

Instructions for Accessing PPAC-Portal (as of 09/16/08):

Questions:

- For help initially obtaining your password: Lisa Swearinger, lisas@intra.niddk.nih.gov, 301-496-3092
- For help with updating your password or technical assistance: NIH help desk, 301-594-3278
- For help with the content of the PPAC Portal: CAPT Jeffrey Kopp, jbkopp@nih.gov, 301-594-3403
- For general help with the PPAC Portal: LCDR John Beltrami, hzb3@cdc.gov, 404-639-8191 or LCDR Kathrine Tan, kit4@cdc.gov, 770-488-7764

Web access:

- For PC, use any browser
- For Mac, avoid Internet Explorer

1) NIH employees

Go to: phsportal.nih.gov or <http://phsportal.nih.gov>

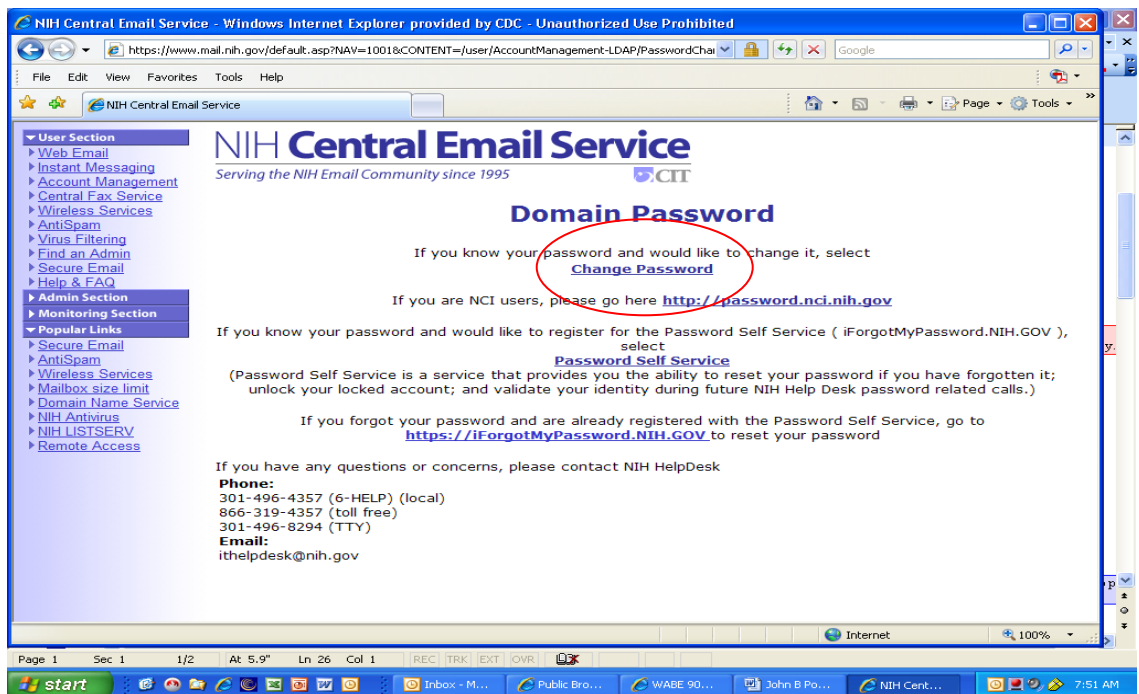
You should see a NIH Login screen to enter your username and password

- Username: your NIH username
- Password: your NIH password

2) NIH external users (e.g., non-NIH employees)

