

AVMA Governance Portal Site - Access and Navigation Info

The AVMA Governance portal is a Microsoft SharePoint platform. Navigating the website works best with a Windows Operating System and Microsoft Office applications. Services may not run quickly and smoothly in non-Microsoft environments. Additionally, if you are unable to connect using your default browser, you may need to add the Governance Portal site to your Trusted Sites list and Compatibility View within that browser.

To access the AVMA Governance Portal:

1.) Go to: <https://govportal.avma.org>

The **Login** dialog box appears:

Note: Your user name and password are now your SAVMA/AVMA ID and password. Use the assistance box to be resent your credentials if you have forgotten.

2.) In the **User ID** box, enter in your SAVMA/AVMA ID.

3.) In the **Password** box, enter your password info (Case Sensitive)

2.) **To access the Members Area site for your entity:**

1.) From the AVMA Governance Portal's left navigation bar, click on "SAVMA Chapter Presidents or SAVMA Delegates" under the heading **Governance Sites**

* Please take the time to read through the **Helpful links:** items within your Members Area to help guide you easily through the site.

* All site members are encouraged to sign up for alerts on the Agenda/Working Libraries, Announcements, and Calendar items/files within the site to receive notifications through email of any new and edited documents and events.

Under SAVMA Chapter Presidents/SAVMA Delegates Governance Site:

Announcements

Important Message regarding replies to the list serv
by Jaclyn Ross

Announcements (event sharing) contain important messages about upcoming events and other information. Information contained in the Announcements is 'read-only' and cannot be edited.

Agenda Library

Type	Name
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Agenda Library (document sharing) contains files that your AVMA staff consultant will make available to you (e.g., agenda, minutes). The files contained in this library are 'read-only' and cannot be edited.

Working Library

Type	Name
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Working Library (document sharing) can be used by all site members to upload, edit, and update documents files for sharing.

Meetings and Events Calendar

Meetings and Events Calendar (event scheduling) provides a listing of upcoming events/meetings. Information contained in the Calendar is 'read-only' and cannot be edited.

SAVMA Chapter Presidents Site Members

Title	Full Name	E-Mail	Business Phone
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SAVMA Chapter/SAVMA Site Members List (contact lists) provides the name, email and phone number for the current SAVMA Chapter President, President-Elect and Faculty Advisor or SAVMA HOD Delegates and SAVMA Executive Board.

To set an alert:

The AVMA Governance Portal offers several ways to create/manage alerts – from the main page of a site or from an individual item list/library. However, you can only create alerts on one list item at a time. Once you have created an alert, you will be sent an email notifying you that "You have successfully created an alert for site name."

1. Select the name of your member entity from the left hand side list to be taken to the members area for your entity (e.g. SAVMA Delegates site, SAVMA Chapter Presidents OR Executive Board site)
2. On the top of the page you will see a title bar, select the "Page" tab.
3. Once the Page tab is opened, you may select "Alert Me" and then "Manage my Alerts" to add an alert.
4. Select "Add Alert" and choose a List or Document Library to be alerted to for changes from the right hand side.
 - a. It is recommended you be alerted once someone adds a document or makes changes to the Calendar of Events, Announcements, Minutes Library, Reports Library and Working Library.
5. Select "Next" at the bottom of the page. On the next page you can choose to customize the alert if you wish, or you may select OK to save the changes.

To add a document to the Working Library



1. Select the "Working Library" title to be taken to the Working Library list.
2. From the title bar, select "Documents" and then "Upload Document"

Why does AVMA use the Governance Portal?

To ensure all SAVMA Chapter Presidents/SAVMA Delegates have timely access to all the same information

What is the purpose of this site?

This site provides members with a secure one stop shop for

- Relevant Documents
- Calendar of Events
- Contact Information
- Meeting Agendas
- Meeting Materials

What now? You need to do 3 things:

1. Access the site - <https://govportal.avma.org>
2. Set Alerts for new items added to the Calendar of Events, Announcements, Agenda Library, Minutes Library, Reports Library, Budget Library and Working Library.
3. Get familiar with the basic contents of the site

Contact your entity site administrator (JRoss@avma.org) for any:

- Technical issues
- Login issues
- Account update (i.e. e-mail, name)
- Multiple login prompts (if you are requested to login each time you click on a Word/Excel file within the site libraries). To access files without multiple prompts, you can add the site (<https://govportal.avma.org>) to your Trusted Sites list in Internet Explorer