



North Coast **Allied Health Association**

How to Join to NCAHA On-line Portal

As a NCAHA member you will be emailed an invitation link that is specific to your email address registered with NCAHA. Use this link to register with the NCAHA portal, following these steps:

1. Using the link provided, you will arrive at the 'Welcome to Our Member Portal' page. If you are not already a member of The Allied Health Academy (TAHA), you will need to Create Account. (If you are already a member of TAHA, just click 'Sign In').
2. You will then be prompted to create an account. Add your First Name and Last Name, Email and a Password.
3. Once you have created an account, you need to formally accept HealthWork International's Privacy Policy and the Mighty Networks Terms of Use and Privacy Policy. There are optional checkboxes to receive email updates about TAHA activity and joining the TAHA email list (recommended). Then click confirm.
4. You will then be asked to insert a profile photo by clicking on the + symbol or the Add Profile Photo button. There is also the option to Skip this step (you can add photo later).
5. Then click on ACCESS.
6. You will then land on the welcome page for The Allied Health Academy. You will see a new member checklist on the right (not mandatory to complete, however we do recommend completing your profile and adjusting your notifications).
7. Using the navigation panel on the left-hand side, you can navigate to the North Coast Allied Health member portal which is listed under Private Communities.

An explanatory video of the joining up process can be found on the Welcome Page of the Portal, just under the Directors photo.

How to use Chat function

<https://vimeo.com/1022305937/3d1b56aceb?ts=0&share=copy>

How to set Notifications

1. Once you are logged into the platform, click on your account (top right corner) and select **Personal Settings, Notifications**.
2. Next, set your email notifications (on or off) and if on, select email frequency (as activity happens OR daily digest)
3. The next step is to select the notification types you would like to receive. We recommend having these all toggled on to start with as you can come back and adjust them at any time. If you don't want to have them all turned on, we have highlighted those that we recommend having turned on.

4. Viewing your notifications:

- a. If you have your email notifications turned on (daily digest), you will receive an email at the end of each day from the Mighty Community:
- b. To view your notifications on the platform, click on the bell icon in the top right corner.



North Coast Allied Health Association

How to set your notifications in the NCAHA Member Portal on the Allied Health Academy Platform

<https://vimeo.com/1051405652/34dd31ece4>

If you have any questions about joining the portal, please feel free to get in touch with NCAHA at ncahaexecutive@hotmail.com, or contact Executive Officer Rob Curry on 0429 999005