



INTRODUCTION

These instructional materials assume you received your one-time login email for the Virtual Institute:

From: mcirc-vip@umich.edu

Subject: Your access to the MCIRCC Virtual Institute starts now

This email includes:

- one-time accessible link to reset your password
- your account username

If you did not receive this email, please contact Andrea Eberle at aarnould@umich.edu or 734-764-2740 for assistance.

If your one-time link expired before your password reset was complete, create a new link:

1. Click <http://www.mcirc.org/vip> or copy and paste this link into your web browser
2. Click the “Request New Password” link
3. Enter the username provided in your one-time login email
4. Click the “Email new password” button
5. Follow these instructions using the link provided in this “password recovery” email

① The screenshots and visual illustrations on the following pages were captured using a desktop computer. If you are using a mobile device the views will be slightly different but the mechanics will be the same.

① It is recommended that you review these detailed instructions ahead of time. You may need to gather key elements before performing these steps including:

- **Comprehensive list of your “Area(s) of Expertise”**
- **Your general biosketch in pdf format for upload**



FIRST TIME LOGIN & PASSWORD CREATION

STEP 1

Click the *one-time link* provided in email (or copy and paste the link into your web browser), which will take you to the reset password page.

- ✓ Confirm your email is successfully validated (green area)
- ✓ Confirm the username displayed matches the email (same as U-M unique name)

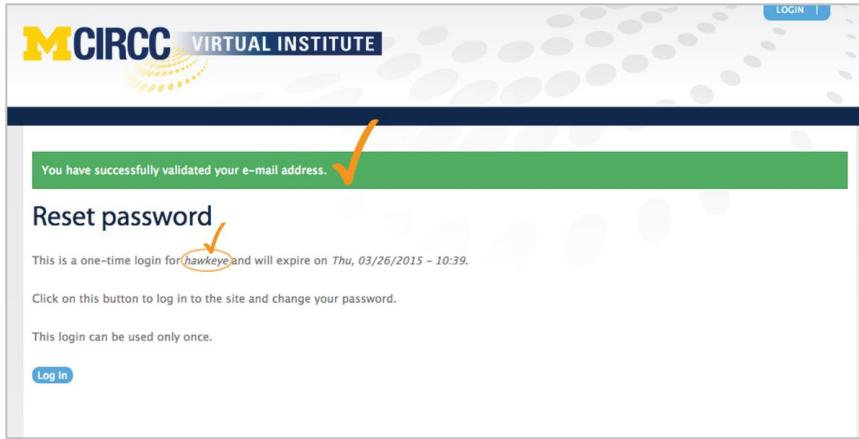


Figure 1: EmailReset-01

STEP 2

Click the blue “**Log In**” button.

