

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

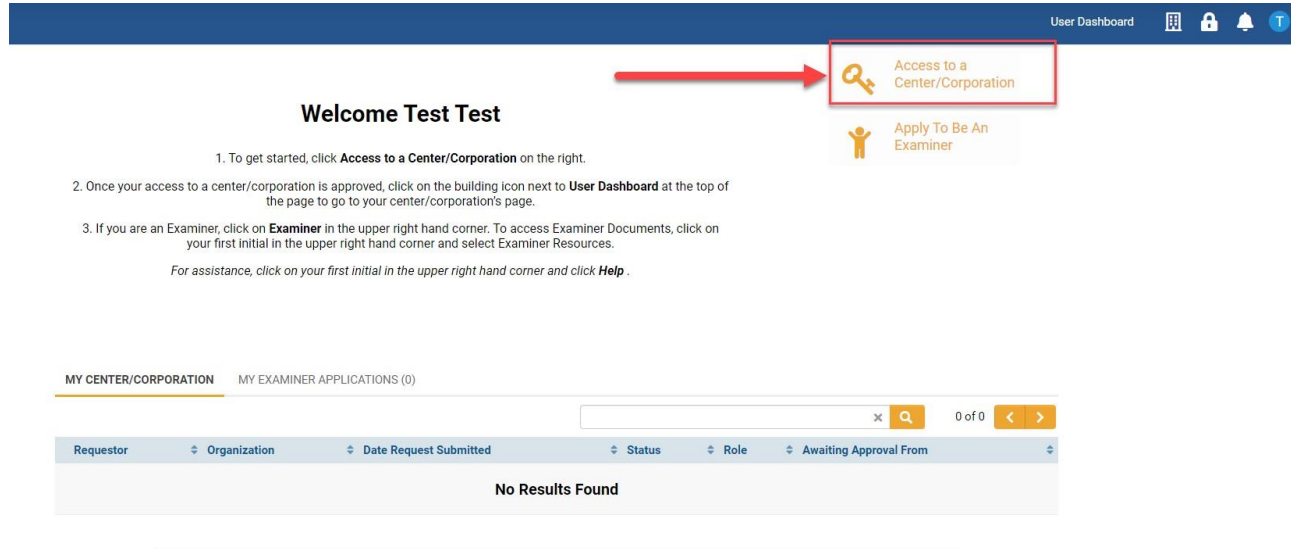
This guide aims to help you get access to a center or corporation in the [Quality Award Portal](#). If you have any questions, please contact the Quality Award team at qualityaward@ahca.org.

1. Log into the [Quality Award Portal](#).
2. Confirm that you are on the Welcome page.

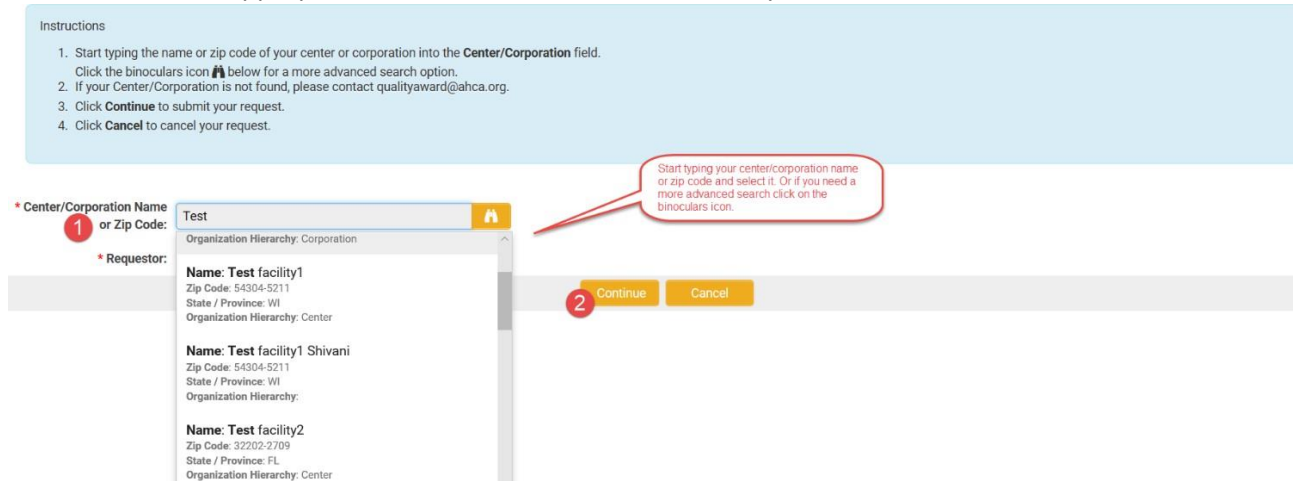
The screenshot shows the 'Welcome Test Test' page in the Quality Award Portal. At the top, there is a dark blue navigation bar with the AHCA and NCAL logos on the left, and 'User Dashboard' with icons for a calendar, lock, notification, and user profile on the right. Below the navigation bar, there are two main action buttons: 'Access to a Center/Corporation' (with a key icon) and 'Apply To Be An Examiner' (with a person icon). The main content area is titled 'Welcome Test Test' and contains three numbered instructions: 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. Below these instructions, there is a note: 'For assistance, click on your first initial in the upper right hand corner and click Help.' At the bottom of the page, there is a table header for 'MY CENTER/CORPORATION' and 'MY EXAMINER APPLICATIONS (0)'. The table has columns for Requestor, Organization, Date Request Submitted, Status, Role, and Awaiting Approval From. A search bar is located above the table, and the table currently displays 'No Results Found'.

