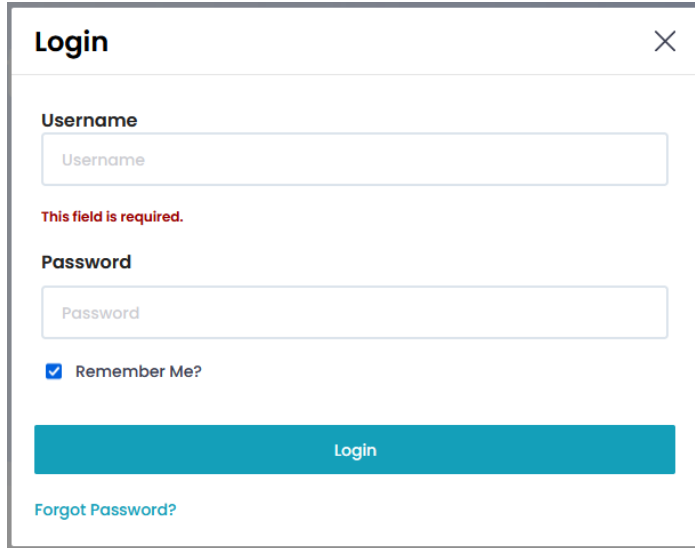


Initial Login

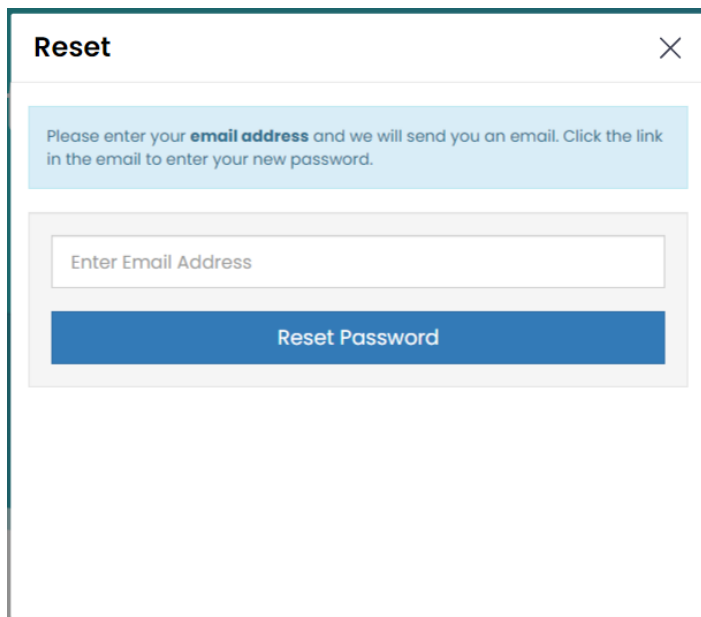
1. Go to www.patientadvisors.ca and click the **Login** button at the top right.

This displays the **Login form**.



The screenshot shows a 'Login' form with a title bar containing 'Login' and a close button. The form contains the following elements: a 'Username' label above a text input field with the placeholder 'Username'; a red error message 'This field is required.' below the input; a 'Password' label above a text input field with the placeholder 'Password'; a checked checkbox labeled 'Remember Me?'; a teal 'Login' button; and a blue link labeled 'Forgot Password?' at the bottom left.

2. Enter your **username**.
This is usually your email address that you use for the PAN Community site.
3. Click on **Forgot Password** to re-set your password for the new Community Site.
NOTE: If you forget and enter your password, the form will display "invalid login credentials". Continue by clicking on Forgot Password.
4. This displays the **Reset form**.