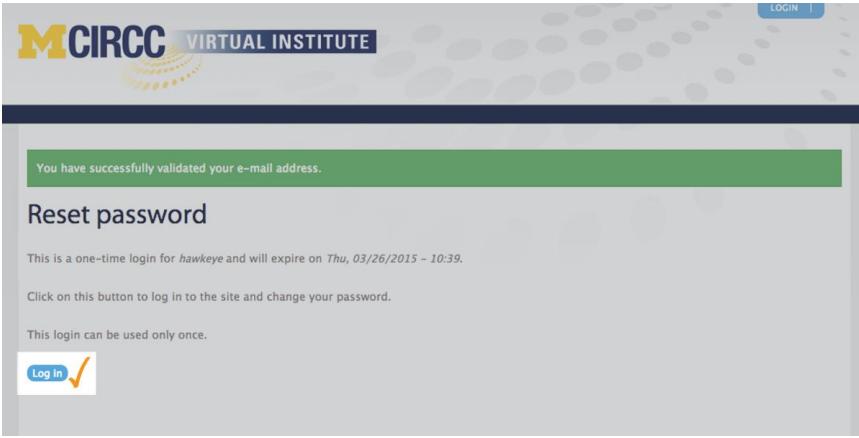
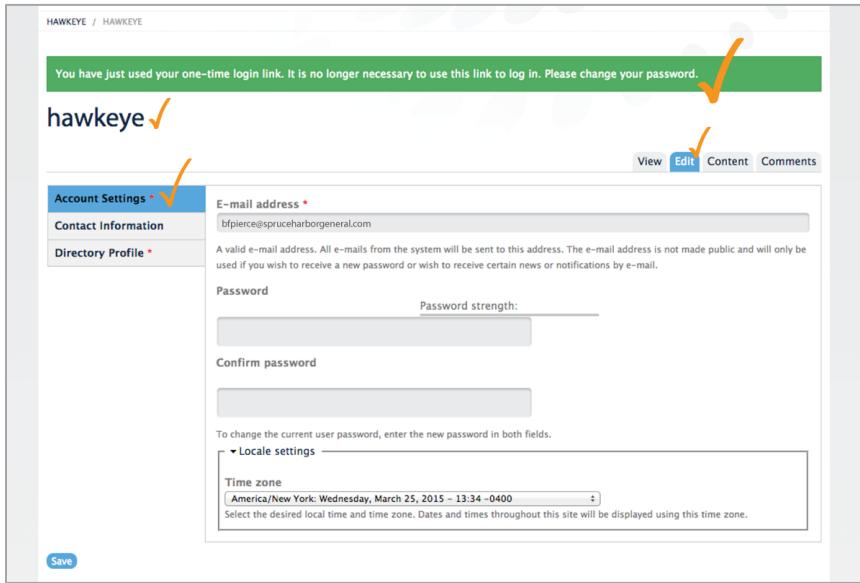


Figure 2: LoginButton-01

This will take you to your “**Account Settings**” page where you can create your password to accompany your username.

- ✓ Confirms use of one-time link; directs you to change your password (green area)
- ✓ Displays your username
- ✓ “Edit” tab should be highlighted blue
- ✓ “Account Settings” bar should be highlighted blue



HAWKEYE / HAWKEYE

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

hawkeye

View **Edit** Content Comments

Account Settings ✓

Contact Information

Directory Profile

E-mail address * bfpierce@spruceharborgeneral.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Confirm password

To change the current user password, enter the new password in both fields.

Locale settings

Time zone America/New York: Wednesday, March 25, 2015 – 13:34 –0400

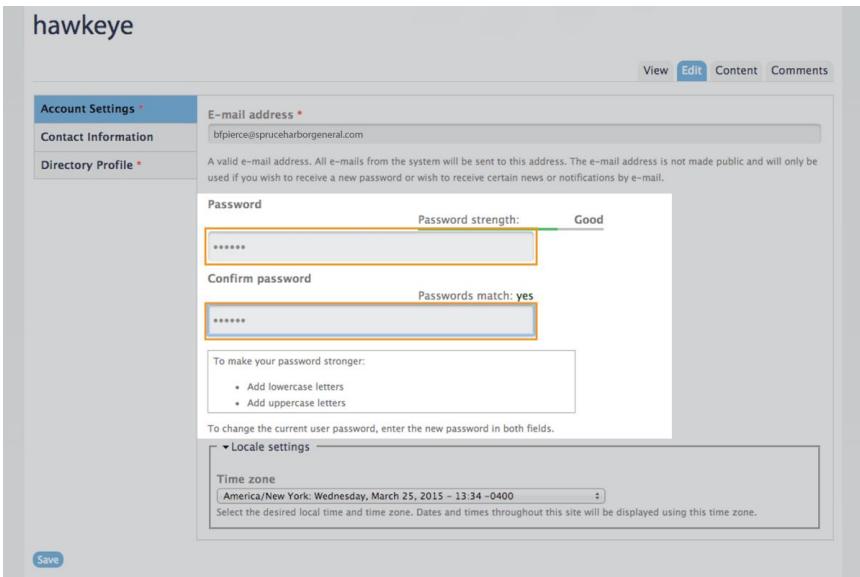
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

Figure 3: AcctSettingsConfirm-02

STEP 3

Enter your desired password into the two required fields (Password and Confirm Password).



hawkeye

View **Edit** Content Comments

Account Settings ✓

Contact Information

Directory Profile

E-mail address * bfpierce@spruceharborgeneral.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password

Confirm password

Good

Passwords match: yes

To make your password stronger:

- Add lowercase letters
- Add uppercase letters

To change the current user password, enter the new password in both fields.

