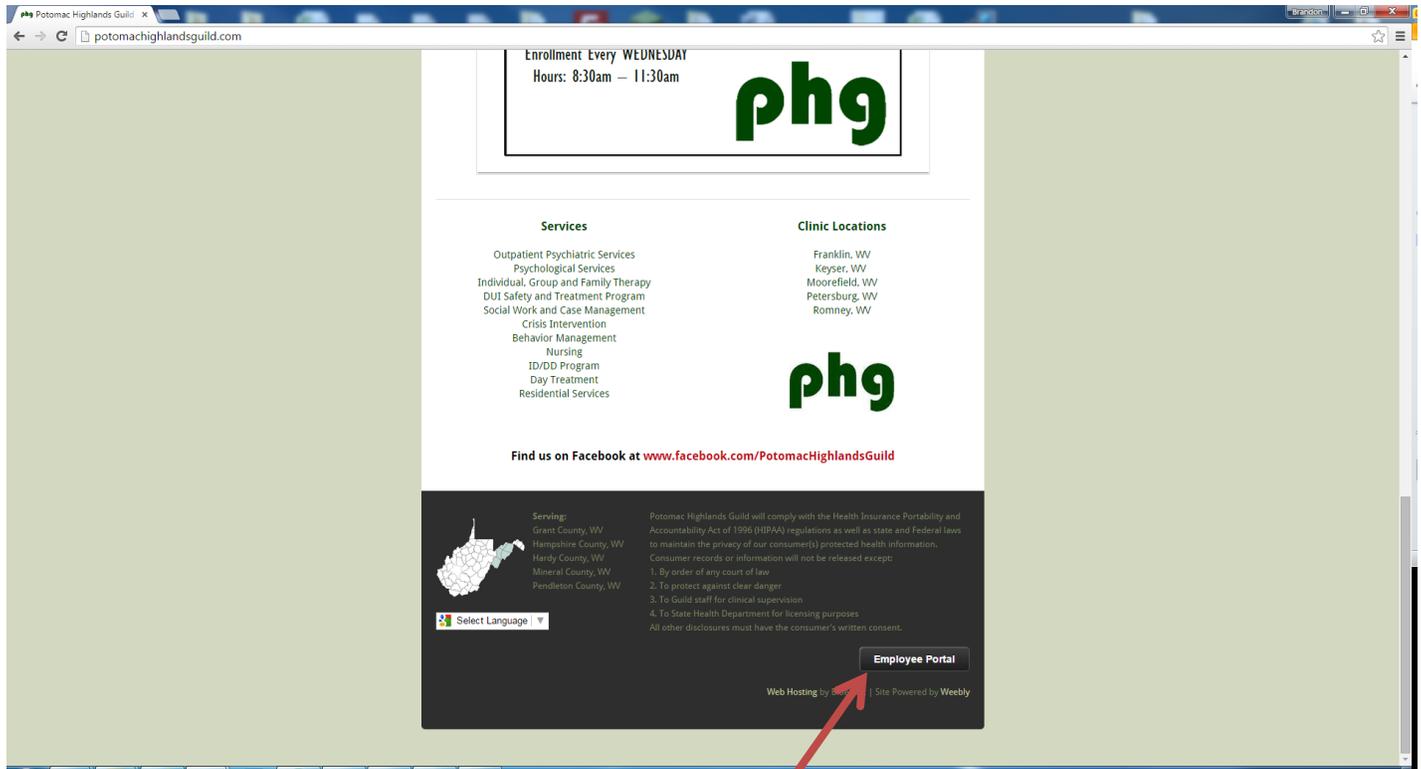
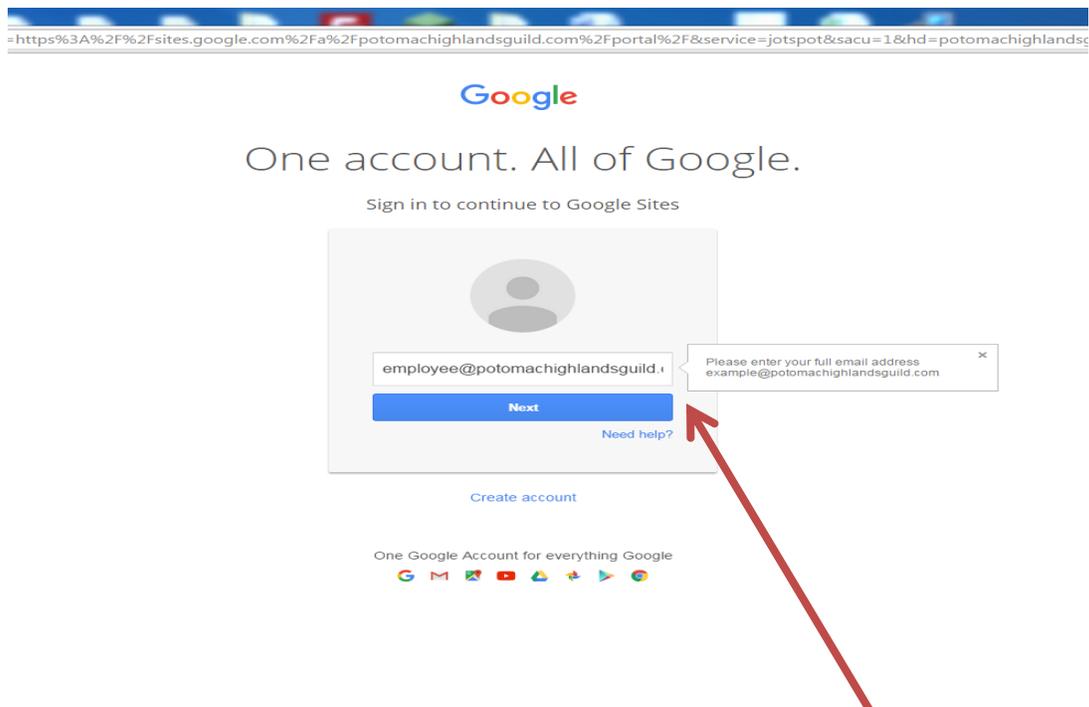


