

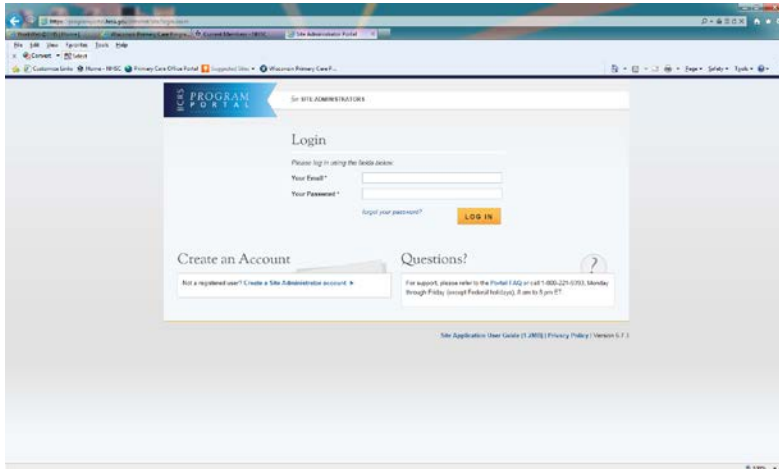
NATIONAL HEALTH SERVICE CORPS (NHSC) PORTAL TIPS

MANAGING SITE POINTS OF CONTACT

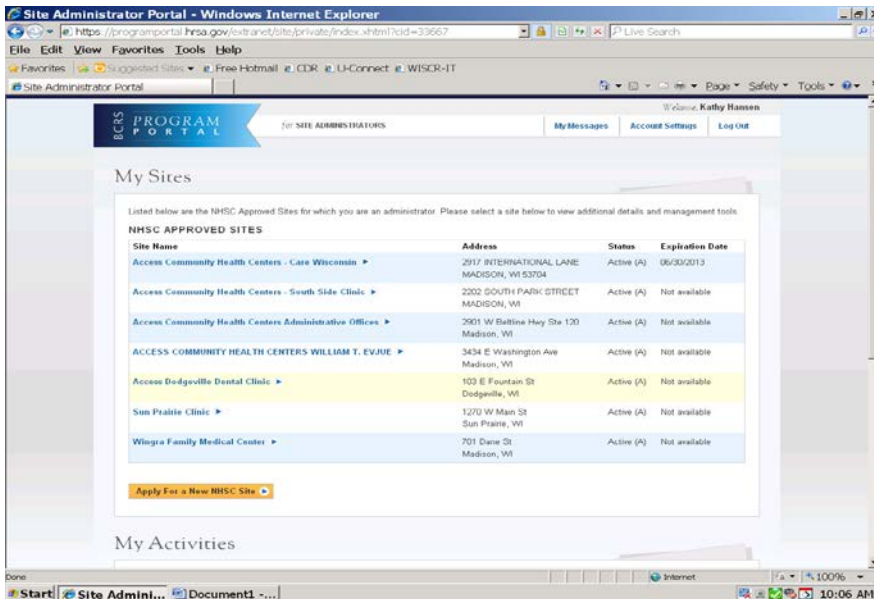
The following information may help site administrators manage the points of contact for their site(s). Keeping site contact information up-to-date ensures that NHSC will be able to adequately communicate important information and that candidates interested in site vacancies have a valid contact for more information.

How do I manage points of contact for my site(s)?