Locale settings

Time zone America/New York: Wednesday, March 25, 2015 – 13:34 –0400

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

Figure 4: EnterPassword-03



STEP 4

Confirm your passwords match. Click the blue “**Save**” button.

The screenshot shows the 'Account Settings' page for a user named 'hawkeye'. The 'Edit' tab is selected. The 'E-mail address' field contains 'bfpierce@spruceharborgeneral.com'. Below it, a note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' The 'Password' field contains '*****' and is marked as 'Good'. The 'Confirm password' field also contains '*****' and has a status message 'Passwords match: yes'. Below these fields, a note says 'To make your password stronger:' with options 'Add lowercase letters' and 'Add uppercase letters'. A note at the bottom says 'To change the current user password, enter the new password in both fields.' A 'Locale settings' section shows the 'Time zone' as 'America/New York: Wednesday, March 25, 2015 – 13:34 –0400'. A 'Save' button is at the bottom left.

Figure 5: SavePassword-03

If your password creation was successful, a green bar will appear at the top of the page with the text: **The changes have been saved.**

The screenshot shows a green horizontal bar with the text 'The changes have been saved.' above the 'hawkeye' user profile page. The page header shows 'HAWKEYE / HAWKEYE'.

Figure 6: ChangesSaved



ACCOUNT CONFIRMATION & PROFILE SETUP

Complete these steps following the *First Time Login & Password Creation* process outlined in the previous section.

① It is recommended that you review these detailed instructions ahead of time. You may need to gather key elements before performing these steps including:

- **Comprehensive list of your “Area(s) of Expertise”**
- **Your general biosketch in pdf format for upload**

ACCOUNT SETTINGS •••

The information provided in this section is primarily used for MCIRCC administrative purposes. However, some of these fields will populate your profile in the Virtual Institute's Member Directory.

STEP 1

From the “Account Settings” page click “Contact Information.”

The screenshot shows the 'Contact Information' tab selected in the account settings menu. The page contains fields for current password, email address, password, and confirm password. It also includes a 'Locale Settings' section for selecting a time zone. A 'Save' button is located at the bottom left.

Figure 7: ClickContactInfo-04



STEP 2

On this “Contact Information” page:

- 2-A: Confirm that your address and telephone information is accurate.
- 2-B: Correct any inaccurate information.
- 2-C: Complete entry fields that are missing information.

Address
Aside from your phone number and company, the following address information is for MCIRCC membership administration only. Your address will not display in the Member Directory.

Country: United States

First name: Benjamin Last name: Pierce

Company: University of Michigan

Address 1: 2800 Plymouth Road, NCRC 10-106A

Address 2:

City: Ann Arbor State: Michigan ZIP code: 48108

Telephone: 734-555-1212

Save

Figure 8: UpdateContactINFO-05

STEP 3

If you made any changes to this page, click the blue “Save” button. If you did not make any changes, skip to the next section titled *DIRECTORY PROFILE*.

Address
Aside from your phone number and company, the following address information is for MCIRCC membership administration only. Your address will not display in the Member Directory.

Country: United States

First name: Benjamin Last name: Pierce

Company: University of Michigan

Address 1: 2800 Plymouth Road, NCRC 10-106A

Address 2:

City: Ann Arbor State: Michigan ZIP code: 48108

Telephone: 734-555-1212

Save

Figure 9: SAVEcontactinfo-05



If your changes were successfully updated, a green bar will appear at the top of the page with the text: **The changes have been saved.** And you will be redirected back to the “**Account Settings**” page.

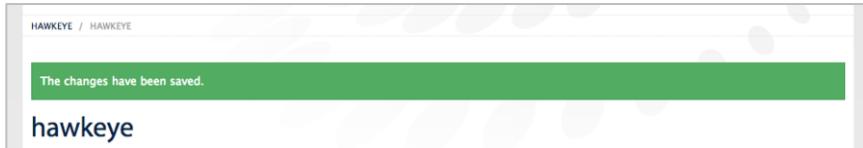


Figure 6: ChangesSaved

DIRECTORY PROFILE •••

The information provided in this section is used to populate your profile in the Virtual Institute’s Member Directory. This Member Directory is an interactive tool where users can search out members based on specific criteria including, but not limited to, credentials, accolades, areas of expertise, rank and more. As such, accurate and up-to-date information is imperative in this section.

