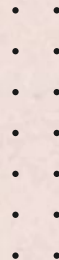
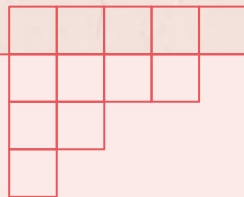


CREATING AND MANAGING YOUR RESOURCE CONNECTIONS PROFILE

VDH Division of Disease Prevention



-
-
-
-
-



What is Resource Connections?

A comprehensive, online directory that is an easy way for our community to get connected with the services *they need* and that *you provide*.



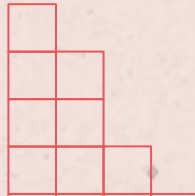
Link to Resource Connections



<https://vadoh.myresourcedirectory.com/>

Located on DDP Community Partners [webpage](#).

Pull up the site and follow along!





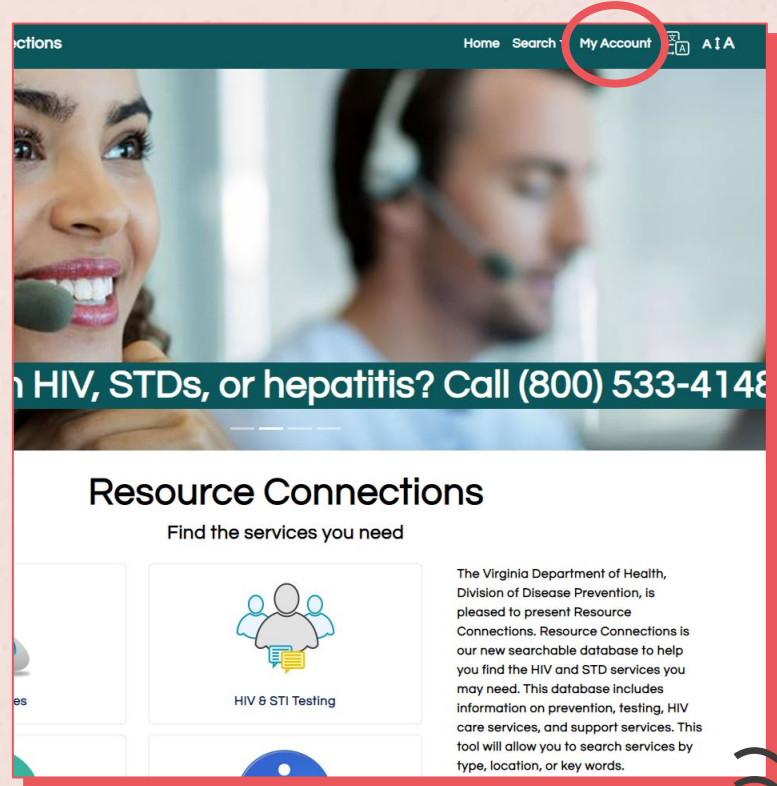
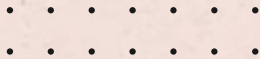
Creating Your Profile



01.

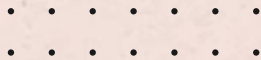
Click “My Account”

Found in the upper right-hand corner of the Resource Connections homepage.




02.

Select “I want to create an account.”



Please sign in

	<input type="text" value="Username"/>
	<input type="password" value="Password"/>

Log in

I forgot my password.

I don't know my username.

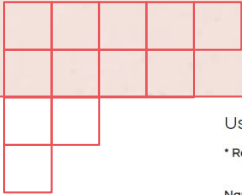
I want to create an account.

This website is free to use without an account. Having an account allows you to save records to groups and to recall profiles you have visited previously.



03.

**Complete all the fields
of the User Registration,
to create your account.**



The form is titled "User Registration" and includes a list of required fields. Each field is a text input box with a red border. The fields are: Name (filled with "Sarah Lannon"), Username (filled with "slannon095"), Password (filled with "*****"), Confirm Password (filled with "*****"), Email Address (filled with "sarah.lannon@vdh.virginia.gov"), and Confirm Email Address (filled with "sarah.lannon@vdh.virginia.gov"). Below these is a reCAPTCHA widget showing a green checkmark and the text "I'm not a robot". At the bottom are two buttons: a dark teal "Register" button and a yellow "Cancel" button. The form is set against a white background with a red border. To the right of the form, there are three black wavy lines.

