

## Quick Guide to the NLI Extranet

<b>Getting Started</b>	
How to log into the extranet	<ol style="list-style-type: none"> <li>1. Go to <a href="http://nurseleader.webexone.com">http://nurseleader.webexone.com</a></li> <li>2. Enter your login ID (first initial, last name, all lower case)</li> <li>3. Enter your Password (solutions, all lower case)</li> </ol>
How to change your password	<ol style="list-style-type: none"> <li>1. Log in as above</li> <li>2. Click PERSONALIZE in the upper tool bar</li> <li>3. Click the LOGIN OPTIONS tab</li> <li>4. Type and confirm your new password</li> <li>5. Click SAVE, then click DONE</li> </ol>
How to log out of the extranet	Click LOGOUT next to your name in the upper left-hand corner of the screen
<b>The Left-Hand Menu</b>	
Home	On this home page you will find Institute ANNOUNCEMENTS, CALENDAR, and QUICK LINKS.
Schedule	Click for a quick overview of Institute events.
Members	Click to contact faculty, staff, or other Institute members.
Bio's Class of 2012	This workspace will be used to store a biographical sketch for each Fellow. This will give you practice in using the extranet and offer you an opportunity to introduce yourself to other NLI Fellows!
Documents	Materials for the Nurse Leadership Institute will be stored in folders in this section.
Email Archive	This workspace will contain copies of communication emails from program Faculty, Staff and Evaluation Team for the NLI 2011-2012.
Change Project Samples	This workspace includes selected examples of final change project papers submitted by previous NLI Fellows. Permission has been granted by these Fellows to share this work and is intended for instructional purposes only.
Change Project Files	This workspace will be used to store Change Project files for each Fellow. You will receive an overview of this project and additional instruction on how to post files as part of the Institute.
Leadership Reading	This workspace includes summaries of books on the topic of Leadership.
Nursing Vision©	This weblog provides ideas, knowledge, and tools for both experienced and emerging nurse leaders.
Elevating Health©	This weblog is a knowledge portal for individuals and organizations engaged in health improvement. Here you will find news and knowledge about innovation in health and health care.
<b>Top Menu</b>	
Contacts	This workspace is a listing of all NLI Fellows and alumni, and Preceptors.
Help!	Contact Community Health Solutions (Steve Horan, Terry Cyr, Caitlin Bailey, Sherrina Gibson) at 804.673.0166 or <a href="mailto:chs@communityhealthinfo.com">chs@communityhealthinfo.com</a> .