

GET STARTED



LAUNCHING SOON!

New and Improved HV CollN Website

This document contains information and resources designed to support users in activating their website accounts, including:

1. Step-by-Step Instructions for Resetting Your Password (*screenshots included*)
2. Frequently Asked Questions
3. Additional Support & Resources

Everything You Need to Know!

When? Afternoon of Friday, December 1, 2023

Why? Significant improvements have been made to improve user experience and accessibility.

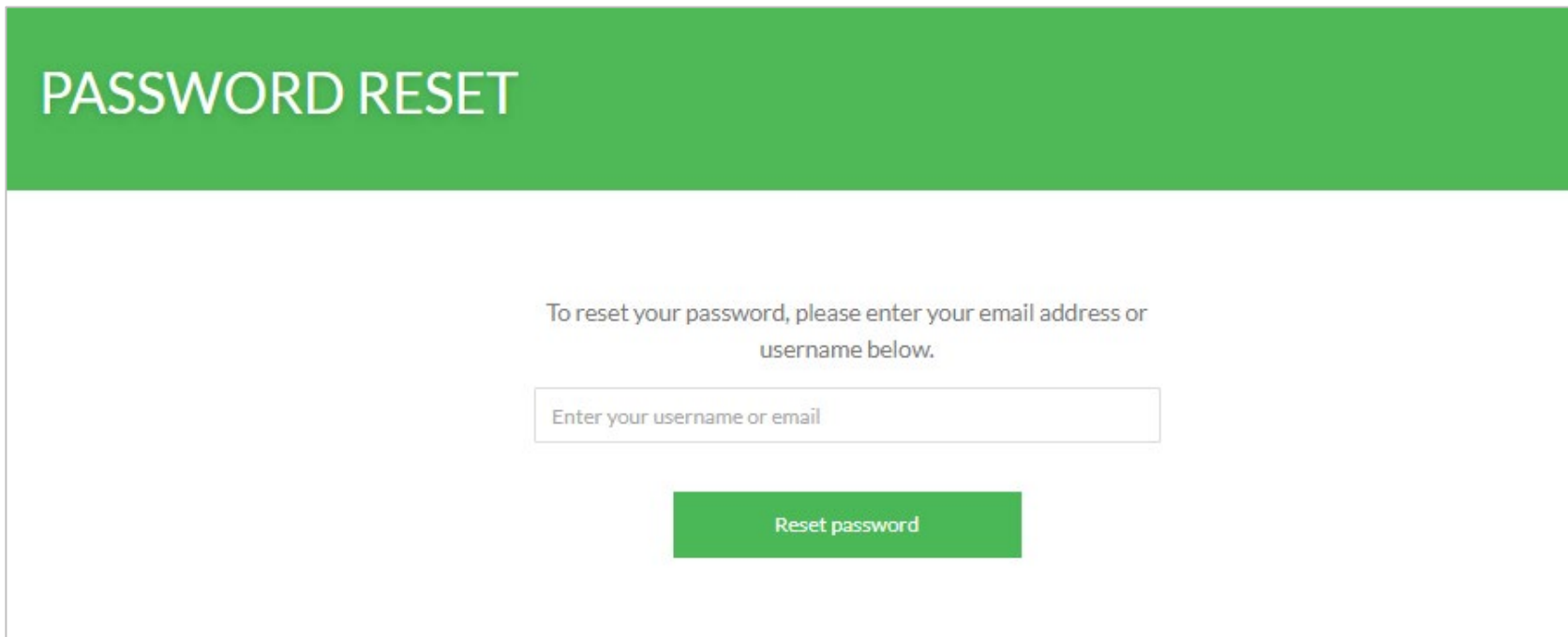
Where? Same place! <https://hv-coiin.edc.org/>

Is there anything I have to do? Reset your password any time after 12/1!

Detailed instructions on the following pages:

Step 1

- Go to <https://hv-coiin.edc.org/password-reset/>



The screenshot shows a web page titled "PASSWORD RESET" with a green header. Below the header, the text reads: "To reset your password, please enter your email address or username below." There is a text input field with the placeholder text "Enter your username or email". Below the input field is a green button labeled "Reset password".