User Registration

* Required field

Name *

Sarah Lannon

Username *

slannon095

Password *

Confirm Password *

Email Address *

sarah.lannon@vdh.virginia.gov

Confirm Email Address *

sarah.lannon@vdh.virginia.gov

Captcha *

I'm not a robot

reCAPTCHA

Privacy Terms

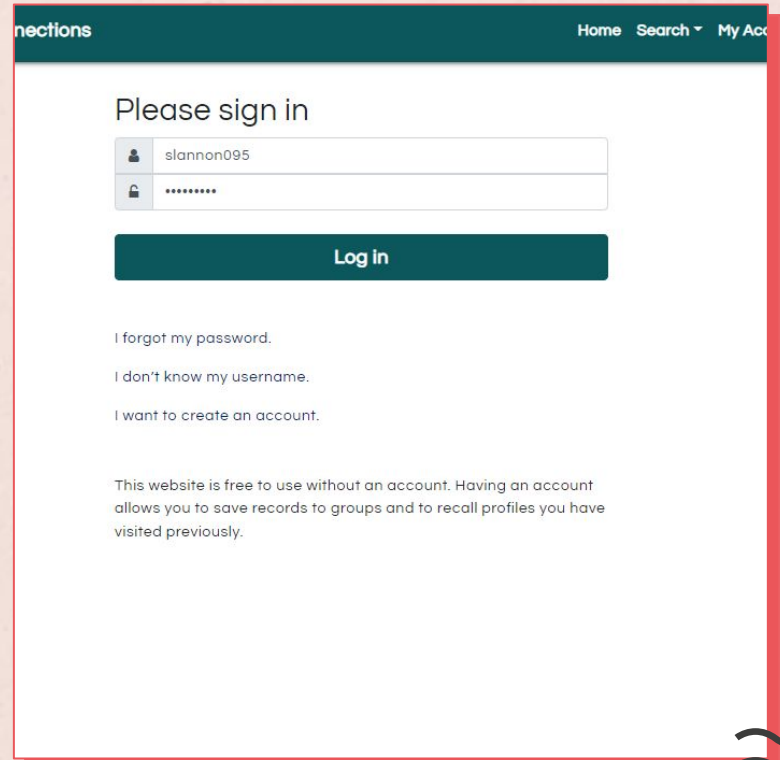
Register

Cancel

04.

**Once back at the login screen,
enter the username and password
you just created to enter the site
with your credentials.**

• • • • •
• • • • •

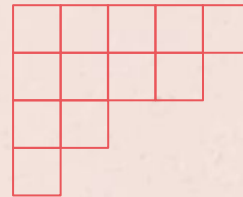
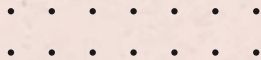


The screenshot shows a login interface for a website named "Connections". At the top, there is a dark green navigation bar with the text "Connections" on the left and "Home Search ▾ My Acc" on the right. The main content area is white and titled "Please sign in". It features two input fields: the first is for the username, containing "slannon095", and the second is for the password, containing seven dots. Below these fields is a dark green "Log In" button. Underneath the button, there are three links: "I forgot my password.", "I don't know my username.", and "I want to create an account.". At the bottom of the page, there is a paragraph of text: "This website is free to use without an account. Having an account allows you to save records to groups and to recall profiles you have visited previously." The entire screenshot is framed by a red border, and there are decorative wavy lines in the bottom right corner.

05.

Enter the name of your organization and search.

If your organization's profile does not populate, try searching any aliases or previous names from the past five years, as some of the data is old.



VDH Resource Connections Home Search My Account Log Out AIA

My Account

You're signed in as **Sarah Lannon**.

Your last visit was on March 23, 2022.

[Log out](#)

Recent activity

[Edit my account](#)

[Manage my resource groups](#)

[Add a new resource record](#)

No history available. A log of your most-recently-visited records will appear here after you log in and use the site. You may start a search using the form below.