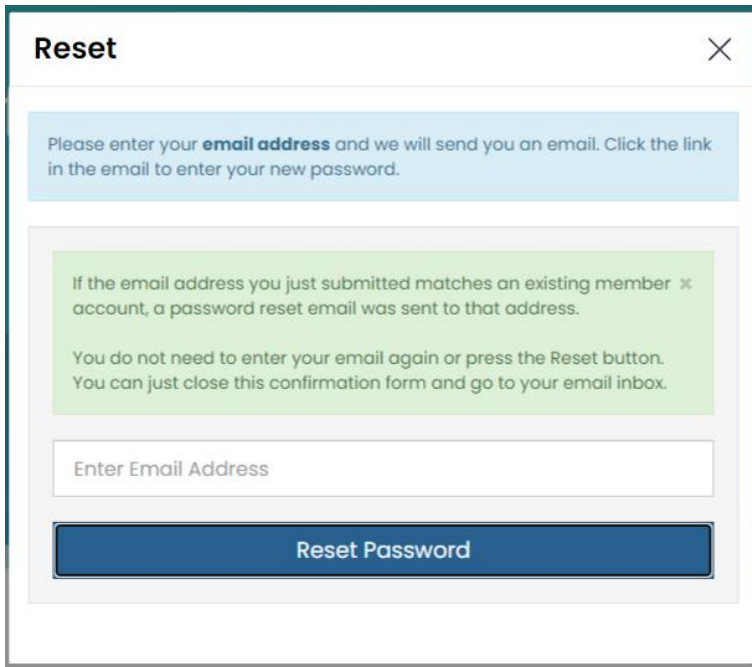


The screenshot shows a 'Reset' form with a title bar containing 'Reset' and a close button. The form contains the following elements: a light blue informational message box stating 'Please enter your **email address** and we will send you an email. Click the link in the email to enter your new password.'; a text input field with the placeholder 'Enter Email Address'; and a blue 'Reset Password' button.

How to Get Started on the PAN Community Site

Enter your **email address** that you use for the PAN Community site and click the **Reset Password** button and click “X” at the top right to close the form and go to Step 5.

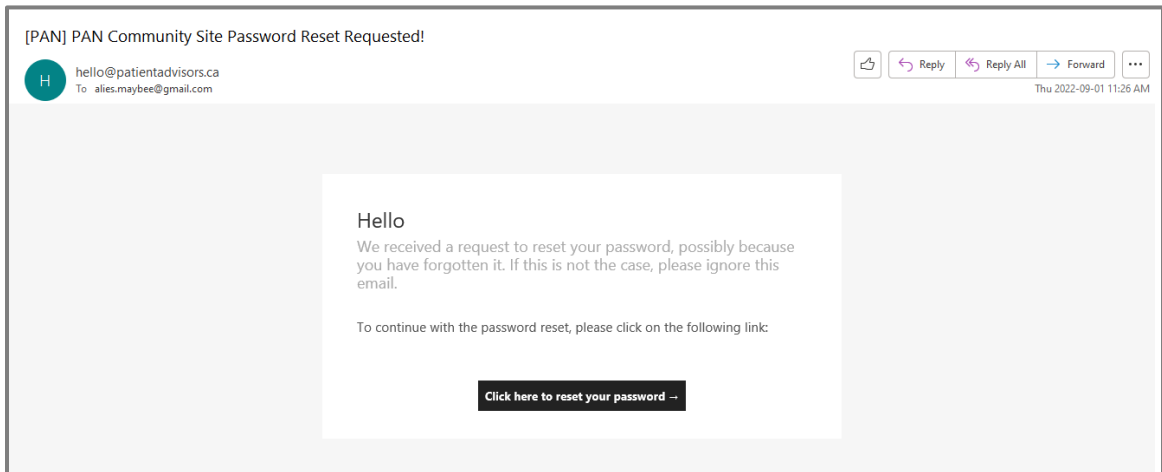
A **Reset confirmation form** appears.



The screenshot shows a modal window titled "Reset" with a close button (X) in the top right corner. Inside the window, there is a light blue box with the text: "Please enter your **email address** and we will send you an email. Click the link in the email to enter your new password." Below this is a light green box with the text: "If the email address you just submitted matches an existing member **x** account, a password reset email was sent to that address. You do not need to enter your email again or press the Reset button. You can just close this confirmation form and go to your email inbox." Underneath the green box is a text input field with the placeholder "Enter Email Address" and a blue button labeled "Reset Password".