Step 2

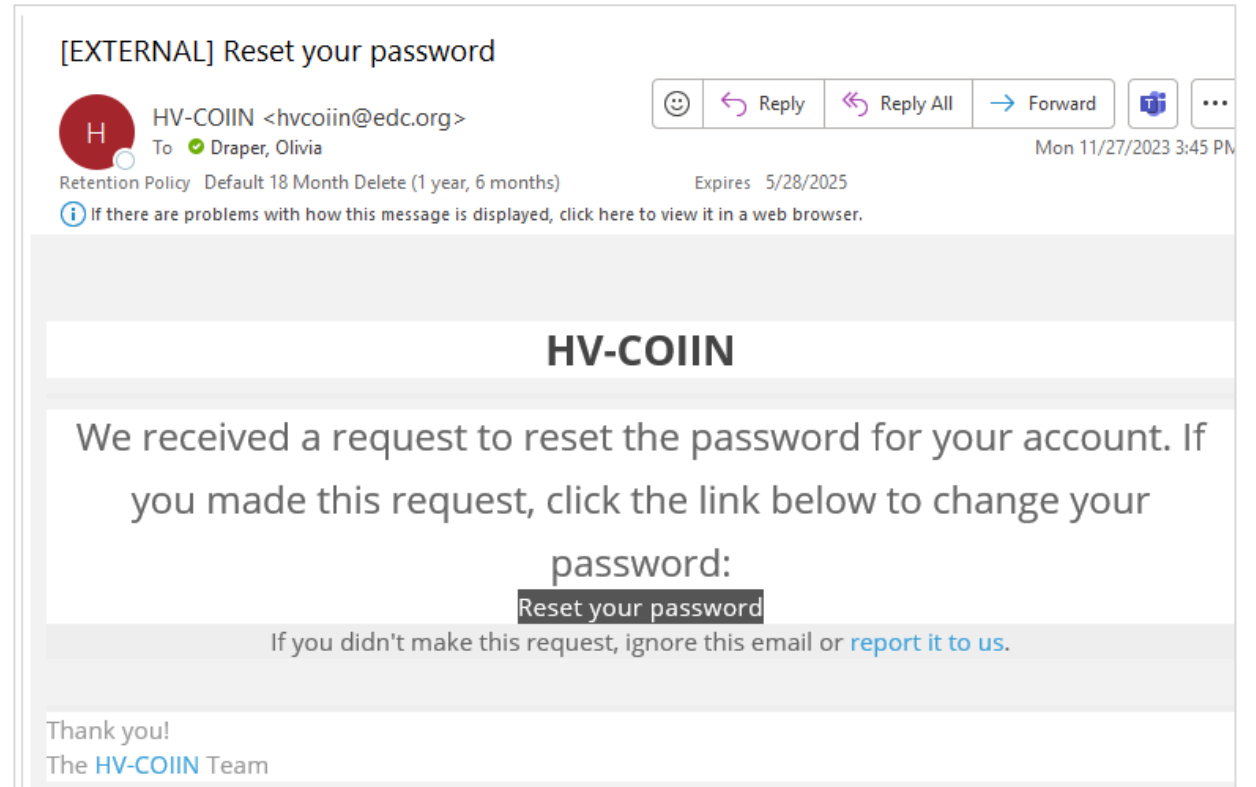
- Enter your username → *Yourfirstname Yourlastname* (e.g., Mary Mackrain)*
- Click “Reset password”

***NOTE:** if your account was created before December 2020, there likely will not be a space between your first and last name in your username (e.g., MaryMackrain)

