

## INTRODUCTION

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

**From:** mcircc-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](mailto:aarnould@umich.edu) or 734-764-2740 for assistance.

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

1. Click <http://www.micircc.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
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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.**

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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**
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## 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)

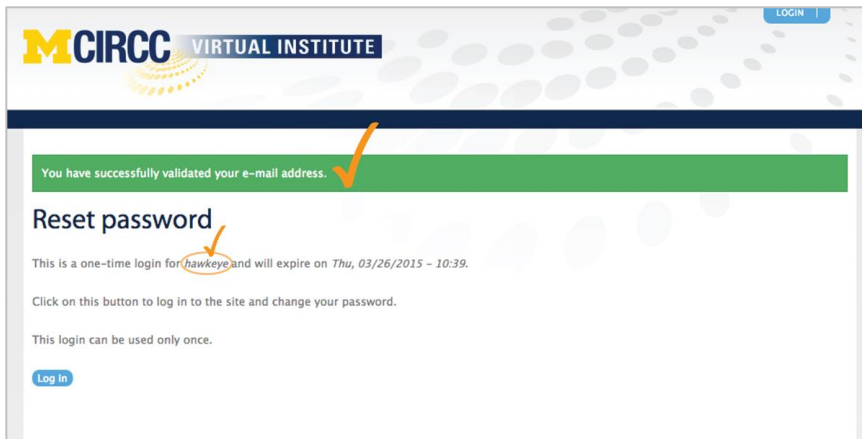


Figure 1: EmailReset-01

### STEP 2

Click the blue “**Log In**” button.