STEP 1

From the “**Account Settings**” page click “**Directory Profile**.”

hawkeye

View Edit Content Comments

Account Settings *

Contact Information

Directory Profile *

Current password

Enter your current password to change the E-mail address or Password. Request new password.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password Password strength:

Confirm password

To change the current user password, enter the new password in both fields.

Locale settings

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Figure 10: ClickDirectoryProfile-06



STEP 2

The information provided on this “**Directory Profile**” page is used to populate your profile in the Member Directory.

2-A: Confirm that the information already populating the various fields is accurate:

- Display name
- Credentials
- Positions—first listing should be your primary appointment; limit to a maximum of 3 positions
- Rank
- Biography
- Research Interests—hyperlinks for academic published articles and Michigan Experts profile

2-B: Correct any inaccurate information

2-C: Complete entry fields for “Area(s) of Expertise” as follows...

Define your “area(s) of expertise” so other members can search you out. Consider including your clinical, scientific and research areas as applicable.

Area(s) of Expertise

Begin typing your “expert” area and the autocomplete function will try to find an existing match. If a match is not found, just type the complete name of your “expert” area. Separate each “expert” area with a comma.

Figure 11: AreaExpertise01-07

This field entry uses an autocomplete feature to group similar expert subjects. Begin typing your “expertise” and the autocomplete feature will try to find a match. Click the “match” to add it to your profile.

Area(s) of Expertise

hem

hemorrhage control

hemorrhagic shock

hem

hemorrhage control

hemorrhagic shock

the autocomplete function will try to find an existing match. If a match is not found, just type the a. Separate each “expert” area with a comma.

Figure 12: AreaExpertise02-08

If the autocomplete feature does not find a good match, you may create a new entry just by typing it in. Separate multiple expert entries with a comma.

Area(s) of Expertise

hemorrhagic shock

hemorrhage control

traumatic brain injury

sepsis

war trauma

Begin typing your “expert” area and the autocomplete function will try to find an existing match. If a match is not found, just type the complete name of your “expert” area. Separate each “expert” area with a comma.

Figure 13: AreaExpertise03-09

Multiple “expert” identifiers are encouraged for your profile, if relevant. Again, consider including your clinical, scientific and research areas as applicable.



2-D: Upload a general biosketch file(s)

Click the “**Choose File**” button and select the biosketch file from its location on your computer. PDF format is recommended for upload.



Biosketch
Attach bio sketch (files).

Add a new file
Choose File No file chosen Upload

Files must be less than 16 MB.

Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov m4v mp4 mpeg avi ogg oga ogv wmv ico.

Figure 15: ChooseBiosketchFile-11

- ✓ Confirm the correct file is attached.
- ✓ Click the blue “**Upload**” button.



Biosketch
Attach bio sketch (files).

Add a new file
Choose File biosketch-hawkeye.pdf Upload

Files must be less than 16 MB.

Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov m4v mp4 mpeg avi ogg oga ogv wmv ico.

Figure 16: SubmitBiosketch-12

- ✓ Confirm your biosketch file was successfully added.
- ✓ If the file is not correct, click the blue “**Remove**” button and repeat the steps starting at 2-D above.
- ✓ To add another biosketch file, click the “**Choose File**” button and repeat the steps starting at 2-D above.



Biosketch
Attach bio sketch (files).

File information	Operations
+ biosketch-hawkeye.pdf (240.72 KB)	Remove

Show row weights

Add a new file
Choose File No file chosen Upload

Files must be less than 16 MB.

Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov m4v mp4 mpeg avi ogg oga ogv wmv ico.

Figure 17: BiosketchDone-13

STEP 3

When you have completed all updates to this “**Directory Profile**” page, click the blue “**Save**” button located near the bottom of the page.



