

## Instructions for Accessing PPAC-Portal (as of 04/05/09):

### Questions:

- For help initially obtaining your password: Lisa Swearinger, [lisas@intra.niddk.nih.gov](mailto: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](mailto:jbkopp@nih.gov), 301-594-3403
- For general help with the PPAC Portal: LCDR Kathrine Tan, [kit4@cdc.gov](mailto:kit4@cdc.gov), 770-488-7764 or CDR Roxanne Barrow, [rbarrow@cdc.gov](mailto:rbarrow@cdc.gov), 404-639-8503

### Web access:

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

### 1) NIH employees

**Go to:** [phsportal.nih.gov](http://phsportal.nih.gov) or <http://phsportal.nih.gov>. NIH employees can also go to my.nih.gov

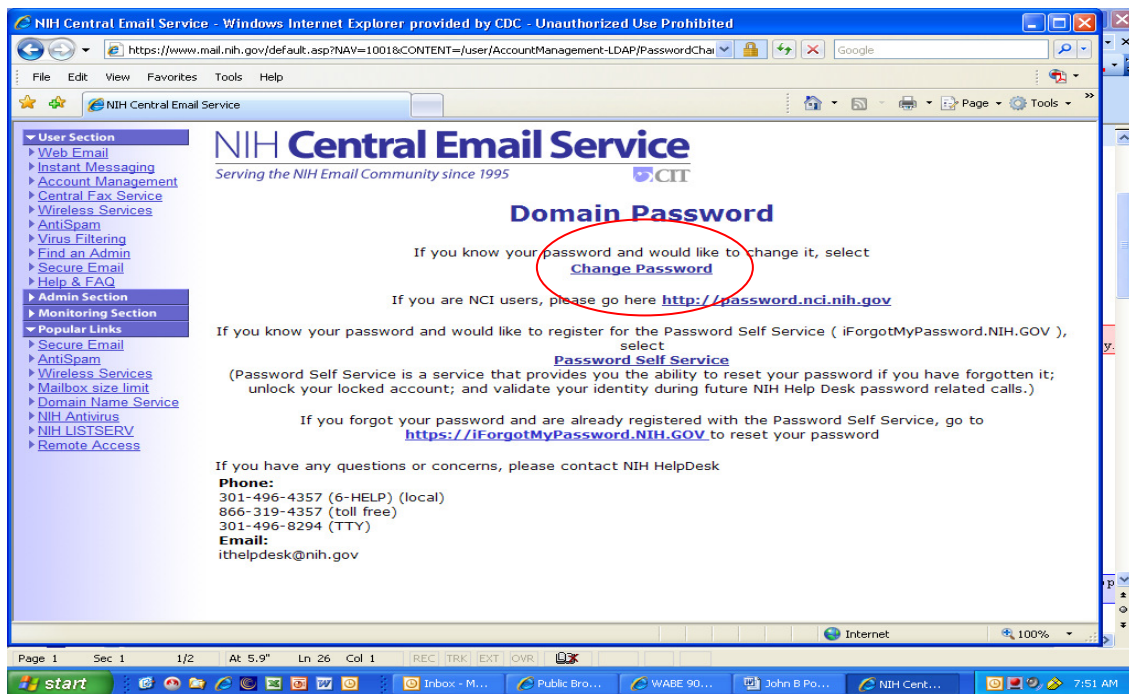
You should see a NIH Login screen to enter your username and password

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

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

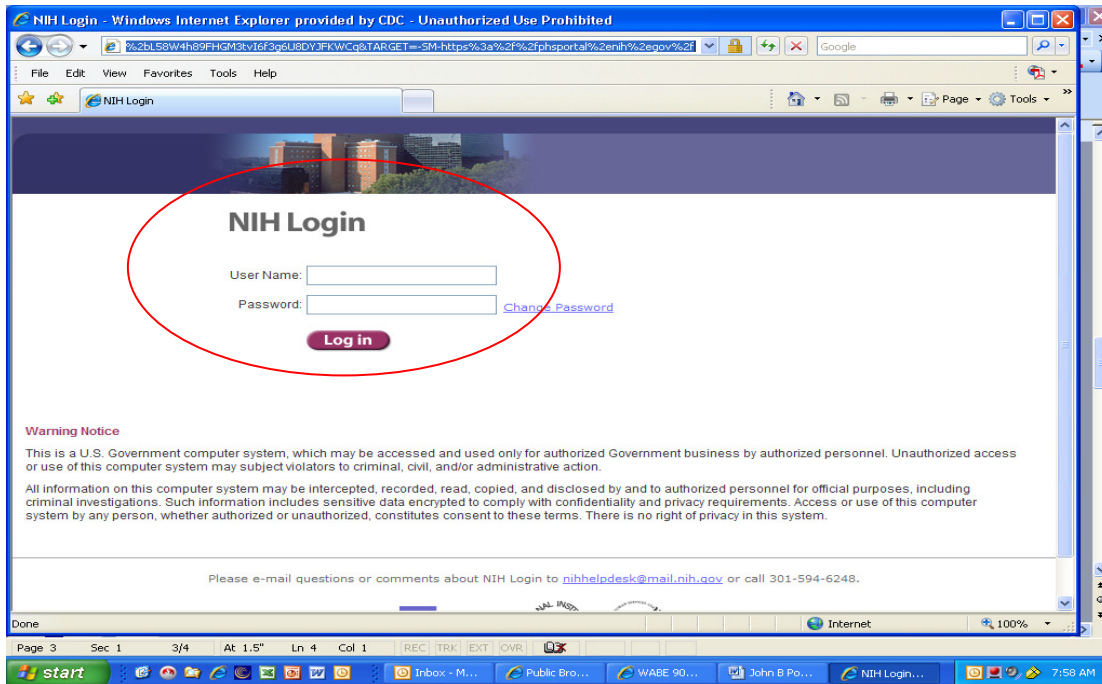
Obtain approval for an account by Emailing Lisa Swearinger at [lisas@intra.niddk.nih.gov](mailto:lisas@intra.niddk.nih.gov).