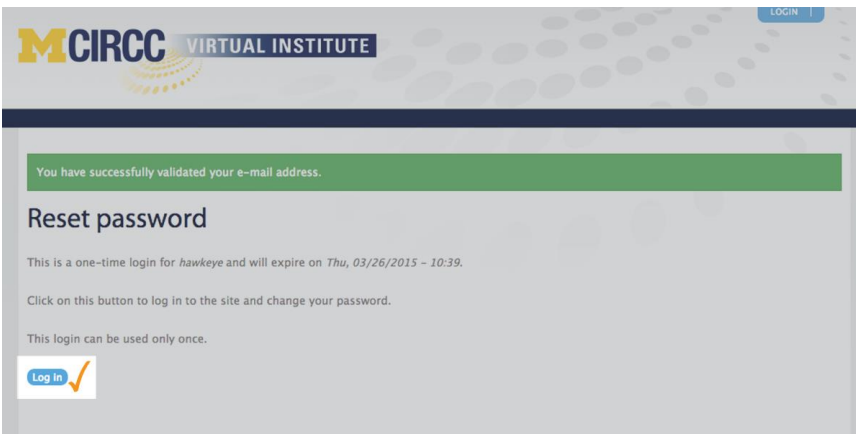


Figure 2: LoginButton-01

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

Figure 3: AcctSettingsConfirm-02

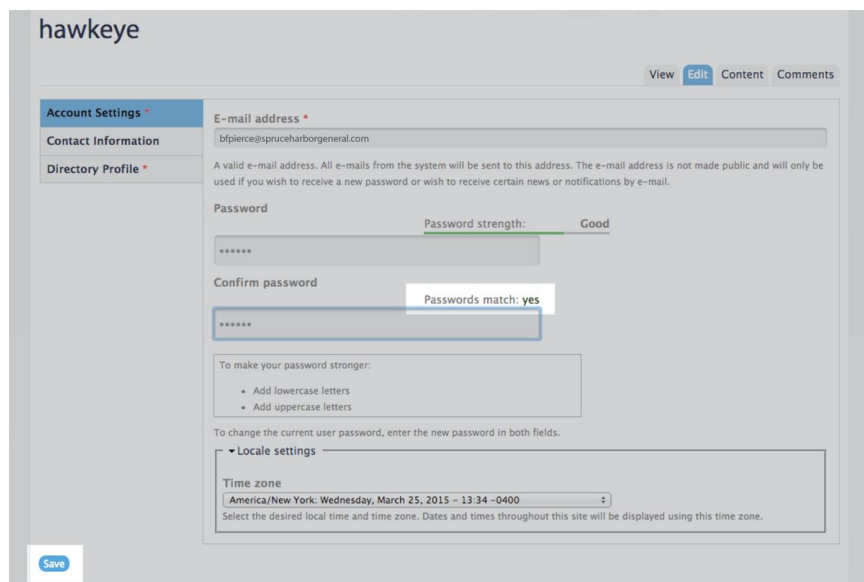
## STEP 3

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

Figure 4: EnterPassword-03

## STEP 4

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



The screenshot shows the 'hawkeye' account settings page. On the left is a sidebar with 'Account Settings' selected. The main area has tabs for 'View', 'Edit', 'Content', and 'Comments', with 'Edit' being active. The 'Edit' section contains fields for 'E-mail address' (bfpi@pruceharborgeneral.com), 'Password', and 'Confirm password'. The 'Password' field has a strength indicator showing 'Good'. The 'Confirm password' field has a message 'Passwords match: yes'. Below these are instructions to make the password stronger (add lowercase and uppercase letters) and a section for 'Locale settings' with a 'Time zone' dropdown set to 'America/New York: Wednesday, March 25, 2015 - 13:34 -0400'. A blue '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.**

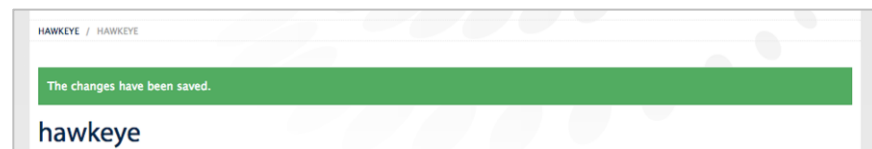


Figure 6: ChangesSaved

## 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:

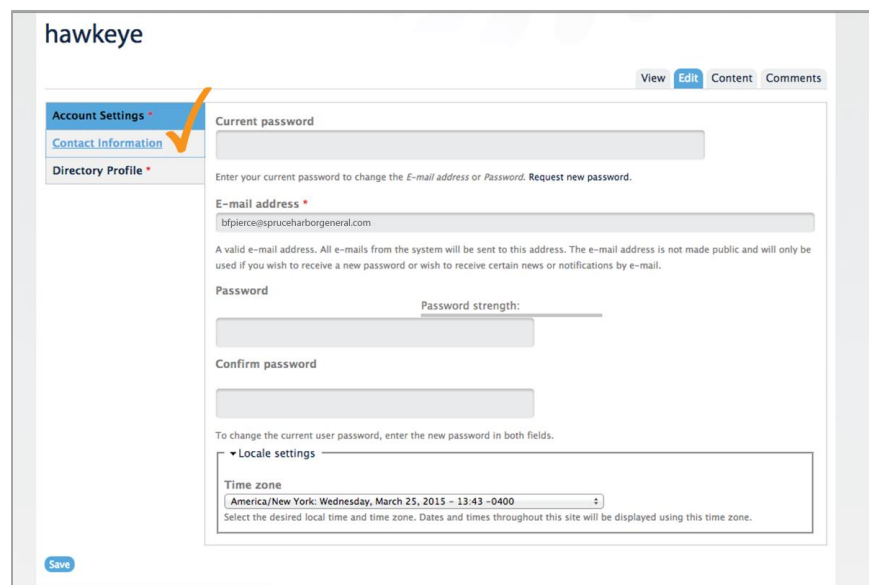
- Comprehensive list of your “Area(s) of Expertise”
- Your general biosketch in pdf format for upload

## 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 'Account Settings' page for a user named 'hawkeye'. The 'Contact Information' tab is selected and highlighted with a blue bar and a checkmark. The page includes fields for 'Current password', 'E-mail address' (with a value of 'bfpierce@spruceharboregeneral.com'), 'Password', and 'Confirm password'. There is also a 'Locale settings' section with a 'Time zone' dropdown menu set to 'America/New York: Wednesday, March 25, 2015 - 13:43 - 0400'. A 'Save' button is located at the bottom left of the form.