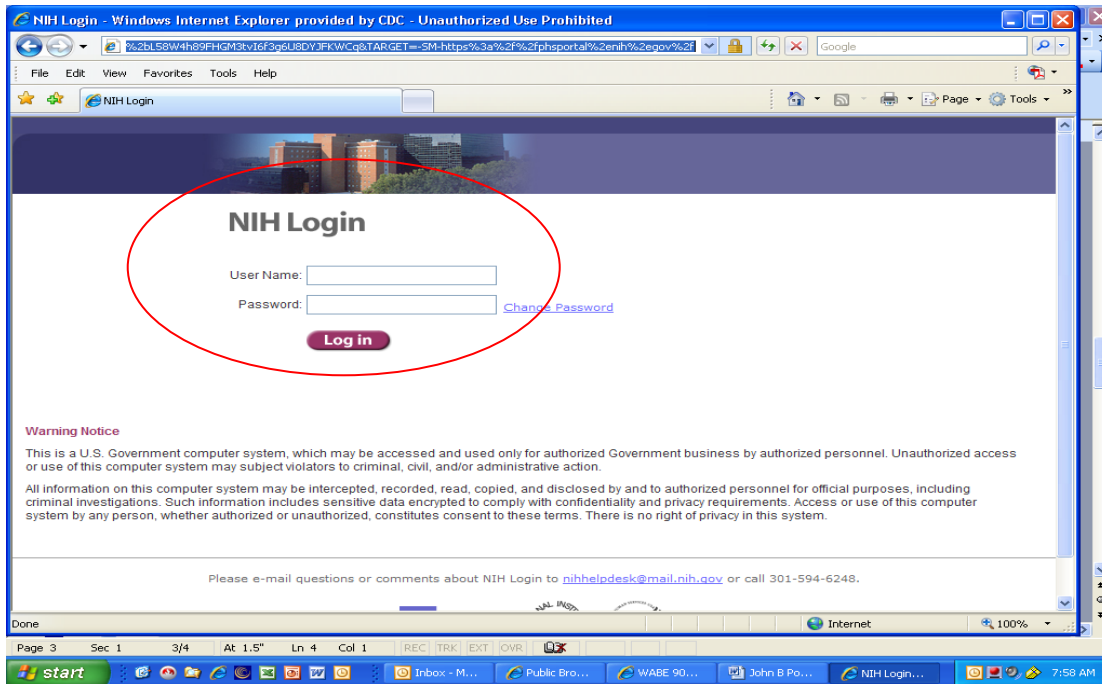
Obtain approval for an account by Emailing Lisa Swearinger at lisas@intra.niddk.nih.gov.

Once account approved (necessary only the first time you go in): Go to <http://password.nih.gov>



- select “change password”
- change domain dropdown from NIH to NIHEXT
- username is set at your lastnamefirstinitial (e.g., smithj for John Smith)
- the initial password is Pa\$\$word1
- change your password as instructed

Then go to phsportal.nih.gov or <http://phsportal.nih.gov>



You should see a NIH Login screen to enter your username and revised password.

3) For all users

From menu at left, find “Community Projects” and select “PPAC”.



Note: PPAC is both a “Community” and the single “Project” within that “Community”.

Troubleshooting:

If you don’t see PPAC listed as a project, an alternative is to use the icon “Project explorer” located just above “Project name”. Find and click “NIDDK” and then “PPAC”.

If you are having trouble accessing the portal, here are some suggestions that may help.

1) Renew or reset your password.

- If you remember your current password:
 - From the PPAC Portal login page, click on “change password” and follow instructions. After changing password, log onto portal.
- If you don’t remember your current password or are still unable to change password following the step above:
 - NIH employees can call the NIH ITSO helpdesk: 301-594-3278
 - If not an NIH employee, contact Lisa Swearinger lisas@intra.nidk.nih.gov or (301) 496-3092

2) If after changing the password, you are still unable to log on, clean out cookies and files from internet cache:

- From Internet Explorer, go to the menu bar and click on “Tools”
- From the “Tools” menu, click on “Internet Options”
- From the “Internet Options” menu, click on the “General” tab
- From the “General” tab, look under “Browsing History” and click on “Settings”
- From “Settings” click on “View files”
- Then, from the menu bar, click “edit,” then “select all”
- Click on “File” then “delete.” When it asks you if you are sure you want to delete files, click “yes.”

Overview of PPAC Portal Tabs:

The screenshot shows the PPAC Portal Overview page in Internet Explorer. The browser title is "PPAC : Overview - Windows Internet Explorer provided by CDC - Unauthorized Use Prohibited". The address bar shows the URL: https://phsportal.nih.gov/portal/server.pt/gateway/PTARGS_0_1740613_1718_1046_1627264_43/http%3B/collabpp.cit.nih.gov%3B11930/collab/do/project/overview;jsessionid=2C891AB06509A70C4E59BC5FAC7D2AD0?proID. The page features a navigation bar with four tabs: Overview, Calendar, Documents, and Discussions. Below the navigation bar is a description of the PPAC portal and a status indicator (25%). The main content area is divided into sections: Announcements, Last Five Uploaded or Updated Documents, and a list of documents. Red callout boxes with arrows point to each tab and provide instructions on what users can do after clicking them.

Overview: After clicking this “Overview” heading, you can determine your subscription status to receive emails when anything is added to the project.

Calendar: After clicking this “Calendar” heading, you can read about PPAC related meetings and activities.

Documents: After clicking this “Documents” heading, you can subscribe to a folder to receive emails when documents have been added.

Discussions: After clicking this “Discussions” heading, you can (near bottom of the page) determine your subscription status to receive emails when comments are added.

- If interested in adding new folders or a new discussion thread, please contact Jeffrey Kopp at jbkopp@nih.gov, or John Beltrami at hzb3@cdc.gov