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

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

Link to help video:
https://www.youtube.com/watch?v=2EKze4ldsA&list=PLIlq9hl2n2LvvarN2SZXx_vNYrLLd0yT&index=4&t=0s

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

Welcome Urvi Demo2

1. To get started, click Access to a Center/Corporation on the right.
2. Once your access to a center/corporation is approved, click Navigate at the top of the page to go to your center/corporation's page.
3. If you are interested in applying to a Quality Award Examiner, click Apply To Be An Examiner.

For assistance, click Help in the top blue bar.
2a. If you are not on the Welcome page, use **Navigate** to get to this page.
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3. Click Access to a Center/Corporation

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3. If you are interested in applying to a Quality Award Examiner, click Apply To Be An Examiner.

For assistance, click Help in the top blue bar.
4. Search for your center or corporation by typing the name of zip code 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.
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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.
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9. You can now click on **Navigate** and go to your center/corporation’s portal.