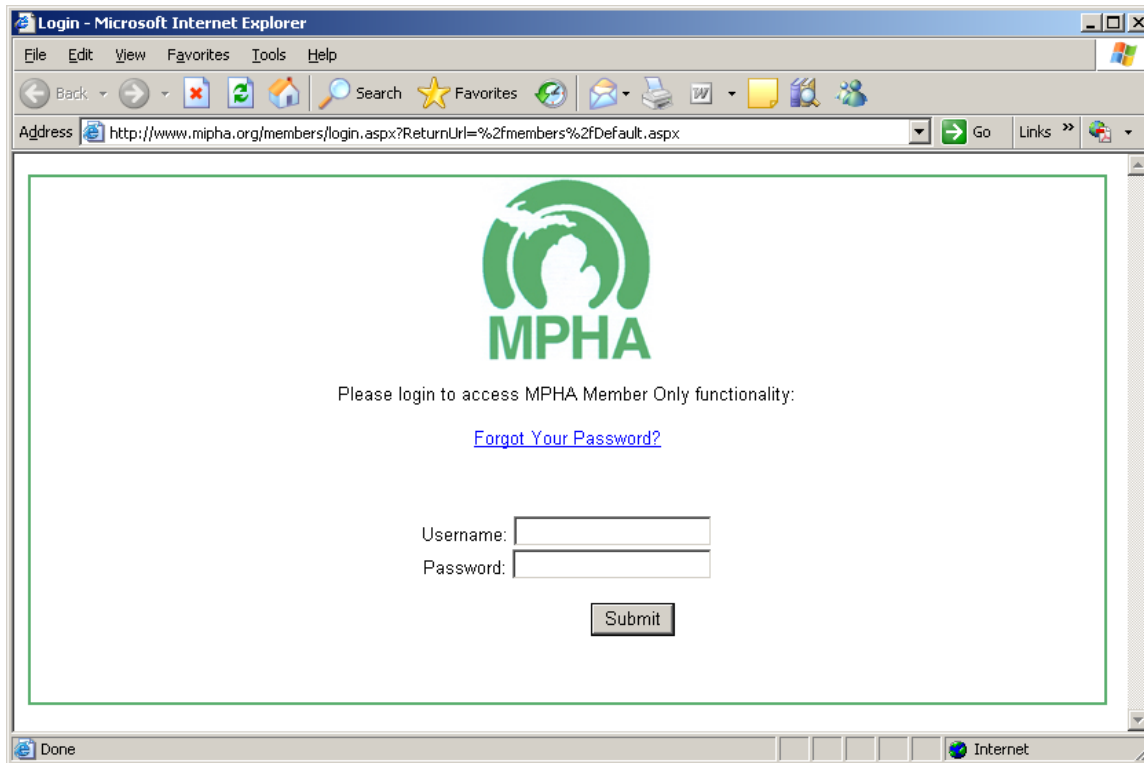
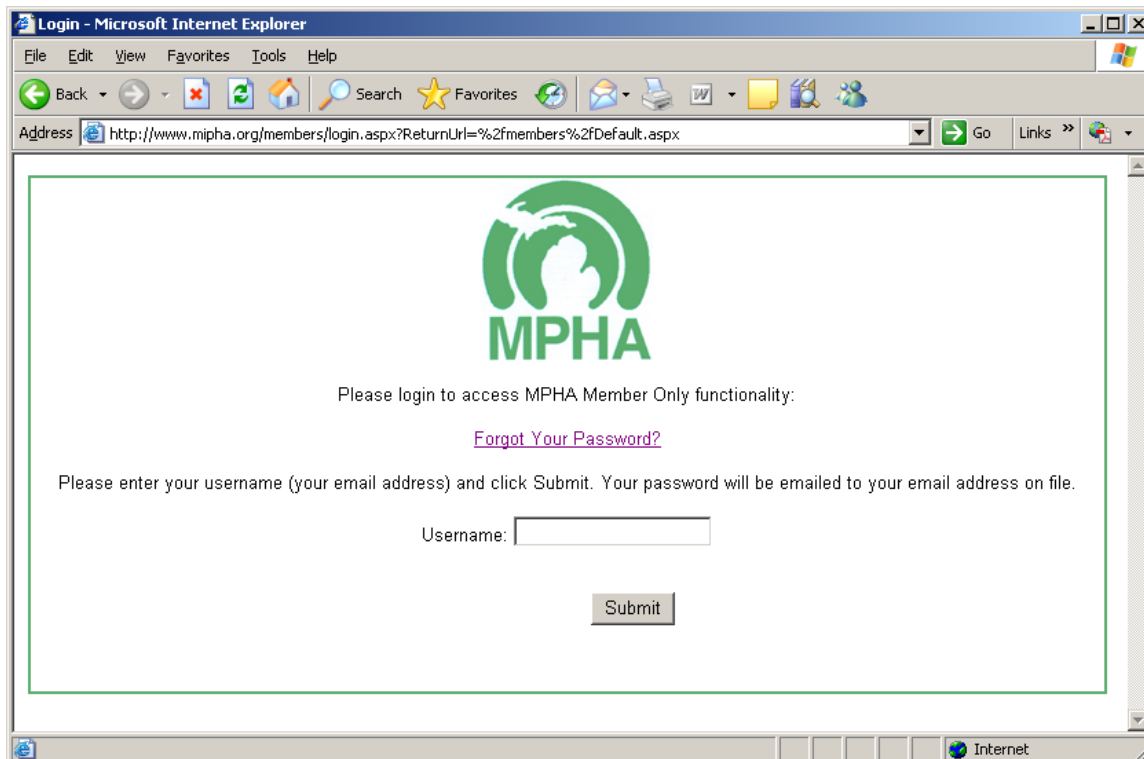


