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=PLIIq9hl2n2LvvarN2SZXx_vNYrLLd0yT&index=4&t=0s

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 on **User Dashboard** to get to this page.

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**Welcome Urvi Patel**

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.
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3. Click **Access to a Center/Corporation**

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.
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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 Urvi Demo2,

Your request to be the Center Contact for Test Facility2 has been approved. Login to https://ahca.ncal.smartsimple.com to access Test Facility2.

Regards,
AHCA/NCAL National Quality Award Program Staff
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9. You can now click on your center/corporation’s portal from the User Dashboard dropdown.