Figure 18: Save-14

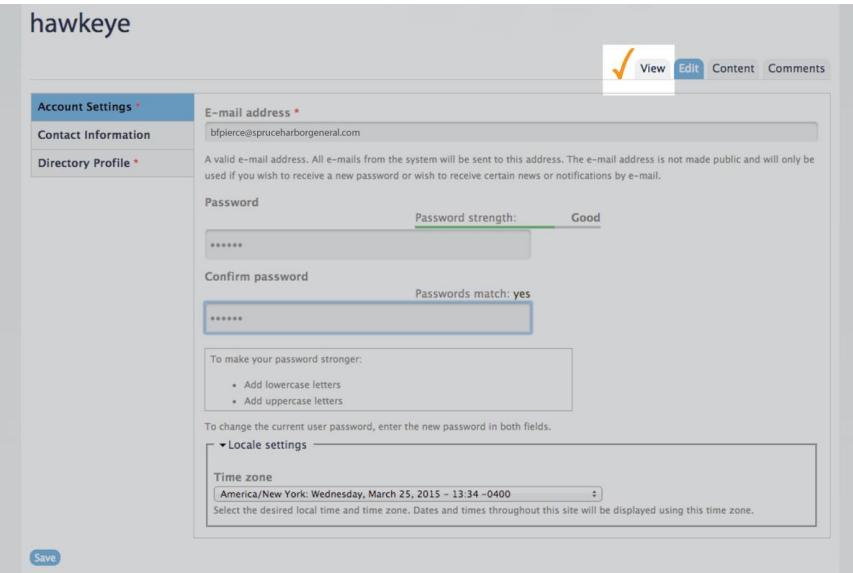
If your changes were successfully updated, a green bar will appear at the top of the page with the text: **The changes have been saved.** And you will be redirected back to the “**Account Settings**” page.



Figure 6: ChangesSaved

STEP 4

To see how your profile will appear in the Virtual Institute’s Member Directory, click the “**View**” tab near the top of the “**Account Settings**” page.



hawkeye

Account Settings * View Edit Content Comments

E-mail address *
bfpierce@spruceharborgeneral.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password Password strength: Good

Confirm password Passwords match: yes

To make your password stronger:

- Add lowercase letters
- Add uppercase letters

To change the current user password, enter the new password in both fields.

Locale settings

Time zone: America/New York: Wednesday, March 25, 2015 - 13:34 -0400

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

Figure 19: View-03



This will take you to your main “**My Account**” page where you can view your Member Directory profile display.

MEMBER DIRECTORY / BENJAMIN FRANKLIN PIERCE, MD

Benjamin Franklin Pierce, MD

Member for 3 days 1 hour

Spruce Harbor General Hospital
Chief Surgeon
Trauma Surgery

Telephone: 734-555-1212
E-mail address: bfpierce@spruceharborgeneral.com

Biography:
Captain "Hawkeye" Pierce, MD was born and raised in Crabapple Cove, near the town of Spruce Harbor, Maine. He attended Androscoggin College in Maine and completed his medical residency in Boston. Dr. Pierce was drafted into the U.S. Army Medical Corps and sent to serve at the 4077th Mobile Army Surgical Hospital (M*A*S*H) during the Korean War.

Between long, intense sessions of treating critically wounded patients, he makes the best of his life in an isolated Army camp with heavy drinking, carousing, and pulling pranks on the people around him.

Following the war, he returned to his hometown of Crabapple Cove, to be a local doctor who has the time to get to know his patients, instead of contending with the endless flow of casualties he faced during his time in Korea.

Areas(s) of Expertise:
hemorrhagic shock
hemorrhage control
traumatic brain injury
sepsis
war trauma

Research Interests:
Academic Published Articles
Michigan Experts Profile

Biosketch:
 biosketch-hawkeye.pdf

Figure 20: MyAcctMain-20

Congratulations, this completes your user account setup.

Welcome to the MCIRCC Virtual Institute...
Your VIP access to MCIRCC's interconnected critical care community

Click “**Dashboard**” on the main navigation menu to further explore the site. Or click the blue “**LOG OUT**” button in the upper right corner to complete your session.