<u>**Join the LTC National Infection Prevention Forum**</u>

Getting Started is Easy!

1. Log in to AHCA/NCAL Connect.
   - If you are new, create an account. Follow all prompts on the Create New Account page. NOTE: You must enter job role (in company information) to complete account creation
   - If you already have an account, Sign in with your username and password.
   - If you have forgotten your password, click here.
2. Join the LTC National Infection Prevention Forum
   - The first time you sign in, you must agree to the terms and conditions in order to proceed.
   - Once you are successfully signed in to AHCA/NCAL Connect, click the green Communities link.
   - Click the blue Request to Join button next to the link for LTC National Infection Prevention Forum. In the text box labeled **Please provide a short message for joining this community,** please include the following information:
     - Name
     - Email
     - Organization/Company name
     - Organization/Company State
     - Job Role
   - Additionally, please select an option for community discussion notifications. You may select Daily Digest or Real Time to receive email notifications when there is a message posted in the Forum. If you opt-out, you will not receive any email notifications.
   - You will receive an email indicating your request is being reviewed, and a second email when your request is approved.

Once approved, Join the Discussion!

Once your request is approved, you can access the Forum by signing in to AHCA/NCAL Connect and selecting the green Communities link and following the link for the LTC National Infection Prevention Forum. Please review the AHCA/NCAL Connect Quick Start Guide for more information about how to navigate the forum.

Important: Please add the following email addresses to your safe senders list:

- LTC-NIPFhelp@ahca.org
- mail@connectedcommunity.org
- donotreply@connectedcommunity.org

Questions: email LTC-NIPFhelp@ahca.org