**How to Approve New Members in VHASS**

1. **Go to** [**www.vhass.org**](http://www.vhass.org) **and log in to your account.**
2. **Under the “Administration” tab, click on “Membership Management”**



1. **On the next page, click on “View Members”. Then, scroll to bottom to identify members in the system.** **Members with a yellow circle under the “approved column” are pending approval. Click the yellow icon.**



1. **Follow the steps on the subsequent pages to approve the account.**

**Notes:**

* **On Step 3 of the approval process, check the user’s name if you wish to enable them to receive VHASS text message alerts.**
* **On Step 4 of the approval process, give the user “Emergency Operations Read/Write Access” permissions if you wish for them to be able to use the VHASS Events Module or complete any emergency reporting required by the RHCC.**
* **On Step 6 of the approval process, give the user “Input and View” permissions if you would like for them to be able to enter patient tracking information during an MCI.**