Sarah's Organization

Custom Search

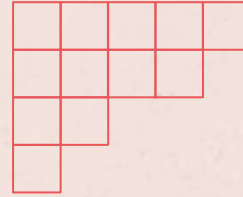
Viewing 1-10 of 54 results (listed by best match)

<input type="checkbox"/>	Sarah's Organization Sarah's Organization provides a myriad of services for clients in VA. Services: AIDS Drug Assistance Programs, AIDS/HIV Prevention Counseling, AIDS/HIV/STD Prevention Supplies, Case/Care Management, Food Pantries, HIV Pre-Exposure Prophylaxis Medication, HIV Testing, LGBTQ2+ Support Groups	1000 Sarah St. Richmond, VA 23235 (804) 864-8009
<input type="checkbox"/>	Metro TeenAIDS Metro TeenAIDS, founded in 1988, is a community health organization dedicated to supporting young people in the fight against HIV/AIDS. Services: AIDS/HIV Prevention Counseling, Case/Care Management, General Medical Care, Medication Adherence Programs, Outreach Programs, Rapid HIV Tests, Sexually Transmitted	651 Pennsylvania Ave., SE Washington, DC 20003

directory.com



If your organization is not currently listed in Resource Connections, select **“Add a new resource record”**



VDH Resource Connections Home Search My Account Log Out AIA

My Account

You're signed in as **Sarah Lannon**.

Your last visit was on March 30, 2022.

[Log out](#)

Recent activity

[Edit my account](#)

[Manage my resource groups](#)

[Add a new resource record](#)

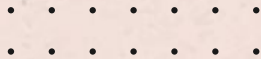
You last viewed:

[Sarah's Organization](#)

Recent History:

- No history available.

Locate a record by typing its name here.



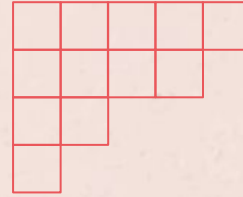
06.

Click on the name of your organization and review the information listed in your profile.

Click the + to view the details.

.
.

Please enter "AKA's" inside parenthesis.



VDH Resource Connections Home Search My Account Log Out A1A

Return to search results Start a new search My account

Sarah's Organization (SO)

1000 Sarah St.
Richmond, VA 23235
(804) 864-8009

- + About this Provider
- + AIDS Drug Assistance Programs
- + AIDS/HIV Prevention Counseling
- + AIDS/HIV/STD Prevention Supplies
- + Case/Care Management

View larger map

Get directions

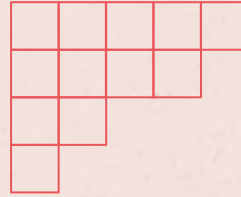
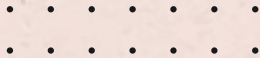
rcedirectory.com



07.

Scroll down on your organization's page until you see the option to either **Report updated information or **Verify all current information**. Select the most appropriate response.**

- **If there are no changes needed, select “Verify all current information”**
- **If updates are needed, select “Report Updated information”**



The screenshot shows a web application interface with a list of categories on the left and a 'Request Changes to this Profile' section on the right. The categories are:

- AIDS/HIV/STD Prevention Supplies
- Case/Care Management
- Food Pantries
- HIV Pre-Exposure Prophylaxis Medication
- HIV Testing
- LGBTQ2+ Support Groups

Below the categories are three buttons: Email, Phone, and Print. The 'Request Changes to this Profile' section is circled in blue and contains the following options:

- Report updated information »
- Verify all current information »

At the bottom of the page, there is a copyright notice: © 2022 Virginia Department of Health, Office of Epidemiology, Division of Disease Prevention.



Information Verification

I verify that the information currently on display for **Sarah's Organization** is correct and that I am authorized by **Sarah's Organization** to make this declaration.

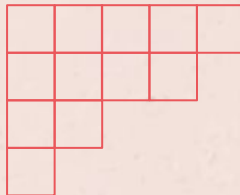
Verify

Cancel

08.

To submit updates, go through the information on the **Resource Record** tab and make updates and corrections as needed.

- Please make sure that you add a primary contact for your organization.
- **NOTE:** You can also add specific contacts for your primary services, which can be linked to the particular service on the **Service Details** tab.



Sarah's Organization

Use the fields provided below to request changes to this provider's profile. Changes requested here must still be reviewed and approved by an administrator before being published.

« Return to the provider's profile (changes will not be saved)

Please provide your name.

Type your name here.

Edit Resource Record

Edit Service Details

Full Resource Name

Required

Sarah's Organization

Enter the Name of the Agency or Site

AKA

(SO)

Enter an alternative name for the Agency or Site.

Website Address

E.g. www.website.com

Description

Required

Sarah's Organization provides a myriad of services for clients in VA. The organization's vision is to make Virginia the healthiest state in the nation.

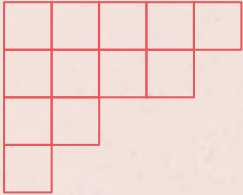
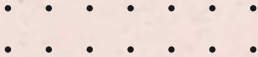
Describe the resource and the services that are offered.



