



Getting started on Workplace

Step 1: Claim Your Workplace Account

- Scan the code at the right with your smart phone.
Or, go to: <https://beacon.health/workplace>

You can also download the **Workplace** and **Workplace Chat** apps for iOS or Android.

For step-by-step app log in instructions, visit www.BeaconHealthSystem.org/workplace-wiki

- Following the direction of the prompts, use your Beacon user ID and Beacon password to log in. **Remember to log out after your session if you are using a shared computer.**

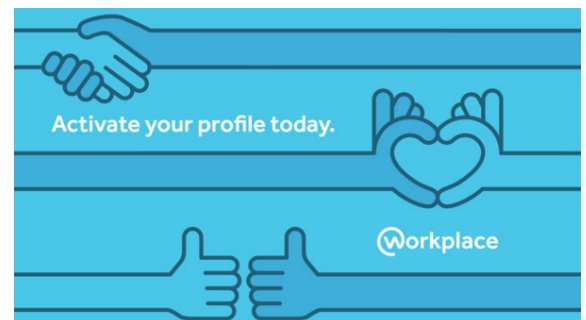


Scan with your smartphone camera or QR code app to claim your Workplace profile

Step 2: Customize your profile page

Complete your "About" section – It's important to complete this section so we can connect with each other across Beacon.

- Add your phone number(s)
- Add your location (for example, Community Hospital of Bremen, Beacon Medical Group Main Street, Beacon Health & Fitness)
- Add your manager
- Add your reports (if applicable)

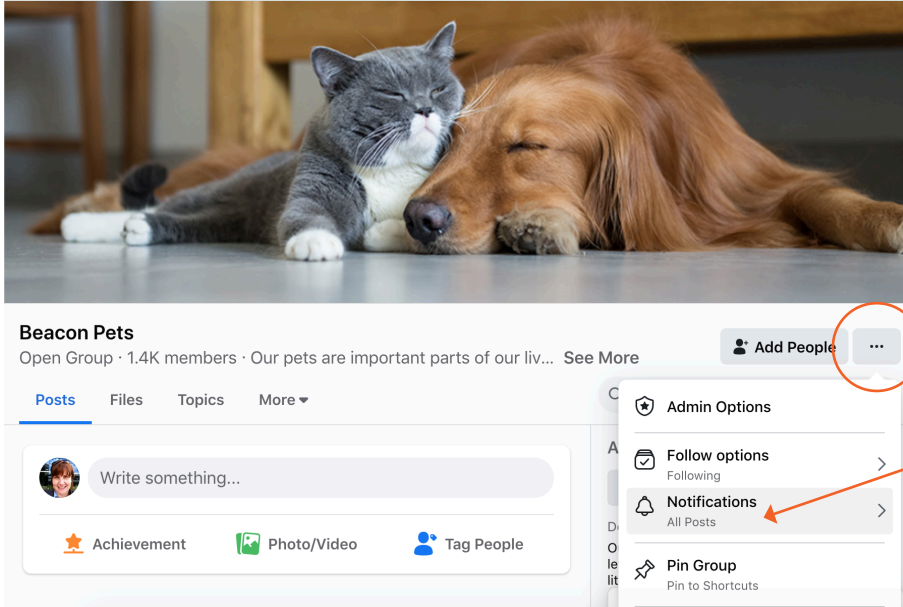


The fun stuff

- Add your profile picture
- Add a cover photo

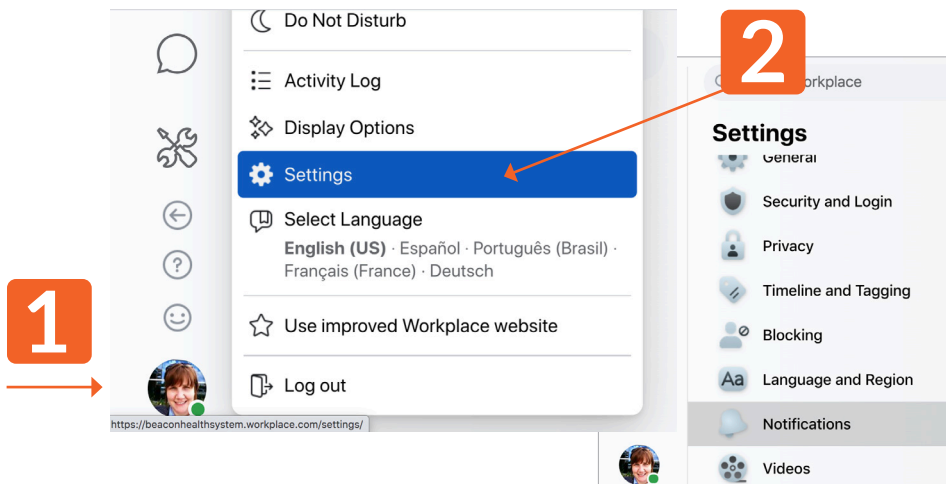
Step 3: Set your notification preferences

Once you join Workplace, you will receive an email alert every time there's a post in a group to which you belong. This is a great way to stay up to date on what's happening in your groups.



To manage alerts for a particular group, go to the lower right corner of that group's banner image and click on the "..." icon. Then, choose the "Notifications" menu to change the settings.

Or:



- 1 Click on your profile picture at the bottom left side.
- 2 Choose **Settings**.
- 3 Select **Notifications** to customize alerts.




Protect our patients' privacy

Our patients rely on us to keep their protected health information (PHI) confidential, so never discuss, post or message any patient-related information or photos on Workplace or on any other social media. This applies to family members who may be Beacon patients, too.

Even if you don't use names, posting patient-related information could lead to a reportable breach and serious consequences for you and for Beacon. This applies

to Workplace and any other social media you may use.

Helpful resources

- Visit the Workplace Wiki group on Workplace for more tips and tricks or go to: www.beaconhealthsystem.org/workplace-wiki
- Click on the  (Quick Help) button toward the bottom left of your Workplace page to enter a keyword to help you with your question.
- Contact Beacon Corporate Communications on Workplace or by email: Laura Bailey, lbailey2@beaconhealthsystem.org; Heidi Prescott, hprescott@beaconhealthsystem.org or at communications@beaconhealthsystem.org.