

Vizient Southern States Network/Collaborative Portals and Related Forums – Quick Start Guide

How to login to the network/collaborative portals and related forums?

- Go to <https://www.vizientsouthernstates.com>
- In the third column labeled Ways to Connect, Participate and Collaborate, click on 24/7 online forums, Networks or Performance improvement collaboratives.
- Login with your Vizient Southern States (formerly MidSouth) work email and password – NOT your vizientinc.com user name and password. If you already have an account set up, you will be able to access the forum/network or collaborative portal you have been assigned to access. If you do not have an account, click on the Login button at the top and then Create New Account. You will then need to fill out the form and select the networks/collaboratives or reports you would like to access. If approved, you will have access to the network/collaborative portal and its related list-serve forum.

How to post a question/topic in the forum?

- After you have logged in, you can select a network/collaborative forum
- Click on the ADD NEW FORUM TOPIC link
- Type in a *short* title for your question in the QUESTION or TOPIC field. Elaborate on your questions in the BODY field
- Click on the SAVE button
- You will see a pop-up box, and then you will receive an email that says your question has been submitted for approval
- After your question has been approved, you (and the network/collaborative members) will receive an email from Vizient Southern States saying your question has been posted to the forum.

How to subscribe to your network/collaborative (e.g., elect to receive an email digest of replies to your question or any question within your forum)?

NOTE: This option is available after you post a NEW TOPIC or are POSTING a REPLY.

- Click on the SUBSCRIBE link
- Selection option 3 – Subscribe to content in “X” Network or Collaborative
- Click on the SAVE button

How to reply to a question/topic in the network/collaborative forum?

- Click on your network/collaborative
- Click on the question
- Select the ADD NEW COMMENT or REPLY link
- Type a reply in the COMMENT box
- Click on the SAVE button

How to upload supporting documents, article, images, etc.?

- This option will be available soon.