Step 3

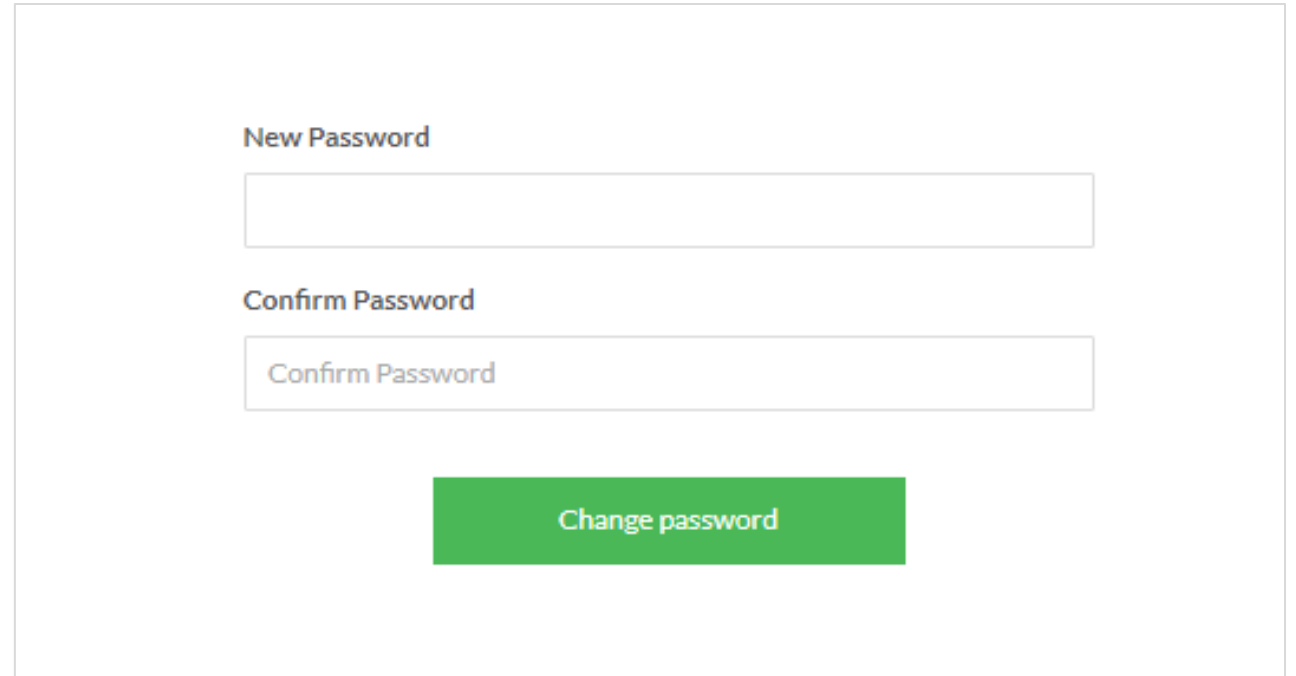
Check your e-mail for a message with the subject line “Reset your password”