Figure 7: ClickContactInfo-04

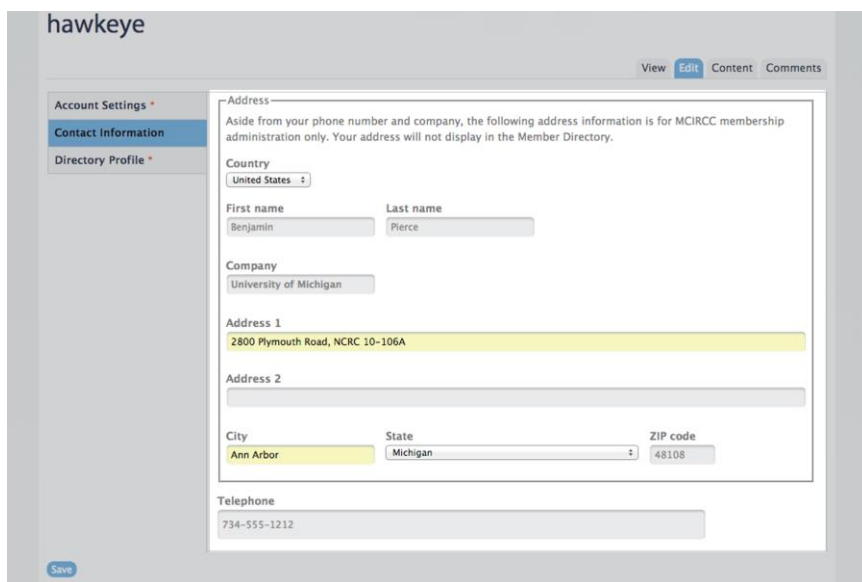
## STEP 2

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.



The screenshot shows the 'Contact Information' page in the MCIRCC system. The page has a sidebar with 'Account Settings', 'Contact Information' (selected), and 'Directory Profile'. The main content area is titled 'Address' and contains the following fields:

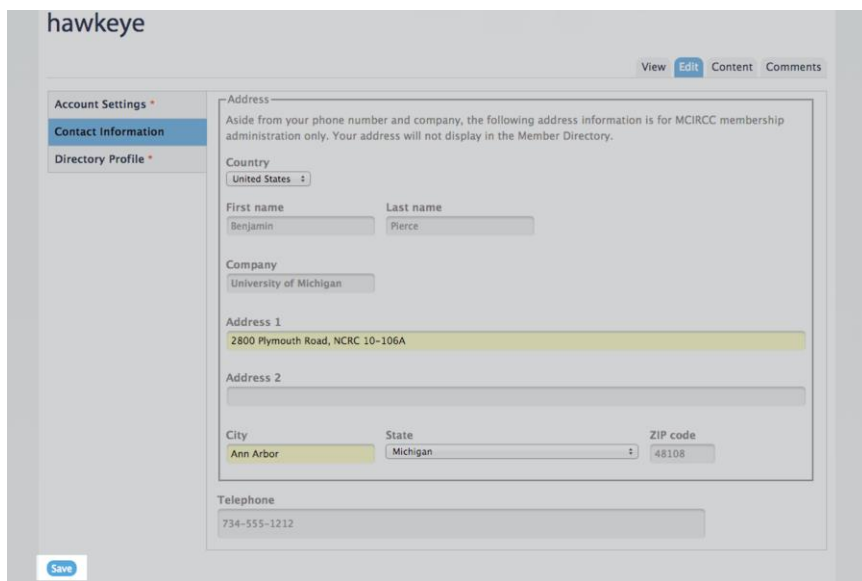
- Country: United States (dropdown)
- First name: Benjamin
- Last name: Pierce
- Company: University of Michigan
- Address 1: 2800 Plymouth Road, NCRC 10-106A
- Address 2: (empty)
- City: Ann Arbor
- State: Michigan (dropdown)
- ZIP code: 48108
- Telephone: 734-555-1212

A blue 'Save' button is located at the bottom left of the form.

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*.



This screenshot is identical to Figure 8, showing the 'Contact Information' page. The 'Save' button is highlighted with a blue border, indicating it should be clicked to save the changes.

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.