Michigan Public Health Association Member's Only Directions – Set up your account

1. Once you receive your username and password, go to the login page at <http://www.mipha.org/members>



2. If you forgot your password, click the Forgot Your Password link. The application will ask you to enter your username (which is also your email address), and a new, randomly generated password will be e-mailed to the email account on file.



3. Once you have successfully logged in, you will see the home page of the Member's Only section:



To view the Member's Only website content, please click on one of the options:

- a. Board Meeting Materials
- b. Archived Board Meeting Materials
- c. Annual Reports
- d. MPHA Resolutions
- e. MPHA By Laws
- f. Great Lakes Progress Reports

The other options available from this page are to: Update your Profile, Change your Password, and Search MPHA Members.

4. The first time you login to the Member's Only section, you will need to update your profile. Click "Update your Profile":

MPHA User Profile - Microsoft Internet Explorer

Address <http://www.mpha.org/members/userprofile.aspx>

MPHA

[Member's Only -> User Profile](#)

First Name:

Middle Name:

Last Name:

Professional Title:

Degrees:

Current Employer:

Work Location:

Work Location City:

Phone Number:

Email Address:

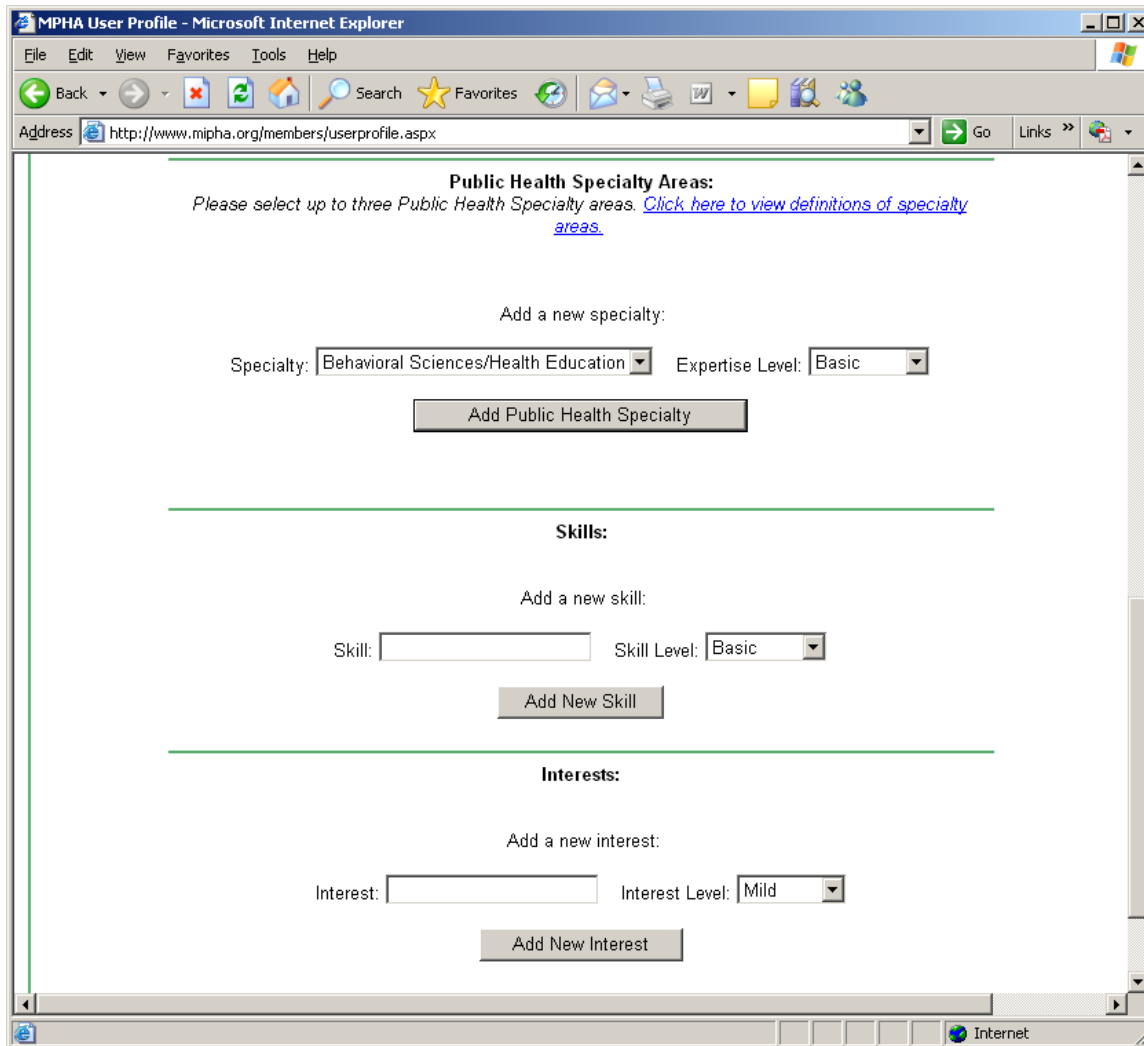
Years of Public Health Experience:

Include your record in Member Search? Yes No

Notes:

There are several fields of data to fill out. Please fill out as completely as possible. If you do not want your record included in the Member's Search, select "No".

Scrolling down the User Profile Page, you will also see sections for: Public Health Specialty Areas, Skills, and Interests.



To add a new specialty:

- a. Choose a specialty option from the drop-down box.
- b. Choose your expertise level
- c. Click “Add Public Health Specialty”

NOTE: If you're unsure of what Public Health Specialty Area to choose, please click on the link “Click here to view definitions of specialty areas. This link will give you a more in-depth description of each specialty area.

To add a new skill or interest:

- a. Type your skill or interest in the appropriate text box.
- b. Choose your skill level or interest level from the appropriate drop down box.

- c. Click “Add New Skill” or “Add New Interest”

MPHA User Profile - Microsoft Internet Explorer

Address: <http://www.mpha.org/members/userprofile.aspx>

Specialty Area	Expertise Level	
Behavioral Sciences/Health Education	Basic	Delete
Maternal and Child Health	Expert	Delete

Add a new specialty:

Specialty: Expertise Level:

Skills:

Skill	Skill Level	
test	Competent	Delete

Add a new skill:

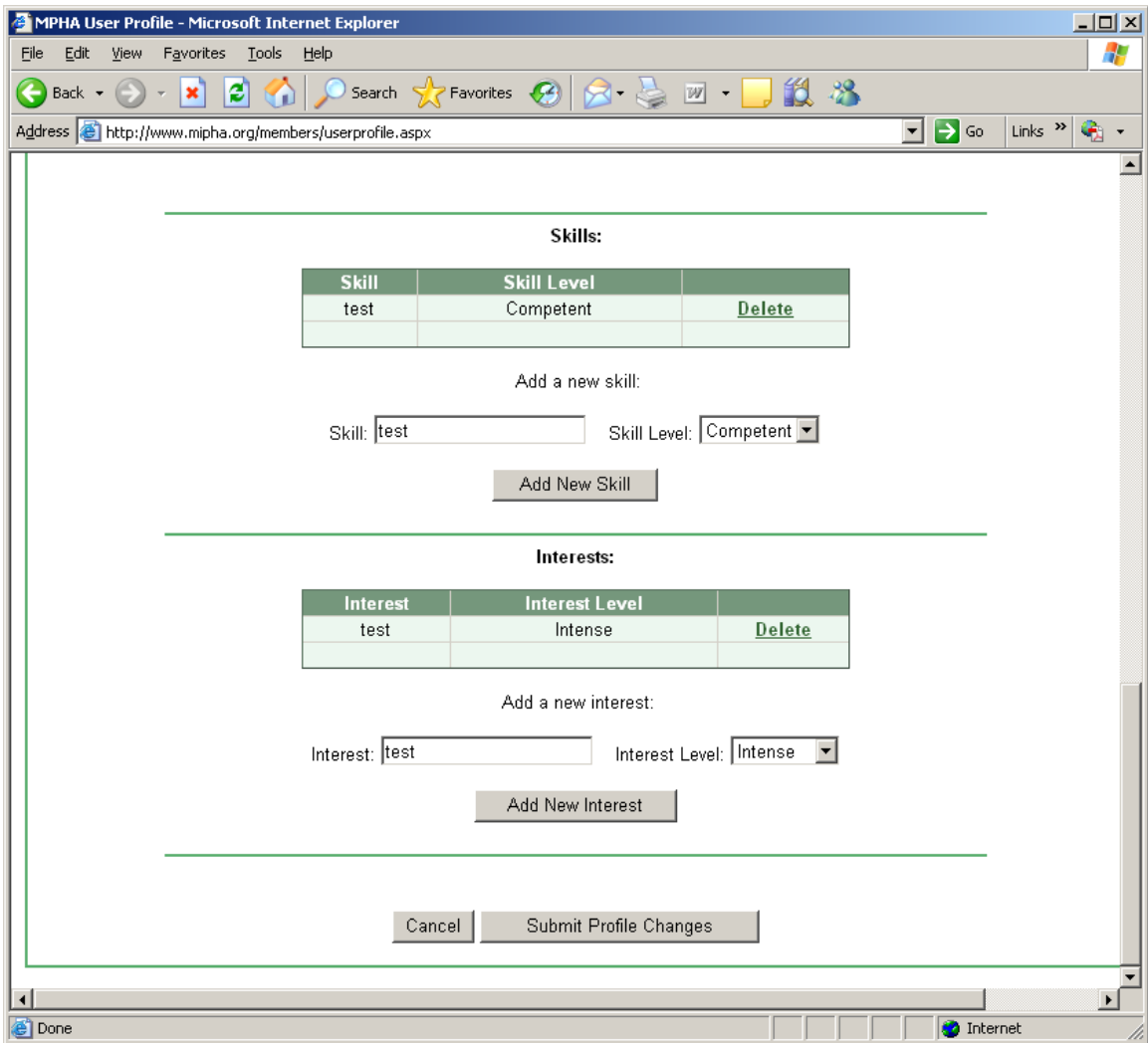
Skill: Skill Level:

Interests:

Interest	Interest Level	
test	Intense	Delete

Add a new interest:

- a. To save changes to the rest of your profile, click “Submit Profile Changes” at the bottom of the page:



- b. After you click "Submit Profile Changes", the application will redirect you to the main member's only page.