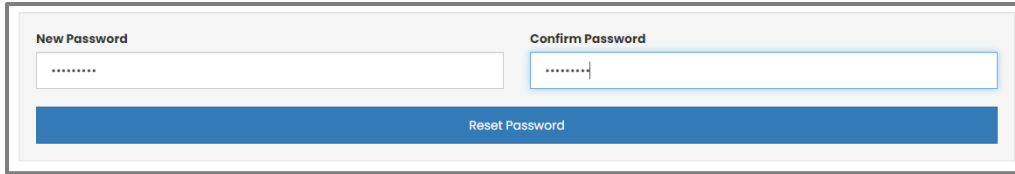
Close the form by clicking “X” at the top right of the form.

5. Go to your emails for the address you entered.
In a moment you should receive an **email from the PAN Community site** with a link to the site.



6. Click the **button** to go to the PAN Community site and complete the password reset process. This displays the **Reset Password** form in your default browser.


How to Get Started on the PAN Community Site



A screenshot of a password reset form. It features two input fields: 'New Password' and 'Confirm Password', both containing masked characters (dots). Below the fields is a blue button labeled 'Reset Password'.

7. Enter your new **password** and **confirm** it by entering it again.
Press **Reset Password**.

This form displays.



A screenshot of a login form. At the top left, there is a breadcrumb trail: 'Home > Reset'. Below this are two input fields. The first is labeled 'Username / Email' and contains the text 'alies.maybee@gmail.com'. The second is labeled 'Password' and contains masked characters (dots).

8. Press the **Login** button at the top right of the screen.
Enter your username and new password.
Press **Login**.

Your **My Profile page** displays. This will be in your default browser.

My Profile – Preferences

To personalize your experience, set when you wish to receive notifications from the PAN Community site and when you wish to receive PAN emails and newsletters. You can change this at any time.

1. On your **My Profile page**, click on the **Preferences** button.



This opens your Preferences page of your Profile.

Discussion Post Notifications How frequently I want to receive the email notifications	Daily notification ▼
Opportunity Notifications How frequently I want to receive the email notifications	Weekly notification ▼
PAN Email Subscription I wish to receive PAN Newsletters and notices	Turn On ▼

2. Select the frequency you want from the drop down list for receiving Discussion Post digests or summary. Your options are:

- Turn Off
- Daily notification
- Weekly notification
- Monthly notification

3. Select the frequency you want from the drop down list for receiving Opportunity digests or summary. Your options are:

- Turn Off
- Daily notification
- Weekly notification
- Monthly notification

4. Select if you wish to be subscribed to PAN Emails. Your options are:

- Turn On (to be subscribed)
- Turn Off (to be unsubscribed)

Subscription is for receiving ad hoc emails from PAN like newsletters and special notices. These are sent through MailChimp. Your choice here will be synced up with the PAN MailChimp account.

Exploring the PAN Community Site

COMMUNITY DASHBOARD

PAN will use this space to make announcements and call your attention to items of interest.

FORUM

This discussions of the last 2 years have been moved over to this new site. Feel free to read and continue posting new topics and replying to those that interest you.

OPPORTUNITIES

PAN has manually entered the Opportunities that were current on the old community site. Feel free to review them and respond to the contact for the Opportunity. You can also add a new Opportunity.

LEARNING

This page is still in draft. We plan to post upcoming PAN learning events – webinars, workshops, PAN Parle discussions, and so on. Any recordings we have of learning events will be posted here as well. The plans for this page are still evolving.

PAN PROJECTS

This page is also still in draft. We plan to share the work that PAN does as an organization in partnership with other organizations and research teams. There will be information about any opportunities to be part of this work.

We also plan to share the work of the PAN internal working groups. These groups form from a desire within our Community to explore issues and ideas further, often with a view to producing something that will be of help to our fellow patient partners. There will be information about any opportunities to be part of this work.

MEMBERS

This is a list of our PAN Community members. You can open a member Profile and view what they have shared about themselves. You can also send a private message to a member.

MY PROFILE

This is the information you shared with the PAN Community. You will be able to edit your own Profile details and change your email, your username and update your password. You can also change your Notifications. Your messages display on the My Messages page of your Profile.

NOTIFICATIONS, CHAT AND MESSAGES

The icon at the right of the PAN Community menu bar, displays all of your notifications and actions.