New Employee Portal Instructions



1. To log into the portal go to thephg.org and click the "Employee Portal" button at the bottom of the page. You can also access the portal directly by navigating to www.thephg.org/portal.



2. Enter your full email address. (Example: shannonf@potomachighlandsguild.com)
If you are already logged into webmail or webcalendar you will not be prompted to log in.



One account. All of Google.

Sign in to continue to Google Sites

A screenshot of the Google sign-in interface. At the top left is a back arrow. In the center is a blue circular profile icon. Below it is the email address "employee@potomachighlandsguild.com". There is a text input field for the password. Below the password field is a blue "Sign in" button. To the left of the button is a checkbox labeled "Stay signed in" and to the right is a link "Forgot password?". Below the sign-in form is a link "Sign in with a different account". At the bottom, there is the text "One Google Account for everything Google" followed by icons for Google, Gmail, YouTube, and other services.

3. Enter your email password. If you don't remember your email password, please contact the IT department.

A screenshot of a web browser displaying the "Employee Portal Home" page for PHG Employees. The browser's address bar shows "https://sites.google.com/a/potomachighlandsguild.com/portal/". The page features the "PHG Employees" logo in green. A search bar is located in the top right corner. On the left side, there is a "Navigation" menu with items: "Employee Portal Home", "Forms", "Crisis", "Information Technology", "Policies", and "Sitemap". The "Employee Portal Home" section contains a list of links: "PHG Homepage", "PHG Facebook", "GoodSearch", "Supply Order Form", "Employee Handbook", "Webmail and Calendar", "Guild Directory Updated 4/8/15", and "Agency Monthly Tracking Report (BETA)". At the bottom, there is a red warning message: "Editable versions of some documents are not available at this time." and a note: "Once you click on a document, please click on the [download icon] at the top of the page to download the document. Please report any outdated documents to Brandon Judy". The footer includes links for "Recent Site Activity", "Report Abuse", "Print Page", "Remove Access", and "Powered By Google Sites".

4. You should now see the above page. Use the navigation pane to access different sections of the Employee Portal.

PHG Employees

Navigation
Employee Portal Home
Forms
Crisis
Information Technology
Policies
Sitemap

Forms

A

- Action Plan
- Application for Employment
- Application for Leave (Word)
- Behavioral Health Center Initial Mortality Report

C

- CareConnection
 - Core Elements (Formerly Tier 1)
 - Outpatient Data Requirements (Formerly Tier 1 & 2)
 - Assessments (Formerly Tier 1, 2 & 3)
 - Codes for Axis IV
 - APS accepted DSM codes
 - BHHF Data Segment
 - BHHF Segment Drug List
- Client Information Sheet
- Consent for Treatment
- Crisis Response Service Report

D

- DD-2A

E

- Employee Incident
- Employee Information Sheet

F

- Family Support Funding Assistance Application

M

5. To download a form first click the form you would like to download. I'll use "Action Plan" for an example.

Open with [icon] [icon] [icon] [icon] [icon]

Potomac Highlands Guild

_____ Action Plan

Project Name

Goal

Timeframe for Completion

Objective #1

Objective #2

| Action Step Description | Responsible Person | Completion Date | Cost Range for Action Step |
|-------------------------|--------------------|-----------------|----------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

6. Next click the  at the top of the page.