- The sender is hvcoiin@edc.org
- Click the “Reset your password” button



Step 4

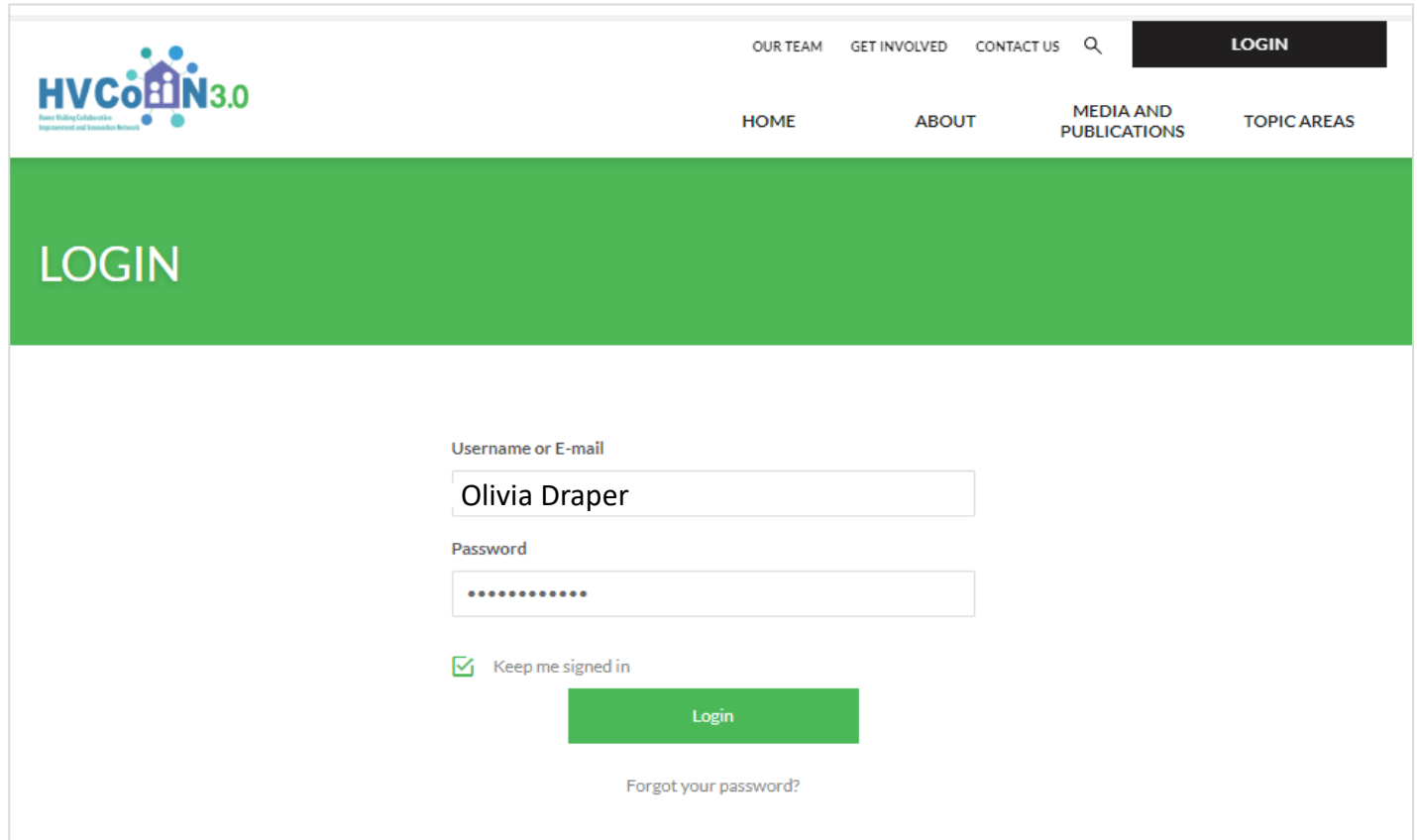
This will take you back to the new HV CoIN website to a screen where you are prompted to type in your new password and confirm it.



The screenshot shows a web form for changing a password. It contains two text input fields: the first is labeled "New Password" and the second is labeled "Confirm Password". Below the input fields is a green button with the text "Change password".