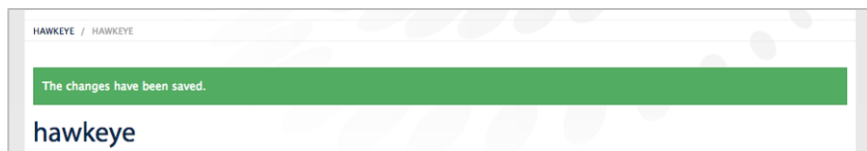


Figure 6: ChangesSaved

## 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.”

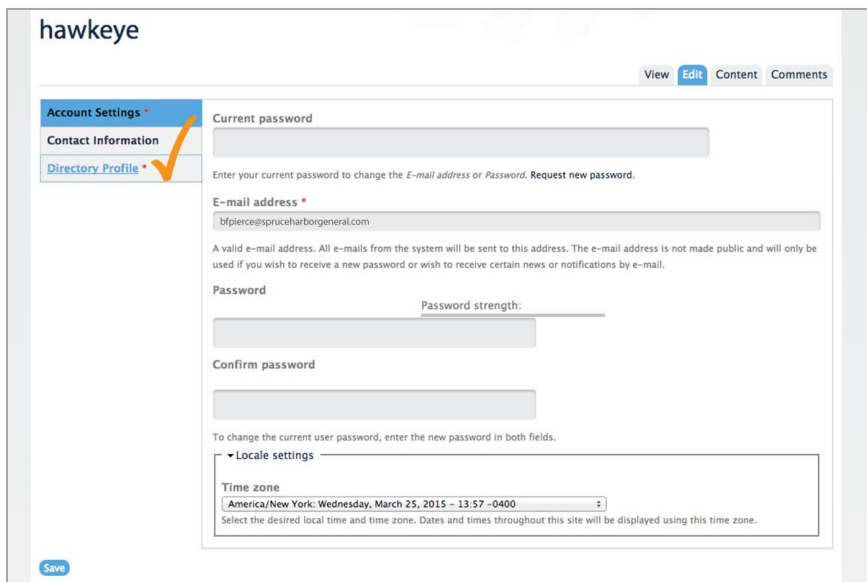


Figure 10: ClickDirectoryProfile-06

## 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.

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.

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.

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

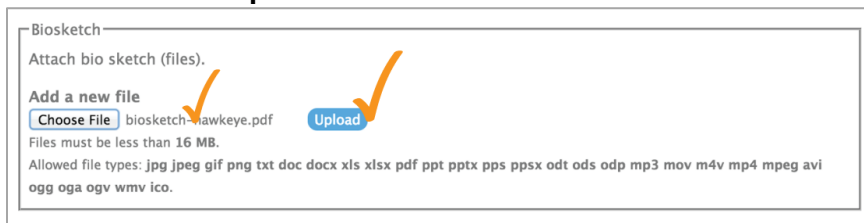
Files must be less than 16 MB.

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.

Upload

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

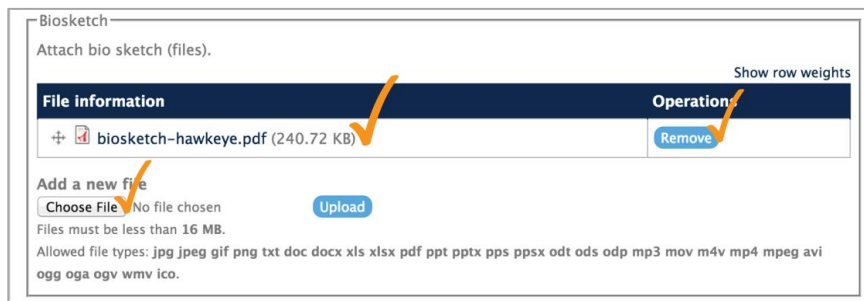
Files must be less than 16 MB.

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.

Upload

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).

Show row weights

File information	Operation
<div> <div></div> <div>biosketch-hawkeye.pdf (240.72 KB)</div> </div>	<div>Remove</div>

Add a new file

**Choose File** No file chosen

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.

Upload

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.

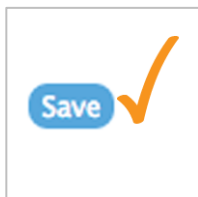


Figure 18: Save-14

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.