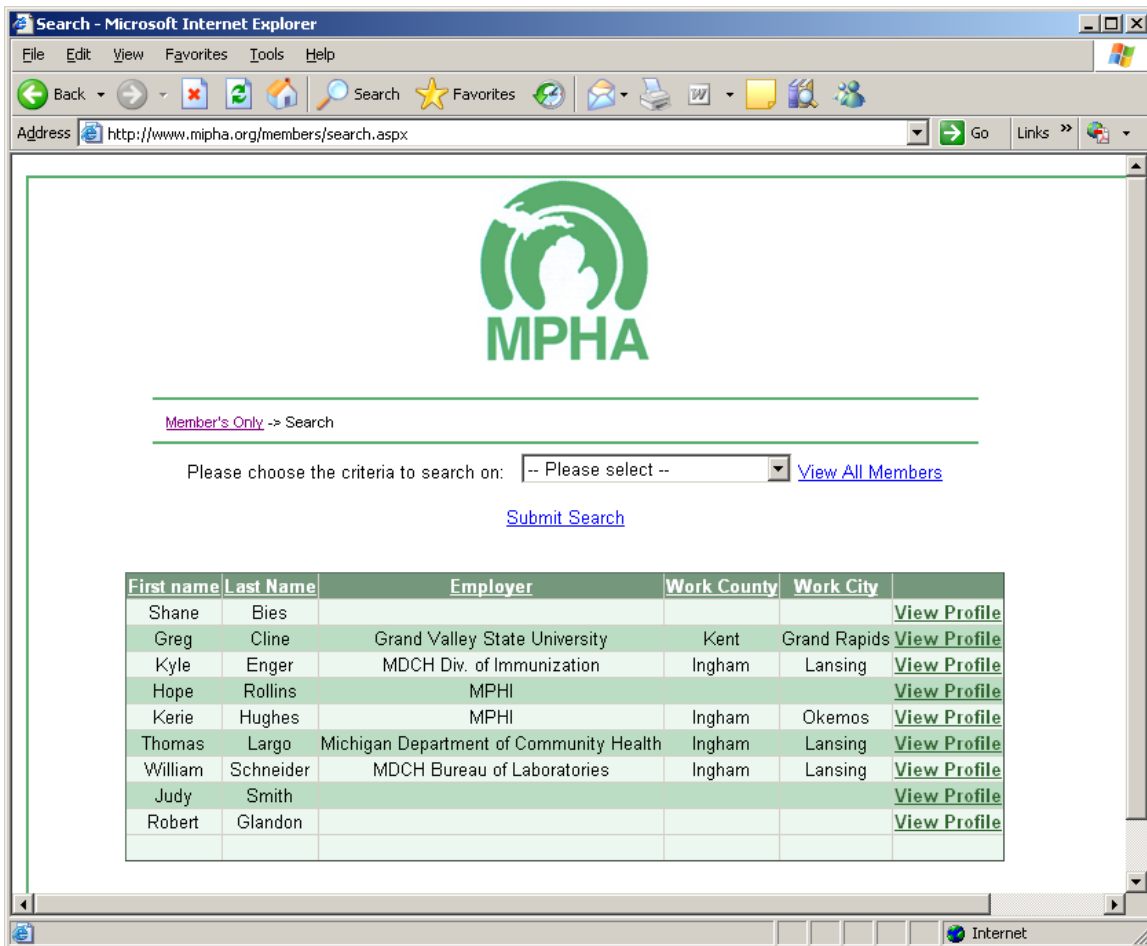
Change Password:

- Once you are logged into the MPHA Member's Only section, choose "Change Password" from the menu.
- Type in a new password, retype in that password, and press Submit.
- Your password is changed, and you will be redirected to the MPHA Member's Only main page.



The screenshot shows a Microsoft Internet Explorer browser window titled "Change Password - Microsoft Internet Explorer". The address bar displays "http://www.mpha.org/members/changepassword.aspx". The page content features the MPHA logo at the top, which consists of a green circular emblem with a silhouette of a person and a bird, with the letters "MPHA" below it. Below the logo, there is a horizontal line and a link labeled "Member's Only -> Change Password". Underneath, there are two input fields: "New Password:" and "Retype Password:". A "Submit" button is positioned below the input fields. The browser's status bar at the bottom shows "Done" and "Internet".

Search MPHA Members



Search - Microsoft Internet Explorer

Address: <http://www.mpha.org/members/search.aspx>

Member's Only -> Search

Please choose the criteria to search on: [View All Members](#)

[Submit Search](#)

First name	Last Name	Employer	Work County	Work City	
Shane	Bies				View Profile
Greg	Cline	Grand Valley State University	Kent	Grand Rapids	View Profile
Kyle	Enger	MDCH Div. of Immunization	Ingham	Lansing	View Profile
Hope	Rollins	MPHI			View Profile
Kerie	Hughes	MPHI	Ingham	Okemos	View Profile
Thomas	Largo	Michigan Department of Community Health	Ingham	Lansing	View Profile
William	Schneider	MDCH Bureau of Laboratories	Ingham	Lansing	View Profile
Judy	Smith				View Profile
Robert	Glandon				View Profile

When you first select this option from the main page, you will see the options to search on at the top of the page, and below that, a table listing all members will be shown. You can search on the following criteria:

- First Name and/or Last Name
- Current Employer
- Work Location County
- Work Location City
- Public Health Specialty Areas
- Skills
- Interests

Searching on a specific item will only bring back records matching that item.