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

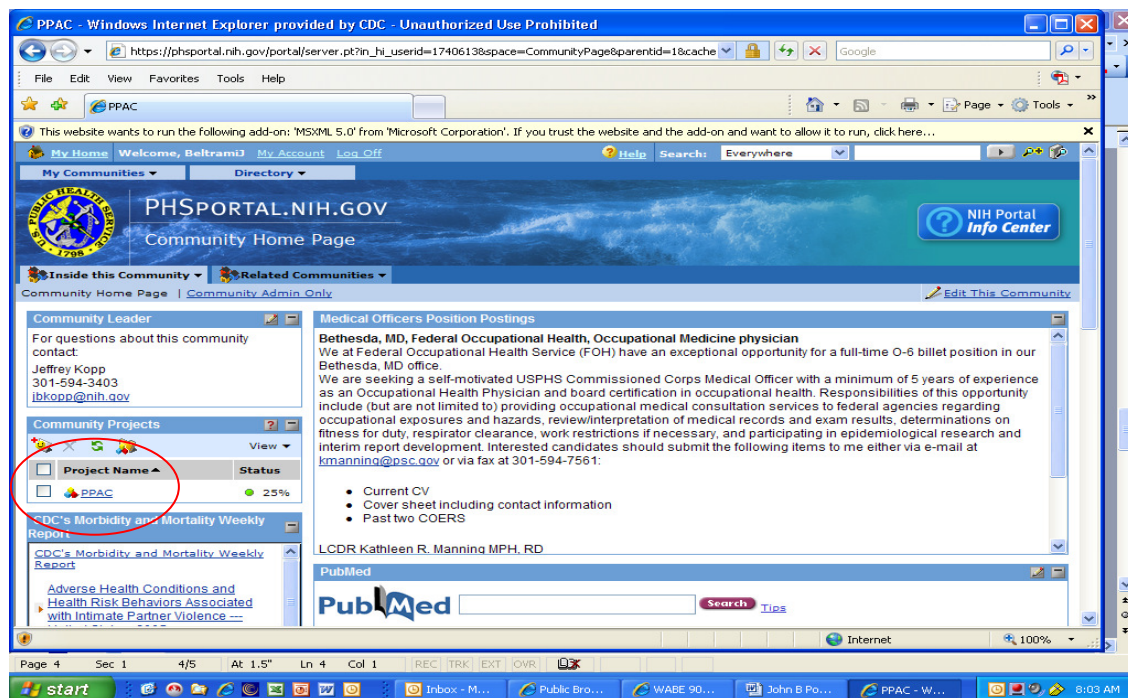
Then go to [phsportal.nih.gov](https://phsportal.nih.gov) or <http://phsportal.nih.gov>



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](mailto: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 interface in Internet Explorer. The browser title is "PPAC : Overview - Windows Internet Explorer provided by CDC - Unauthorized Use Prohibited". The address bar shows a URL from phsportal.nih.gov. The main navigation bar includes tabs for Overview, Calendar, Tasks, Documents, and Discussions. Below the navigation bar, there is a description of the PPAC, its status (25%), and a section for Announcements. The Announcements section contains several posts, including one about Special Pays White Paper and another about Medical Special Pays White Paper. A sidebar on the right shows "Last Five Uploaded or Updated Documents" with links to PDF files and spreadsheets. The Windows taskbar at the bottom shows several open applications, including Microsoft Outlook and PPAC-related windows.

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

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

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

**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](mailto:jbkopp@nih.gov), or John Beltrami at [hzb3@cdc.gov](mailto:hzb3@cdc.gov).