Step 6

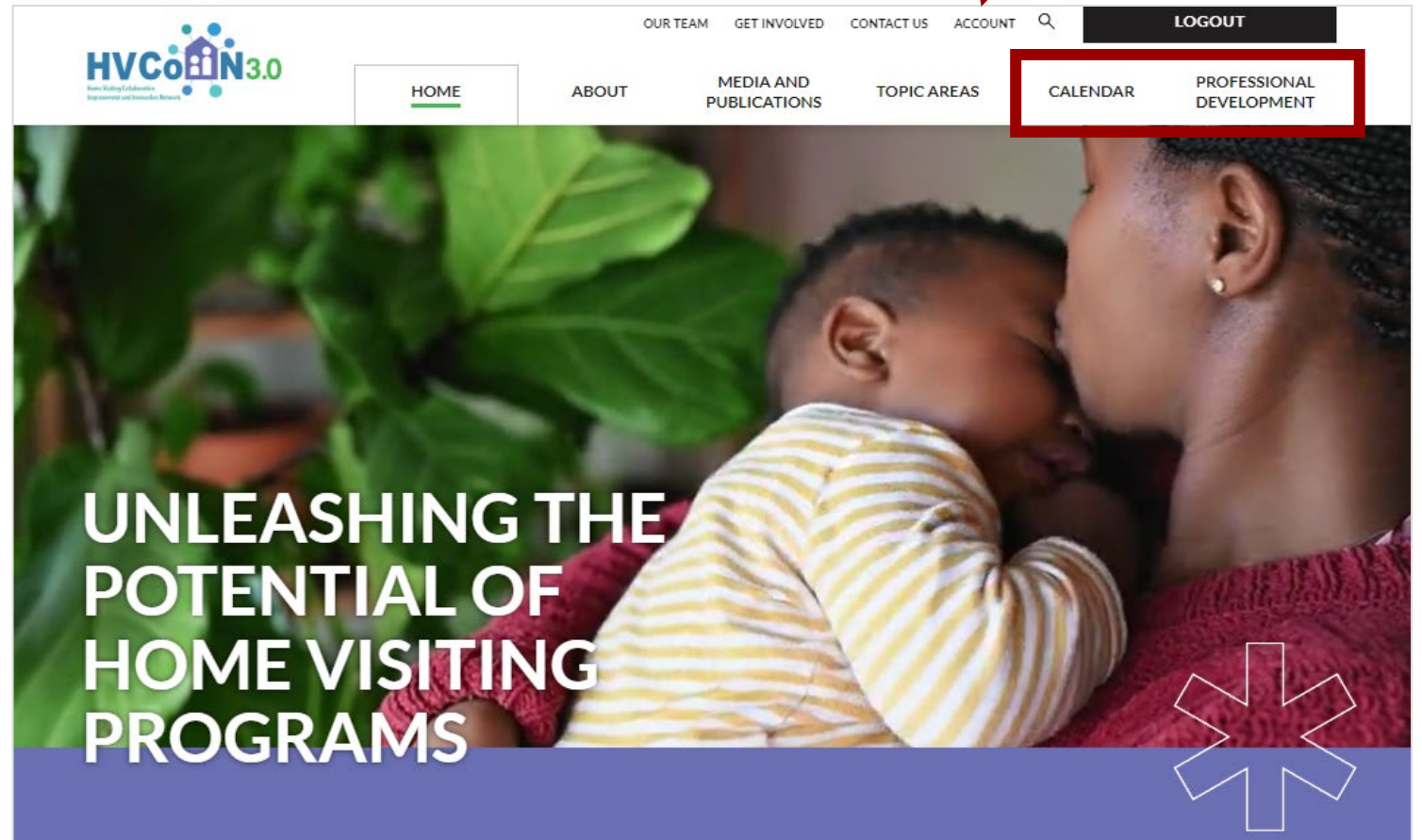
Type in your username and your new password to log in to the site.



The screenshot shows the login page of the HVCoin3.0 website. At the top left is the HVCoin3.0 logo with the tagline "Home Visiting Collaborative Improvement and Innovation Network". The top navigation bar includes links for "OUR TEAM", "GET INVOLVED", "CONTACT US", and a search icon, with a "LOGIN" button highlighted in a dark box. Below this is a secondary navigation bar with links for "HOME", "ABOUT", "MEDIA AND PUBLICATIONS", and "TOPIC AREAS". A large green banner with the word "LOGIN" in white text spans the width of the page. Below the banner, the login form consists of two input fields: "Username or E-mail" containing "Olivia Draper" and "Password" with masked characters. A checkbox labeled "Keep me signed in" is checked. A green "Login" button is positioned below the fields, and a link for "Forgot your password?" is located at the bottom of the form.

Once Logged In...

You will have full access to the site!

