Welcome to the Florida Children's Medical Services Learning Action Network!

In this document you will find:
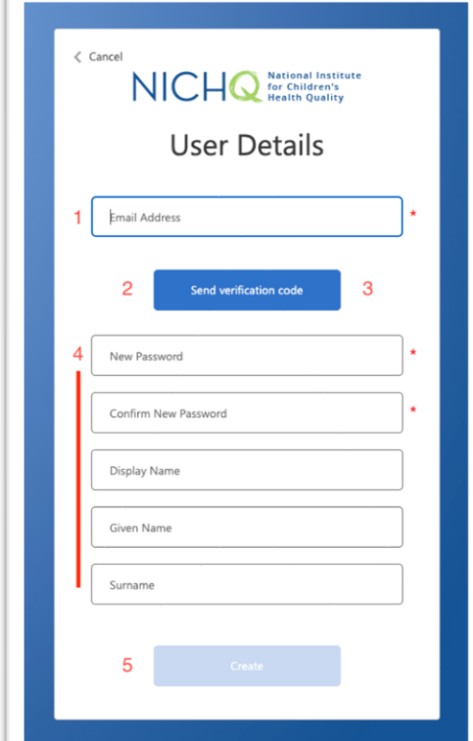
1. **Instructions on registering for CORAL**: the Community, Research, and Analytics Lab.
2. **Getting started in CORAL**

The link to register for CORAL is included in the automated email you received from flcmslan@nichq.org.

When you click on the registration link, you'll see a Single-Sign On (SSO) form, as pictured on the right.

1. Enter your email address
2. Click the 'Send verification code' button
   a. *Please note that the registration form requires you to validate your email address before you can fill in the other fields.*
3. Grab the code from your email, click the button that lets you verify your email, and hit ok
4. Now all the other fields are activated
   a. The password you choose will be saved in the back end of the system that will let you into all CORAL-powered sites, so choose something you can remember or use an auto-generated password from your browser or password manager
   b. "Display Name" will be your username on the FL CMS LAN Portal, which will really only be relevant in your member profile URL ("flcmslan.coral.nichq.org/members/display-name/") and tagging members, but it will be publicly visible
   c. Given name and surname are your first and last names, respectively
5. Click 'Create' when you've got everything entered

You should then be taken to the FL CMS LAN Portal Welcome page. **We suggest bookmarking this page**, so you don't lose the URL, but in case that happens or you switch browsers/computers, the link is here: https://flcmslan.coral.nichq.org/

Once you're registered, to sign into CORAL, click on the 'Sign in with Microsoft' button or enter your email and password. **If you have questions or problems logging in, please email flcmslan@nichq.org.**

Below are some links to help you get started in the FL CMS LAN Portal. You can also access this information in CORAL by clicking on the CORAL logo at the top of any page in the portal.

The items below are listed in order of priority to help with onboarding. *If you have limited time to onboard, please focus on completing the bullet points marked with an asterisk.

- ***First things first: update your profile**! Uploading a photo and filling out your details will help everyone connect with you better.

- ***Familiarize yourself with LAN key documents.** Learn more about the LAN, Year 4 of the project, the Logic Model, and your role as a participant.

- **Freshen up your QI knowledge with our resources.** You'll find Quality Improvement-related resources, including free QI trainings (QI 101 and QI 102), templates, and tools.

- **Check out events calendar!** Main and supporting events for Year 4 are all listed in CORAL.

- **Say hello on the News Feed**. This part of the portal works like social media – you can post, comment, and like other posts!

- **Utilize the LAN General Forum** to post questions, share resources with the LAN, and submit pre-work that will be viewed by all LAN members.

- **Explore the discussions happening in the Groups**. These are the spaces for more in-depth and topical discussions, as well as repositories for resources by SNAQ/RNAQ. Follow along with specific groups by clicking "+ Join Group."

- **If you are a Data Manager or Team Lead,** you will have access to track your Quality Improvement Project data within SimpleQI. Click on the SimpleQI tab to learn more.

- **Check out the Help section**. We've created a number of articles to help you navigate the site and everything it can do. You can also get to the help section from any page in the FL CMS LAN Portal by clicking on the "FL CMS LAN Portal Help" link in the side menu. *For additional support, please email flcmslan@nichq.org.*

The FL CMS LAN Portal is configured to send you update emails. Each of these will be from the address flcmslan@nichq.org and will have subject lines that start with "[FL CMS LAN Portal]". **To make sure that you receive these, you may want to consider the following steps, so these emails show up in your inbox:**

- Add flcmslan@nichq.org to your contacts list
- Creating a rule or filter that targets [FL CMS LAN Portal] in the subject line
    - Outlook instructions
    - Gmail instructions

You can customize which notification emails get sent to you by adjusting the Notification Settings in your Account options. Refer to this help article to learn more.