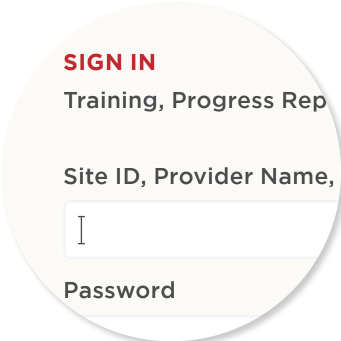
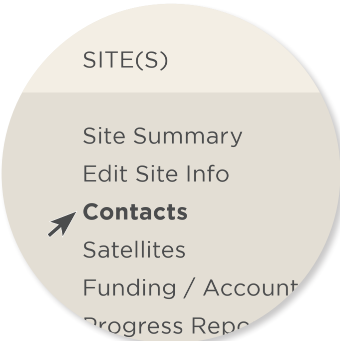
How to **Add a New Contact to myROR.org**

HOW-TO GUIDE

STEP 1
Sign in to myROR.org using your individual username and password.

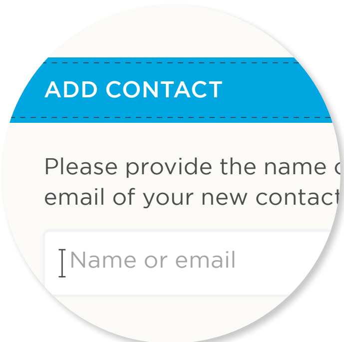


STEP 2
Then click on **Contacts** in the gray menu bar on the left side of the screen.

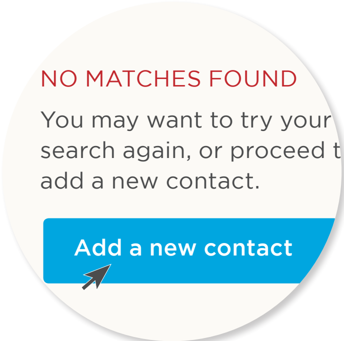


STEP 3
You'll be directed to the dashboard to manage your contacts. Click on **Add Contact**.

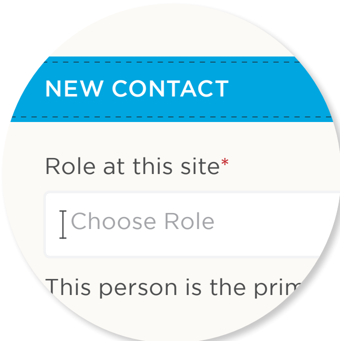
STEP 4
A pop-up window will appear for you to **enter the name or email address of the contact/provider** you are adding. This is to check for duplicates. For best search results, it is recommended to search by name, as emails change with job changes.



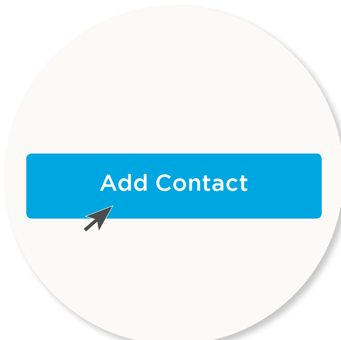
STEP 5
If No Match is found, click on Add a new contact. If a match is found, go to step 9.



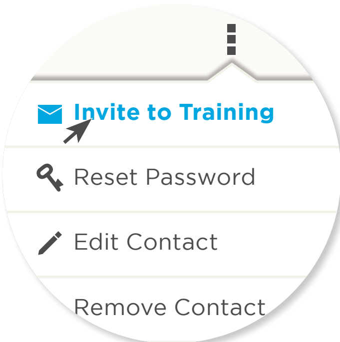
STEP 6
A pop-up box will appear to **enter the new contact's information**:



STEP 7
Once you've completed all of the required field (those with a *), click on the blue **Add Contact** button.



STEP 8
Once the contact has been added, an email will be sent to the new contact with instructions to log on to myROR and complete the training. To manually invite the new contact to training, click on the three black buttons on the right hand side of the screen adjacent to the contact's name and select **Invite to Training**.



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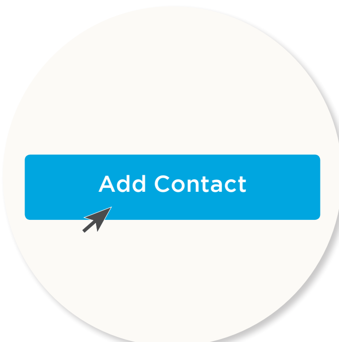
STEP 9

IF A MATCH IS FOUND a box will appear with that person's contact information. Select Choose this contact.

STEP 10

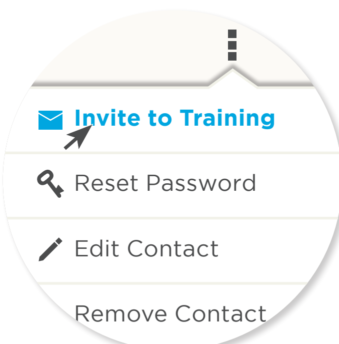
A box will then appear with that existing user's information. You will **need to fill out a few remaining fields before clicking** on the blue Add Contact button.



STEP 11

That contact has now been added to your site. If the contact has not yet completed the training, you will need to send them an invitation to train.

To manually invite the new contact to training, click on the three black buttons on the right hand side of the screen adjacent to the contact's name and select Invite to Training.



QUESTIONS?

If you have any questions about adding a contact/ provider to myROR.org or if providers have questions about completing the training, please reach out to your Regional Coordinator.