Getting Started with my.ASTHO

We are excited to welcome you to ASTHO’s new community platform, My.ASTHO. This document contains basic instructions for getting started, as well as some tips for navigating the site.

Accessing My.ASTHO

1. Go to My.ASTHO.org to log in.
2. Review the terms on the front page
3. Click the green “Sign In” button in the top right corner of the page:

4. Click the “Forgot your Password?” link:

5. Provide your ASTHO email address and select “Go”:

6. Check your email for the reset password link. It will come from membership @astho.org:

7. Please note, the password reset link will only be active for two hours after it was sent. If more than two hours pass you will need to request a new link.
8. Click on the link in the email, on the resulting page provide and confirm your new password, then click “Change”:

Change Password

New Password has to be at least 6 characters long.
New Password: 
Confirm New Password: 

Change

9. If you would like to further review your information in ASTHO’s database, click the blue link. If you would like to proceed to My.ASTHO select “Return to My.ASTHO”

**Note** If you would like to store your password, please do not utilize the “Remember Me” button on the screen, but do so in your browser (most browsers will pop up and ask if you would like it to store the username and password when it detects you entering this information).
1. On the following page, read through the Community Rules, Etiquette, and Privacy Guidelines (Terms and Conditions). If you agree, select the “I Agree” button, if you do not, you will not be able to access the discussion platform. If you have any questions or concerns about these Terms, please email Ariel. You can access these terms at any time by clicking the “Terms and Conditions” link in the top left of all My.ASTHO pages.

...
Navigating My.ASTHO

Home Page

1. Top Left

   a. Contact Us – will generate a contact form which will be sent to ASTHO Online Community Manager Ariel Brandt Lautman
   b. Help/FAQ – General frequently asked questions about using the discussion platform, including making adjustments to your email subscriptions, posting to the community via email, and updating your profile.
   c. Terms and Conditions – The terms and conditions you accepted in order to join the community

2. Top Right

   a. View Your Profile
      i. When you expand this arrow, you will see a gauge of your profile completeness, a button to edit your profile, a button to view the communities of which you are a member, and a button to log out of My.ASTHO
3. Main Navigation:

   a. Main Menu – Communities
      i. This will show you all of the communities to which you belong. For now, that is the Open Forum, our main discussion area for all My.ASTHO members.

   b. Main Menu – Directory
      i. This is where you can go to look up individuals you would like to contact within My.ASTHO. This includes other members as well as ASTHO staff.

   c. Main Menu – Events
      i. This is where you can see any upcoming ASTHO events (meetings, webinars, etc) that are available to you. These will also populate into the home page of the site.

   d. Updates From Your Communities – This is where you’ll see the latest posts in any communities to which you belong. As we start out this will just be the Open Forum, but we will be adding communities as needed.