Why join a team?
My Portal Teams provides a password-protected space to help you collaborate within your clinic, or organization, or even across organizations state wide.

Let’s get started from the homepage, https://waportal.org

Click myportal in the upper right corner of the page (you may need to log in). From your My Portal dashboard, on the right panel under Quick Links, click Create or Join a Team.

Join an existing team

- Use the filters on the left panel to search for the team you would like to join
  - If you know the name of the Team Lead, begin typing it or scroll through the list of leads and select the appropriate name
  - If you do not know the name of the Team Lead, but know the associated partner or ACH, select one of those to narrow the search
- Scroll down and click SEARCH
- When you find the team, select it
- The Join a Team page opens. You may add a message to the team manager if you like
- Click SUBMIT REQUEST
- A message will be sent to the team manager and, once you’ve been approved for the team, you’ll see the team name listed on your My Portal dashboard under My Teams
- Click the team name and begin collaborating!
Create a new team
If your team hasn’t yet been created, go to your My Portal dashboard, on the right panel under Quick Links, click Create or Join a Team.

- Scroll to the bottom of the left panel and click CREATE A TEAM
- Choose a name and description for the team
- Fields marked with a red asterisk are required
- Indicate whether or not the team is associated with a WA Portal partner
- Indicate whether or not the team is associated with an Accountable Community of Health
- There are two choices for team type
  - An improvement team is one where members work in a shared location, like a clinic
  - A shared interest team may have members from several organizations across the state
- Many teams are virtual – adding a location is optional
- Scroll to the bottom and click CREATE TEAM
- WA Portal staff will approve your team within 24 hours and the team will appear on the right panel on your My Portal dashboard

Add members to a team
After creating a team you will be able to add members either by: 1) sending an email invitation or 2) adding a list of members directly from your team page.

Note: Only those who have already created their My Portal account can be added to a team.