

Working Impact Administrative Portal Access

Go to www.workingimpact.org

Capture the experience!



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PROVIDE FEEDBACK
REPORT ISSUES & INSIGHTS

ADMIN LOGIN
PASSWORD REQUIRED

Note: Portal cannot be viewed properly on old versions of the Internet Explorer browser.

Click on Admin Login

Working Impact Administrative Portal Access

KEY INFORMATION FOR PORTAL ACCESS

For data security reasons, we recommend everyone seeking access to the portal have an official email from their organization – where their email domain matches their organizations. If your email matches you will be automatically authorized for access.

For example: lbeller@[mhalabs.org](mailto:lbeller@mhalabs.org) www.mhalabs.org

If your organization cannot provide you with an email, but you are required to implement and monitor your organization's survey program, you can sign up with your personal email and MHA Labs will verify permission with your organization contact. It can take up to 48 hours.

Working Impact New Sign-Up Directions

First time users **SIGN UP**
using form on right hand side

SIGNUP

Your Email

Partner Organization

Email of your org's administrator

Choose a Password

Verify Password

SUBMIT

1 = Type in your organization email. System is set to automatically give access to users whose email domain matches the organization domain.

2 = Select your organization from the Drop-Down list

3 = *If you do not have a organization email and must use a personal one like gmail, type it here. MHA will contact your organization to authorize access. Can take up to 48 hours.*

4 = Choose a password

5 = Click Submit

6 = If your email was matching, **You must go to your email and click the confirmation link.** Once confirmed, you can return to the login section and follow directions on next page.

Confirm MHA Portal Signup Inbox x

mhaportal@mhalabs.com via sendgrid.net
to me ▾

10:19 AM (7 minutes ago)

Click to confirm your email: <http://www.workingimpact.org/portal/signup?random=3c29b4cbf49fa41542147c150783f7736fb23f32a66459707f286ec82dedb3ee&username=mhasupport@mhalabs.org>. Your username is mhasupport@mhalabs.org.

Working Impact Login Directions

Users who have signed up **LOG IN**
using form on left hand side

1 = Type in the email
you used to Sign Up

LOGIN

Email lbeller@mhalabs.org

2 = Type in your
password

Password

RESET PASSWORD

3 = Press Submit

SUBMIT

Your email and password will be stored in the
form for easy repeat access

Go to next slide if you forgot your password

Working Impact Password Reset Directions

1 = Type in email and click password reset

Capture the

LOGIN

Email

Password


2 = Password Reset Screen type in email. When done this just takes you back to whatever screen you were on - **not to a new password related screen**



Reset Password

Enter your email address to receive a reset password link.

Email

3 = Go to your email inbox and find confirmation email and click password reset

Password Reset Request  Inbox x

 mhaportal@mhalabs.com via sendgrid.net
to me 

MHA Labs Portal

[CLICK HERE](#) to reset your password.

4 = On password reset page type in new password twice and submit, **this again will take you back whatever screen you were on not to a new password related screen**

Reset Password

Capture the experience

New Password *****

Repeat New Password *****

SUBMIT

5 = Go back to login page and type in email and new password

Capture the experience

LOGIN

Email **lesliebeller@gmail.com**

Password *****

RESET PASSWORD

SUBMIT