09.

After completing the Resource Record tab, click over to the **Service Details** tab. Go through each service and update all details as necessary.

- **NOTE: You cannot add or remove services through your account. An administrative account must do this. If there are services that need to be added or deleted, please submit by email to sarah.lannon@vdh.virginia.gov.**



Sarah's Organization

Use the fields provided below to request changes to this provider's profile. Changes requested here must still be reviewed and approved by an administrator before being published.

« Return to the provider's profile (changes will not be saved)

Please provide your name.

Edit Resource Record **Edit Service Details**

This form cannot be used to add or remove services. Those tasks must be performed directly by a database administrator. However you may edit the details of existing services. To add or remove services please contact the administrators of this site.

Primary Services

- + AIDS Drug Assistance Programs (LH-6700.6400-040)
- ✓ AIDS/HIV Prevention Counseling (LH-2700.0150)

Special Notes/Funding

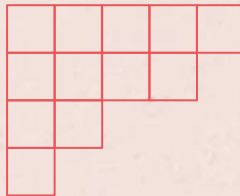
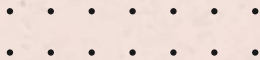
Enter any notes or comments about this service.



10.

Once all edits have been completed on *both* tabs, hit **Submit Record** at the bottom of the page. The request will be sent to an administrative account for approval.

- **NOTE:** If you request to add/remove services, you will need to repeat the process of rechecking your organization's profile for accuracy once the request has been complete.



The screenshot shows a list of services with expandable options:

- + Case/Care Management (PH-1000)
- + Food Pantries (BD-1800.2000)
- + HIV Pre-Exposure Prophylaxis Medication (LH-6700.6400-300)
- + HIV Testing (LF-4900.2400)
- + LGBTQ2+ Support Groups (PN-8100.4500-400)

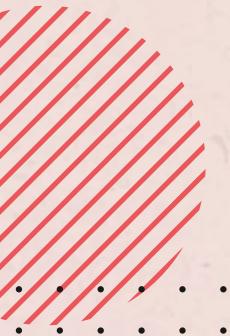
Below the list are sections for "Secondary Services" and "Occasional Services". At the bottom, there are two buttons: "Submit Record" (circled in red) and "Cancel".

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DONE!





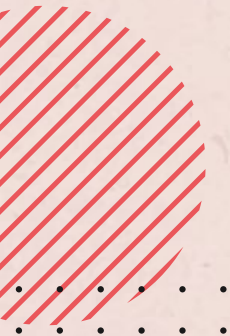
QUESTIONS?






Managing Your Profile



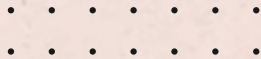


**Managing your profile is the
same process, without having
to create your account.**



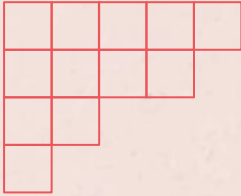
01.

Login in and pull up your organization's profile.



The screenshot shows a web interface for 'Connections'. At the top, there is a dark green navigation bar with the text 'connections' on the left and 'Home Search ▾ My Acc' on the right. Below the navigation bar, the main content area is white and features the heading 'Please sign in'. There are two input fields: the first is for a username, containing the text 'slannon095', and the second is for a password, represented by a series of dots. Below these fields is a dark green button with the text 'Log In'. Underneath the button, there are three links: 'I forgot my password.', 'I don't know my username.', and 'I want to create an account.'. At the bottom of the page, there is a paragraph of text: 'This website is free to use without an account. Having an account allows you to save records to groups and to recall profiles you have visited previously.'





02.

Review the information listed in your profile.

Remember to click the + to view service details.



VDH Resource Connections Home Search My Account Log Out AIA

Return to search results Start a new search My account

Sarah's Organization (SO)

1000 Sarah St.
Richmond, VA 23235
(804) 864-8009

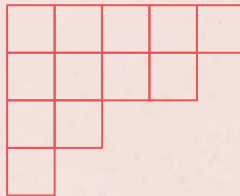
- + About this Provider
- + AIDS Drug Assistance Programs
- + AIDS/HIV Prevention Counseling
- + AIDS/HIV/STD Prevention Supplies
- + Case/Care Management

redirectory.com

Map showing location in the United States (Virginia).



03.



