provider. Learn more.



Become a License Holder For those outside of Wisconsin Interested in bringing our programs to their state.



Program Resources For trained facilitators & their program providers (must have login)



Resources for Master Trainers Materials for trained master trainers to prepare and lead a facilitator training.



Resources for License Holders Materials for license holders to complete report and order materials for

their programs.



Initiative Resources Materials and resources for use in your community



Newsletter for Professionals WIHA newsletter for those working in the community

Coalition Groups



WCESIL



Falls Free Wisconsin

10. From there, you can select the material you'll like to access. If you do NOT have access, you'll see a message similar to this:



11. If for any reason you believe you should have access, please contact <u>webmaster@wihealthyaging.org</u> to review your status.

Updating your profile

1. If you select **Login** and then **My Profile**, you'll will be able to update your profile, see the groups you're active in, and see your personal settings (you will NOT be able to add yourself to a new group).

About Groups	Settings	Groups	Settings	
Edit Profile	EDST NAME Labo	s ard	Username [*] First Name [*]	Test1234 John
			Last Name*	Doe
ersonal Detalls			Email*	pals@wihealthyaging.org
	FOR WHICH PROGRAMS DO YOU Physical Activity for Lifelong Succe HOLD AN ACTIVE CERTIFICATION?			SUBMIT
	John Doe ALL USERS -2 MORE GROUPS			
	John Doe ALLUSERS -2 MORE GROUPS About Groups Settings			

4