The Quality Award Portal: Getting Access to a Center/Corporation

This guide aims to help you get access to a center or corporation in the Quality Award Portal. If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Log into the Quality Award Portal.
2. Confirm that you are on the Welcome page.

2a. If you are not on the Welcome page, click User Dashboard to get to this page.
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3. Click **Access to a Center/Corporation**
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4. Search for your center or corporation by typing the name of the center or corporation in the Center/Corporation Name or Zip Code Field. Select the appropriate center and click **Continue**. If you need a more advanced search field, click the binoculars icon.

5. Select the role that you would like and click **Request Access**. A description of the different roles is available by hovering over the tooltip icon. The descriptions are also available in the *User Roles & Descriptions* help document.
6. When your request has been successfully submitted you will get a confirmation message.

7. On your User Dashboard you will be able to see the request that you have made and its status.
8. When the request has been approved you will receive an email message stating that the request was approved, and the status will change to approved.

Dear Unil Derick,

Your request to be the Center Contact for Test facility2 has been approved. Login to ahcanicalsmartingle.com to access Test facility2.

Regards,
AHCA/NCAL National Quality Award Program Staff
9. You can now click on the building icon (upper right-hand corner) and go to your center/corporation’s portal.
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Welcome Test Test

1. To get started, click Access to a Center/Corporation on the right.
2. Once your access to a center/corporation is approved, click on the building icon next to User Dashboard at the top of the page to go to your center/corporation's page.
3. If you are an Examiner, click on Examiner in the upper right hand corner. To access Examiner Documents, click on your first initial in the upper right hand corner and select Examiner Resources. For assistance, click on your first initial in the upper right hand corner and click Help.

<table>
<thead>
<tr>
<th>My Center/Corporation</th>
<th>My Examiner Applications (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester</td>
<td>Organization</td>
</tr>
<tr>
<td>Open</td>
<td>Test Test</td>
</tr>
</tbody>
</table>

Click here to access your center.