Scroll down on your organization's page until you see the option to either **Report updated information or **Verify all current information**. Select the most appropriate response.**

- **If there are no changes needed, select “Verify all current information”**
- **If updates are needed, select “Report Updated information”**



The screenshot shows a web interface with a list of resource categories on the left and a 'Request Changes to this Profile' section on the right. The categories are:

- AIDS/HIV/STD Prevention Supplies
- Case/Care Management
- Food Pantries
- HIV Pre-Exposure Prophylaxis Medication
- HIV Testing
- LGBTQ2+ Support Groups

Below the categories are buttons for 'Email', 'Phone', and 'Print'. The 'Request Changes to this Profile' section is circled in red and contains the following options:

- Report updated information »
- Verify all current information »

At the bottom of the page, there is a copyright notice: © 2022 Virginia Department of Health, Office of Epidemiology, Division of Disease Prevention.

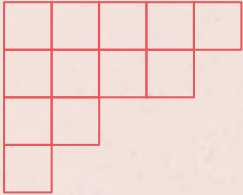
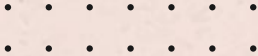
EVEN IF NO CHANGES ARE NEEDED, YOU *MUST* VERIFY YOUR INFORMATION OR YOUR PROFILE WILL BE MARKED AS “NOT UPDATED”. VERIFICATION COUNTS AS AN UPDATE.



04.

If you select **Report updated information**, you will be prompted to review the information on both the **Resource Record** and **Service Details** tabs. Make updates as needed.

- **REMEMBER:** You cannot add or remove services through your account. An administrative account must do this. If there are services that need to be added or deleted, please submit by email to sarah.lannon@vdh.virginia.gov.



Sarah's Organization

Use the fields provided below to request changes to this provider's profile. Changes requested here must still be reviewed and approved by an administrator before being published.

« Return to the provider's profile (changes will not be saved)

Please provide your name.

Edit Resource Record | Edit Service Details

Full Resource Name
Required
Enter the Name of the Agency or Site

AKA
Enter an alternative name for the Agency or Site.

Website Address
E.g. www.website.com

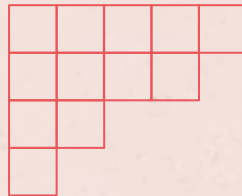
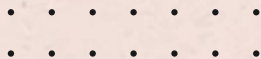
Description
Required
Describe the resource and the services that are offered.



05.

Once all edits have been completed on *both* tabs, hit **Submit Record** at the bottom of the page for all edits to be sent to an administrative account for approval and final updating.

- **Remember:** If you request to add/remove services, you will need to repeat the process of rechecking your organization's profile for accuracy once the request has been complete.

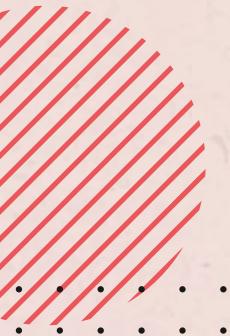


A screenshot of a web interface for selecting services. It features a list of service categories, each with a plus icon and a label: Case/Care Management (PH-1000), Food Pantries (BD-1800.2000), HIV Pre-Exposure Prophylaxis Medication (LH-6700.6400-300), HIV Testing (LF-4900.2400), and LGBTQ2+ Support Groups (PN-8100.4500-400). Below these are sections for Secondary Services and Occasional Services. At the bottom, there are two buttons: 'Submit Record' (dark teal) and 'Cancel' (yellow). The 'Submit Record' button is circled in red. A copyright notice at the bottom reads: © 2022 Virginia Department of Health, Office of Epidemiology, Division of Disease Prevention.



DONE!





QUESTIONS?





Frequently Asked Questions

1. How often should we update our provider profile?

- You are required to update your provider profile at least once a year. However, we encourage you to update whenever you have changes you would like reflected in Resource Connections (ie. clinic hours change).

2. How will I know my updates have been applied?

- The requestor will receive a confirmation email, once the updates have been applied. If you do not receive an email confirmation, please reach out to me. This may mean your request has not been received.

3. When will the updates show up on Resource Connections?

- Your profile updates will be reflected on Resource Connections, the day after you receive the confirmation email that the changes have been approved. This process should take no longer than 48hrs.





**Please review and
update your
provider profile by
APRIL 29, 2022**



Thank you for your partnership!



If you have any questions or concerns, please feel free to reach out to either me or your contract monitor.

Sarah Lannon

sarah.lannon@vdh.virginia.gov

(804) 864- 8009