How do I join?

A brief introduction to setting up an account and joining networks

Create your Networks account

To sign up to a network site you need to create your personal Networks account. If you haven't already done this, click on th
"join" link in the top right hand corner of the site.

Fill in the personal details fields - name and email - and decide whether you would like to receive the NHS Networks
newsletter (and in which format). You must check the box stating that you have read, and agree to abide by, the terms and
conditions of membership.

Click on the register button and an email will then be sent to the email address you entered, containing a link back to the
networks site. When you get the email, which should arrive within a minute or two, but which may take up to a couple of
hours depending on the vagaries of email, check that the link points to an address starting http://www.networks.nhs.uk. If it
does, click on the link. If it doesn't please let us know, because it may be a fraudulent phishing attempt.

Clicking on the link takes you to a page with your email already filled in, and two password boxes where you set your own
password. Fill in your password and confirm it, and click the "set my password" button.

Your account is now activated. Click the link on the next page to log in with your email and password.

If you forget your password, click the appropriate link in the login box to reset your password. As long as you have access to
the email you entered when setting up your account, we'll send you the details. If you don't have access to this email addres
any more, let us know via the feedback form, and we'll sort it out for you.

Sign up to individual network sites

Once you've created your personal Networks account, you can sign up to networks and view and participate in the
member-only content on their sites.

To sign up, find a network you're interested in via the network finder (the link is in the top navigation bar). On the homepage
most networks, there is a "Join this network" button. If the network's membership policy is "Open to all" (it's listed in the brie
details just above the join button), then clicking on this button will sign you up to the network straight away. You'll be sent a
confirmation email at the same time. There are a few "contact" options to set, to control whether the network should send yo
emails. These can be changed at any time via the "my settings" link in the top right corner of the site.

If the network's membership policy is "Apply to join", then clicking this button will send the network administrator an email
requesting membership. He or she will be in touch shortly, telling you whether your application has been accepted or
declined.

If there is no "Join this network" button, their either you are not logged in, or the network site does not currently have an
administrator. If you would like to join such a network, or are the network administrator, please let us know via the feedback
form.

My networks

If you're logged in, you'll notice there's a greenish box called "My networks" on the right hand side of this page. As you're
reading this page, then it's likely you won't yet have joined any networks, so the box will just contain a link to the network
finder. As soon as you sign up to a network site, this text will be replaced by a link to that network, followed by others as you
join more networks. That way, you've always got a handy list of links to all your networks whenever you've logged in, withou
having to search for them each time.

Benefits of joining

Once you have signed up to an individual network site, you'll be able to sign up to the network newsletter, if there is one,
participate in member-only forums, view member-only pages and download member-only documents, as well as sign up for
alerts for network events. For more information about the benefits of joining, see the FAQs.

Create your own network site

Once you have created your personal Networks account, then if you are the administrator of a network, you can create a
powerful web site for your network completely free. You'll be able to add as many pages and images as you like, forums (bo
open and member-only), blogs, galleries, documents, multimedia, events and news stories, making your site a rich and
thriving focus for your network's web community. See this article on creating a network site for more information.

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