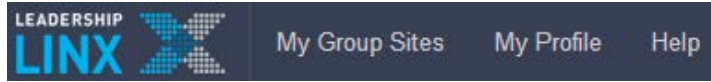



LeadershipLinx.ca is the Portal for
Group Resource Sites (Files, Links, Discussions)




Portal Home

Sign up for an account

 If you have a LearningHub username and password, use it to log in. See **Reset password** section if you forgot your password.

Go to <http://leadershiplinx.ca/>


1. Click **Create an Account**
2. Click **I Agree**
3. Enter Name, Username, Email, Password
4. Select **Health Authority User**
5. Enter Health Authority where you work most often
6. Click **Complete Registration**

 Check your email to validate your account

Reset Password

Go to <http://test.leadershiplinx.ca/p/Account/Recover>

1. Click **Forgot Password**
2. Enter Leadership LINX or LearningHub username **OR**
3. Enter Email address
4. Click **Recover Account**

 The password reset will be emailed to the email address you signed up with.

Log in

1. Enter **Username** and **Password**
2. Click **Log in**

Home/My Group Sites

1. Select **My Group Sites** or click on the Leadership LINX logo to view Groups you are a member of

My Profile

You can update your profile details, change account type and reset your password.

Update Profile

1. Select **My Profile**
2. Click **Edit Profile**
3. **Save** changes

Update Password

1. Select **My Profile**
2. Click **Reset Password**
3. **Save** changes

Change Account Type

1. Select **My Profile**
2. Click **Change Account Type**
3. Select new account type
4. Enter required information
5. Click **Save Changes**

Group Resource Sites

Search for Group Resource Sites

1. Enter name of the site in **Search Group Sites** search box
2. Press **Enter**
or
3. Click on group site categories in the **Discover New Sites** section

Create a New Group Resource Site

1. Click on the Leadership LINX logo to go to site **Portal Home**
2. Click **Create New Site**
3. Enter Site Category, Title, Description, Privacy, and Health Authorities who can access site
4. Click **Request Site**

The request goes to a Health Authority Manager for approval

Join Groups

Find Site

1. Click on the Leadership LINX logo to go site **Portal Home**
2. Search by shared sites **OR**
Click on a **Category** to browse sites


Request Group Membership

3. Click on the Name of the Group
 4. Click **Request Membership**
- The Site Owner must accept your membership request. You will receive an email once you are accepted to a Group and the group will be displayed in **My Group Sites**

Help

Select **Help** for Online Help

Log Out

1. Click the User icon 
2. Select **Log out**

Leadership Portal Working Group
Public Site · 15 Members · Since May 2014

Site Home | Files | Links | Discussions | Members | About

Group Resource Sites

Invite People

1. Select the Group Site
2. Click **Invite People**
3. Enter **Email(s)** separated by commas
4. Compose **Message**
5. Click **Invite People**

Members

1. Click on **My Group Sites**
2. Select a Group Resource Site
3. The Site Owners and latest Members are displayed in the right column
4. Click **Members** to view all members of the group

Email Members

5. Click on the email icon to email a member

Request Site Ownership

1. Click **Site Home**
2. Click **Become an Owner**
3. The button will change to **Ownership Requested**

Another owner of the Group Site must approve the request
If you are an owner you will see the **Site Settings** button.

SITE SETTINGS -


See **Site Owners** section

Pin Resources to the Site Home page

Pin File, Link or Discussion to Site Home

1. Select Group Resource Site
2. Select the **Files, Links or Discussions** tab
3. Click ☆ next to **File/Folder, Link or Discussion** > **Pin File/Folder, Link or Discussion** to make it appear on the Home page of the Group Resource Site

Change Order of Pins

Hold , drag and drop pins to reorder

Links

Create Links

1. Select the **Links** tab
2. Click **Share Link**
3. Enter **URL**
4. Enter **Link Label**
5. Click **Post Link**

Files

Search for files

Enter file name in **Find in this folder** search box

View Files, Create Folders, Upload files

1. Select the **Files** tab
2. Click **Files** to view files
3. Click **New Folder** to create new folder
4. Click **Upload File** to upload

