

# **EVENTS AND EDUCATION**

# How to create an MHA account

Please follow these instructions to create your MHA account, which will grant you access to our members-only content and allow you to register for our events.

1. Click here to visit the MHA homepage, then select "Community Hub."





### 2. Click on "don't have an account"

₋og In			
Email			
assword			
Q.			
		Log In	
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## 3. Fill out the information and you must complete fields ending with \*

Title refers to your current occupation. Please enter the title you would like us to use when printing your name badge for our in-person events.

You must complete fields ending with *	
My Contact Information	
First Name	
Last Name *	
Title *	
Country Code	United States 🗸
Street	
City	
State/Province Code	None 🗸
Zip/Postal Code *	

4. Once you have completed all the fields and created your account, log in. In the left column, click on "My Affiliations."

Personal Snapshot View your latest notifications and snapshots of you	r profil
Personal Snapshot	
Edit My Profile	
Security & Login	
My Affiliations	
My Orders	

### 5. Click on "Add affiliation"

We don't see any current company affiliations for you. For assistance, please contact us.		
	Add Affiliation	

#### 6. Search for your organization by typing in the box

If your organization has multiple branches, try typing the organization name without the branch first. For example, type "CentraCare" instead of "CentraCare Melrose"

Search For Companies		
Search to see if your company al	ready has a profile.	
Name *		
		Search

#### 7. Once you find your organization, click on "Add affiliation"

Search Results	
Minnesota Hospital Association 161 Rondo Ave, Ste 915 Saint Paul, MN 55103-3454 http://www.mnhospitals.org	Add Affiliation

8. If you don't see your organization on the list, please email us at <u>events@mnhospitals.org</u>