A Brief Guide to interacting with our new LICD Community Collaboration site!
Please also view our walk-through video

1. Logging in: Everyone should have received an invite to our learning community site. Due to mail filtering setting at different institutions, some troubleshooting may need to occur in order to get you connected (contact Jessica or Brianna if this is needed)
   - If you have a Microsoft 365 account, you can easily access the community site via logging in to your account on your web browser. Upon logging in, you will find a set of 9 dots in the upper left-hand corner of the toolbar, which takes you to the 365 menu of applications. Upon clicking, you will select “SharePoint” and find the site “Leadership Institute for CYSHCN Directors” in your recent list. Or, you can navigate via the direct site link: https://amchp.sharepoint.com/sites/TitleVCOVID
   - If you DO NOT have a Microsoft 365 account, upon clicking on the email invitation to the community site, you will be prompted to create an account via your email address. You may have to request permission to access the site despite already being added.

2. Creating your profile: As a way to enhance our collaboration, we invite you to update your profile with a picture and other details about your expertise and role on the project. Please note that this will update your Office profile across all accounts, not just within our private group.
   - Once logged in to Office 365, click on the circle with your initials at the top right corner, where you will find the selection “My Office profile” where you can update your picture and other information.

3. Email via ListServ: The SharePoint site comes with a listserv function via: TitleVCOVID@amchp.org
   - Pro-tip: We found that we were not getting notifications for emails sent via the listserv and had to scroll down in our Outlook inbox to the “Groups” tab (see image to the left). Click on the group name and at the top banner there is a prompt for “Group Settings” (see image to the right). Check the “All Email and Events” option under “Follow” in order to receive notifications when somebody sends an email via the ListServ or posts to the Discussion Board.
4. **Participate in the Discussion**: An alternative to sending an email via the listserv is that you can pose a Discussion Question to the group or respond to an already existing conversation on the Discussion boards. We’ve created a few of them to get you started, and you can locate this on the home page by scrolling down a bit.

**Discussion Boards**

- COVID 19 TA
- Block Grant review support
- Needs Assessment support