Move File to another Folder

- ⚙ Click the settings icon > **Move to...**
- ⚙ Select the destination folder
- ⚙ Click **Move Files**

Rename Files and Folders

- ⚙ Click the settings icon to **Rename File** or **Rename Folder**
- 2. Enter the new name
- 3. Press the Enter key

Delete Files or Folders

- ⚙ Click **Settings** > **Delete**

The file or folder and all its contents will be deleted **permanently**.

Discussions

Start New Topic, Post Reply, Subscribe to the Discussion

1. Select the **Discussions** tab
2. Select the Discussion
3. Click **Post Reply**
4. Select the **Discussion**
5. Click **Subscribe** to receive email notifications when someone posts a new reply

Edit or Delete Entire Discussion (and replies)

1. Select the **Discussion**
- ⚙ Click **Settings**
2. Click **Update Topic** to update the title of the discussion or

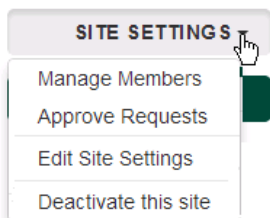
3. Click **Delete Discussion**
4. Click **Edit** to edit content of the discussion
5. Update content
6. Click **Update Message**

Edit/Delete Your Post

1. Select the **Discussion**
2. Click **Delete**
3. Select **Delete Reply**
Or
4. Click **Edit**
5. Enter new text
6. Click **Update Message**

Site Owners

Can manage members, approve or remove access to the site; promote other members to owners; edit site settings and deactivate site to make it unavailable to members



Manage Members / Approve Requests

Site Owners receive email notifications to approve member and owner requests.

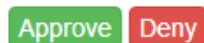
Approve Members

1. Log into leadershiplinx.ca
2. Select the **Group Site**
3. Select **Members**
4. Select **Pending Approvals**
5. Click **Approve** or **Deny**



Approve Site Owners

1. Select the **Group Site**
2. Select **Members**
3. Select **Pending Approvals**
4. Click **Approve** or **Deny**



Edit Site Settings

1. Select the **Group Site**
2. Click **Site Settings**
3. Select **Edit Site Settings**
4. Make changes
5. Click **Save Site Settings**

Activate Site

Members will remain in the group but will not be able to access site while deactivated

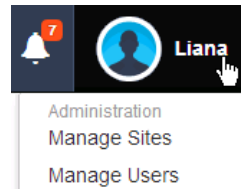
1. Select the **Group Site**
2. Click **Site Settings**
3. Select **Activate this Site**

Deactivate Site

4. Select the **Group Site**
5. Click **Site Settings**
6. Select **Deactivate this Site**

Health Authority Managers

Can approve new sites for their Health Authority, manage sites and reset passwords and see to which groups users belong; promote other users to HA Managers



Approve New Sites

Health Authority Manager will receive email notifications to approve the new Group Resource Sites.

1. Log into leadershiplinx.ca
2. Click on your **Name**
3. Click **Manage Sites**
4. Select **Requested** tab
5. Click **Approval Required**
6. Click **Edit Request, Approve this Site or Reject**



Manage Users' Profiles/Passwords

Update user profile, password and Health Authority access; view Shared Resource Sites of which the user is a member

Find User

1. Click on your **Name**
2. Click **Manage Users**
3. Enter user's name in **Search User** box

If you can't find user, reduce search by only first OR last name

4. Press **Enter** key
5. Select **Name** of user

Give access to HA sites

1. Find User
2. Select additional **Health Authorities** to give access to sites accessible to those HAs
3. Click **Save Changes**

Reset Password/Update Profile

1. Find User
2. Click **Update Profile**
3. Update password and other fields if required
4. Click **Save Changes**

You must let the user know you have changed the password.

Help

Help.leadershiplinx.ca