

Welcome Tour Checklist

- ❑ Click hover over the featured stories carousel at the top of the Home page to toggle between the highlighted articles.
- ❑ Click 1 link from each of the 3 tiles on the right side of the Home page:
 - ❑ 1 event
 - ❑ 1 article
 - ❑ 1 industry resource
- ❑ Use the **Search** feature from any page to look up any of the following terms of your choosing:
 - Pro Tip:** This is a great way to quickly pull up anything on the portal using a search term. Give it a try with a term not listed here!
 - ❑ **'Report'**
 - ❑ **'Toolkit'**
 - ❑ **'Spanish'**
 - ❑ **'Connections'**
 - ❑ **'Temple Grandin'**
 - ❑ **'Healthy'**
- ❑ Click **Calendar** to view all events, and search for an event titled **'The BHPN Cares: Remember to hydrate today'** and export it to your calendar.
- ❑ Download one of the **Client Handbooks** (your pick!) from the **Provider Tools** page and open it. Need help? Try viewing one of the short training videos in the Welcome article on the News Feed!
- ❑ Browse the topics listed on the Help page and open one of the FAQ pages available in the tiles, which will be in blue font.

Completed your checklist and found everything?
You're officially a Portal pro!

Remember, you can always use the **Contact Us** feature available throughout the Help pages for assistance with the portal.