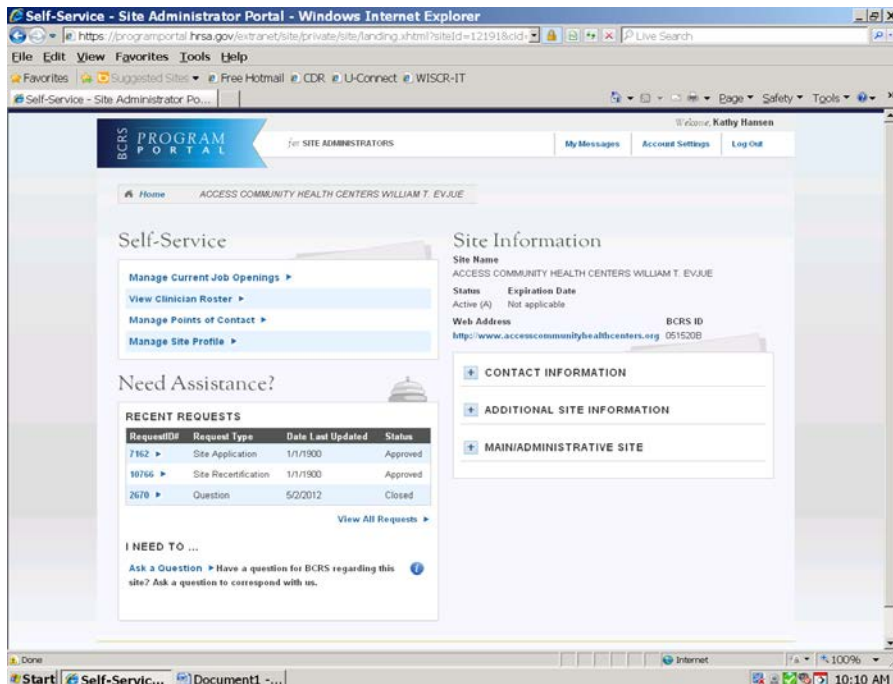
1. Log in on the homepage.



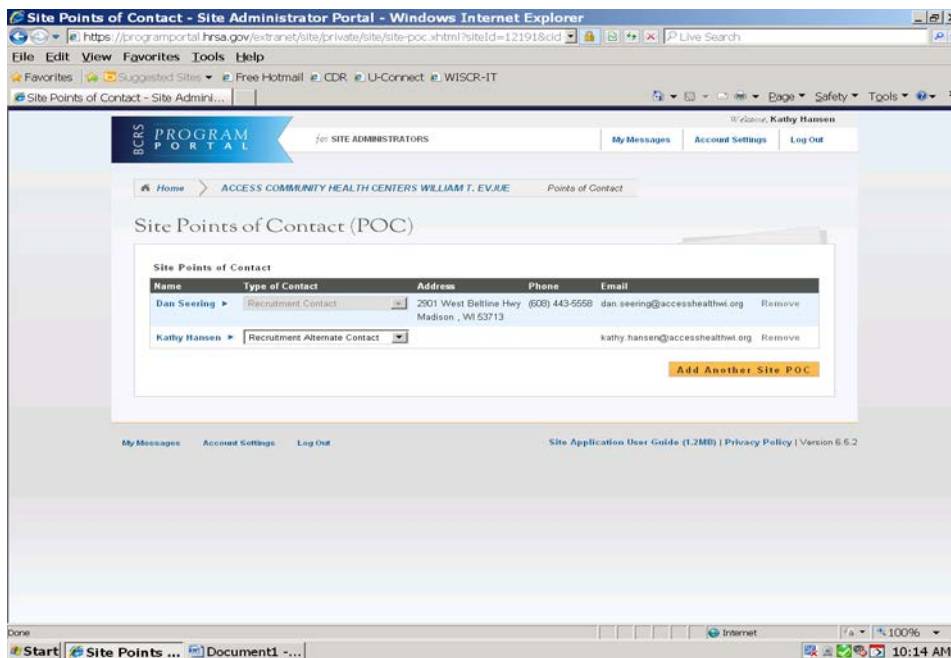
2. Once you've logged in you will see a list of sites for which you are the site administrator.



3. Choose the site you want to review and click on it. You should see a screen like this:



4. Under self-service, click on “Manage Points of Contact.” This will give you a list of all current points of contact affiliated with this site. At least one person will need to be designated as a “Recruitment Contact.” This will be the main contact the NHSC uses to transmit information and will be associated with job vacancies. Alternate contacts may be listed as well so that others in the organization receive email updates from NHSC.



Developed by Wisconsin Department of Health Services
 Division of Public Health
 Primary Care Office
 P-00463A (01/2013)