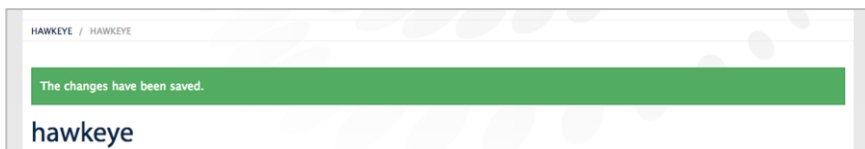


Figure 6: ChangesSaved

### 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.

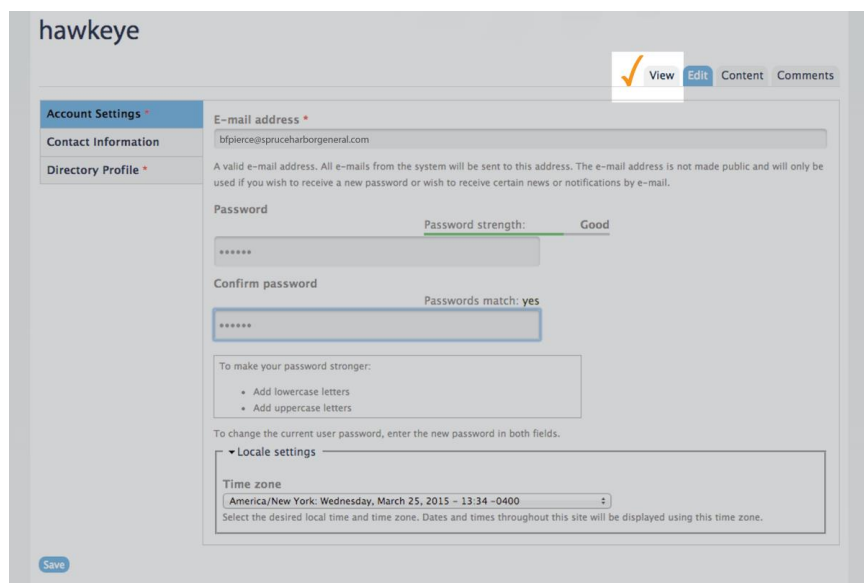
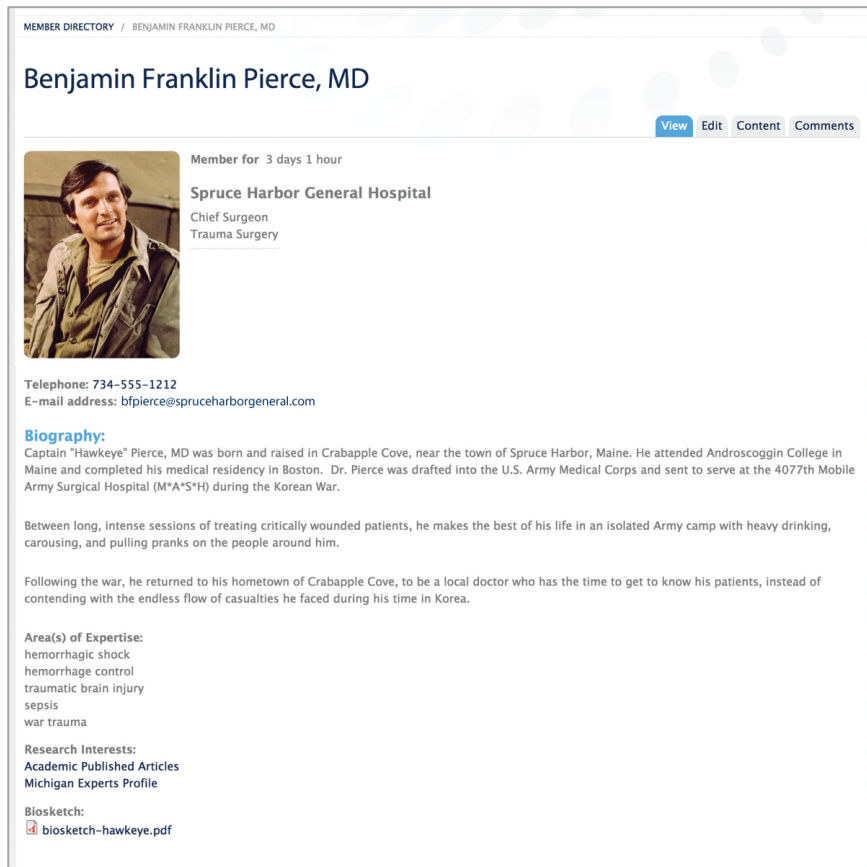


Figure 19: View-03

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

View Edit Content Comments

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 Androskoggin 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.

**Area(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: MyAcct/Main-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.