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

3. Click Access to a Center/Corporation



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.



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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.

Instructions

1. Hover over the tooltip icon ⓘ for more information on the different roles.
2. After selecting the appropriate role and completing the affirmation, click **Request Access**.
3. To cancel the request, click **Cancel**.

**A Primary Center Contact for this center already exists. Please select an alternate role.

* Center/Corporation Name or Zip Code: Apple Home - Test Center

* Requestor: Test Test

* Role:

- Center Associate ⓘ
- Center Contact
- Primary Center Contact

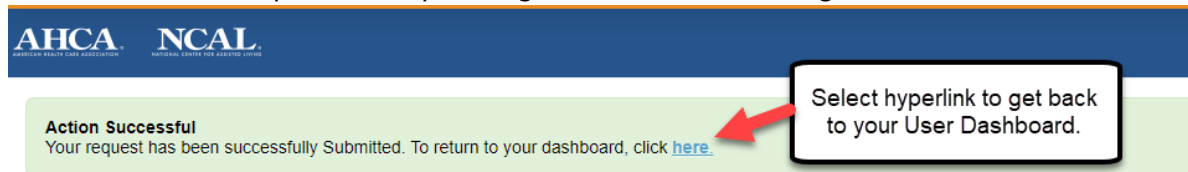
* Affirmation

By entering the information below you are affirming that you are authorized to serve in this role by the center/corporation.

(1) Your full name
(2) Your title
(3) Your email

Save Request Access Cancel

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.

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The screenshot shows the user dashboard for 'Test Test'. At the top, there are logos for AHCA and NCAL, and a 'User Dashboard' header with navigation icons. On the right, there are two main action buttons: 'Access to a Center/Corporation' (with a key icon) and 'Apply To Be An Examiner' (with a person icon). The main content area is titled 'Welcome Test Test' and contains three numbered instructions: 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. Below these instructions is a note: 'For assistance, click on your first initial in the upper right hand corner and click **Help** .'

Below the instructions is a table titled 'MY CENTER/CORPORATION' and 'MY EXAMINER APPLICATIONS (0)'. The table has columns: Requestor, Organization, Date Request Submitted, Status, Role, and Awaiting Approval From. A red box highlights the 'Status' column, and a red arrow points to it from a text box that says 'This column shows you who is going to review your request.' The table contains one row with the following data: Requestor: Test Test, Organization: Apple Home - Test Center, Date Request Submitted: 09/04/2020, Status: Under Review, Role: Center Contact, Awaiting Approval From: Corporate Account Administrator, Primary Center Contact. There is an 'Open' button next to the first cell of the row.

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
Open Test Test	Apple Home - Test Center	09/04/2020	Under Review	Center Contact	Corporate Account Administrator, Primary Center Contact

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.

The screenshot shows an email notification from 'qualityaward@ahca.org'. The subject is 'Quality Award Portal: Center Access Approved'. The email content reads: 'Dear Urvi Demo2, Your request to be the Center Contact for Test facility2 has been approved. Login to ahcancal.smartsimple.com to access Test facility2. Regards, AHCA/NCAL National Quality Award Program Staff'.

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Welcome Test Test

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*For assistance, click on your first initial in the upper right hand corner and click **Help**.*

MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
Open	Test Test	Apple Home - Test Center	Approved	Center Contact	Corporate Account Administrator;Primary Center Contact

9. You can now click on the building icon (upper right-hand corner) and go to your center/corporation's portal.

Welcome Test Test

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MY CENTER/CORPORATION MY EXAMINER APPLICATIONS (0)

Requestor	Organization	Date Request Submitted	Status	Role	Awaiting Approval From
Open	Test Test	Apple Home - Test Center	Approved	Center Contact	Corporate Account Administrator;Primary Center Contact