Hello,

This manual will show you how to create an account which can be used to verify agency information or to update an existing profile. The step-by-step guide should answer questions regarding how to use the website. New programs or changes to an existing profile will not be viewable immediately. The request will be reviewed to ensure that information is consistent with our style guide and community standards.

Website URL: uwgc.myresourcedirectory.com

Step 1. Navigate to the resource website then click on My Account.

Step 2. If you already have a profile, skip to step 5. If this is your first time to the website, follow the prompt to create an account.
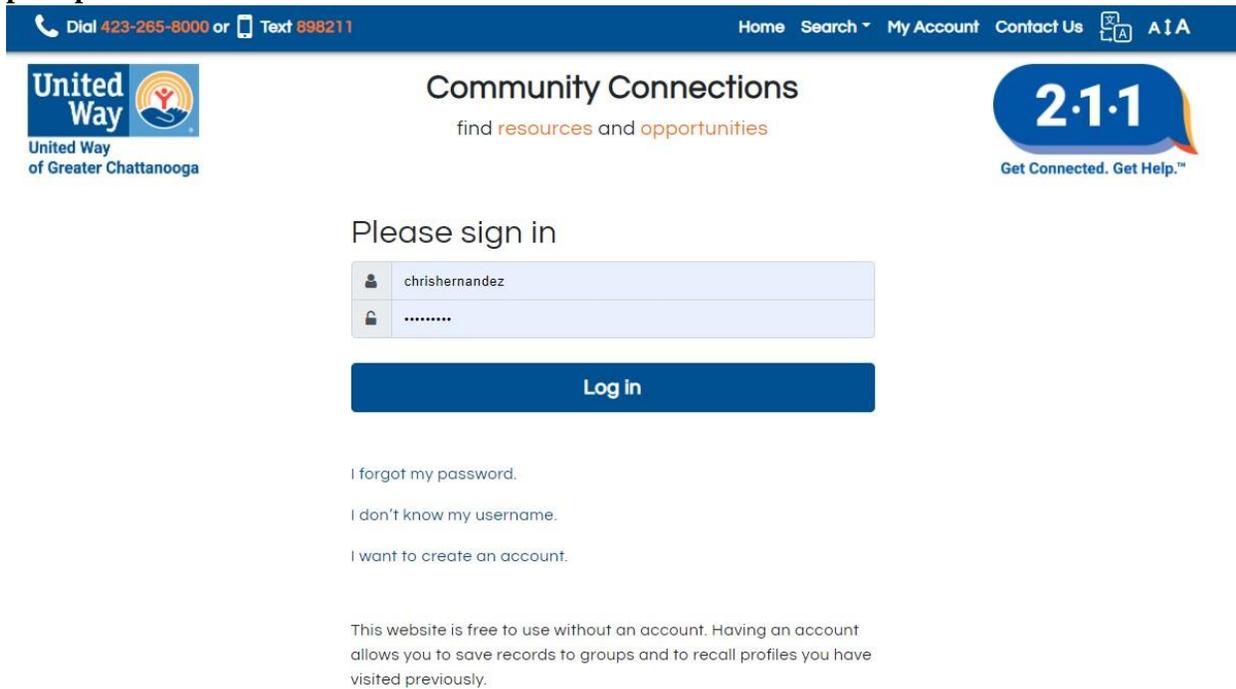
Step 3. To create an account, fill in the listed boxes with your contact information and desired username.

Step 4. Complete registration

Step 5. Log in using your existing credentials/ the credentials you created in steps 1-4.

Step 6. Once you have logged in, there are multiple features you can select. Next you will see how to add a new record.

Step 7. After selecting Add a new resource record, you will be prompted to provide your name along with the information that you would like to add. Fill in all the available boxes the submit your new record.

Dial 423-265-8000 or ☐ Text 898211   Home Search ▾ My Account Contact Us 🗚 A↕A

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Add a new record

Use the fields provided below to define the details of a new resource record. Your submission will have to be reviewed and approved by an administrator before being published.

Please provide your name.	Type your name here.

Edit Resource Record Edit Service Details

Full Resource Name
Required

Enter the Name of the Agency or Site

Website Address

E.g. www.website.com

AKA

Enter an alternative name for the Agency or Site.

Description
Required

Describe the resource and the services that are offered.

Step 8. Submit new record for review. To add another resource, repeat steps 6 - 8.

Year Incorporated

Enter the year incorporated, such as "1999"

Addresses
Add a new address

- -

Contacts
Add a new contact

- -

Telephones
Add a new telephone

- -

Accessibility

Accessibility of the current resource

Submit Record   **Cancel**

Step 9. To update an existing profile, navigate to the page by searching the name of your organization.

Step 10. A list will generate. Select the correct profile that you'd like to edit. Once you've found the page that needs to be updated, navigate to the bottom right section labeled Request Changes to the Profile.

Step 11. Enter your name and the updated information for your existing provider page.

Step 12. Submit the new record. Information will be reviewed and uploaded by the database team. You will receive an email to review your profile to verify all updated information appears correctly.

Step 13. If there are no changes needed. In the Request Changes to the Profile section, select verify all current information then follow the prompts seen below.

For more information about other website features, feel free to reach out with your questions to impactdata@uwchatt.org.