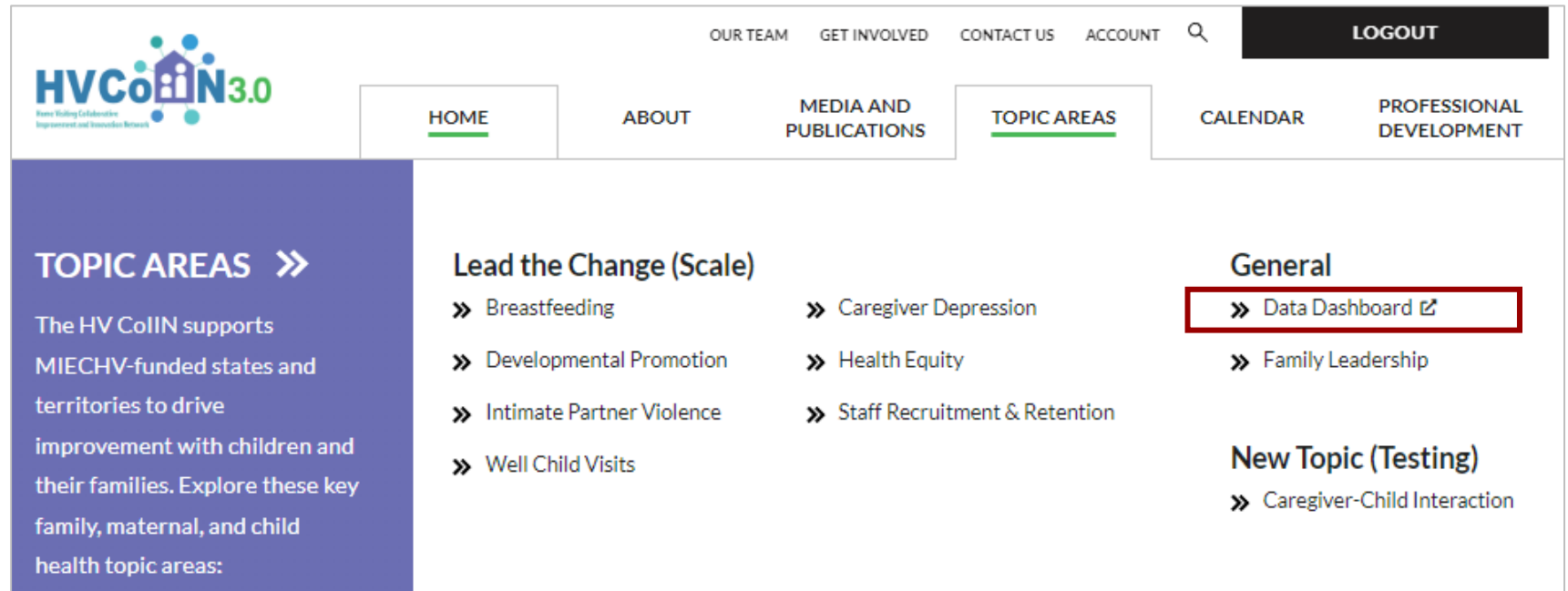


Frequently Asked Questions

I am part of Staff Recruitment & Retention. How do I access the dashboard?

You will be able to access the dashboard after you reset your password. Once that is done, sign into the dashboard using the same credentials.

You can access the dashboard directly from the HV CoIIN website by going to *Topic Areas* > *General* in the main menu.



The screenshot shows the HV CoIIN website interface. At the top left is the logo for HV CoIIN 3.0 (Home Visiting Collaborative Improvement and Innovation Network). The top navigation bar includes links for 'OUR TEAM', 'GET INVOLVED', 'CONTACT US', 'ACCOUNT', and 'LOGOUT'. Below this is a secondary menu with 'HOME', 'ABOUT', 'MEDIA AND PUBLICATIONS', 'TOPIC AREAS', 'CALENDAR', and 'PROFESSIONAL DEVELOPMENT'. The 'TOPIC AREAS' section is expanded, showing a list of topics under the heading 'Lead the Change (Scale)'. The 'Data Dashboard' link is highlighted with a red box. Other links include 'Breastfeeding', 'Developmental Promotion', 'Intimate Partner Violence', 'Well Child Visits', 'Caregiver Depression', 'Health Equity', 'Staff Recruitment & Retention', 'Family Leadership', and 'Caregiver-Child Interaction'.

Frequently Asked Questions

I am not sure what my existing credentials are. How do I reset my password? Email hvcoiin@edc.org to let us know you are unsure, and someone from our team will reach out to support you with the password-reset process.

Technical difficulties? Questions? Email hvcoiin@edc.org or your improvement advisor with all questions and/or technical difficulties! Throughout this process, we will be doing our best to respond to your email within 48 hours of receiving it.

Additional Support & Resources

*Are you looking for a more **concise version** of this document?*

*Would you prefer to have this information in **video format**?*

You are in luck! Check out the [one-pager](#) and [video tutorial](#)!

Questions? Concerns? Email hvcoiin@edc.org!