

Getting Started in HARMONIEWeb

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Overview

This document describes how to perform some basic first tasks in HARMONIEWeb, and recommends some areas to explore. You will need to request an account, which will give you a temporary password. Using that password, log on and change your password to a permanent one.

Here's what we recommend you do:

1. Request a HARMONIEWeb account. Once you receive the e-mail approving your new account, make a note of your user name and temporary password. You can copy and paste everything between the quotations marks. See [How to Request a HARMONIEWeb Account](#).

NOTE: While open and unclassified, HARMONIEWeb is not available to everyone. If you log in with an email address in a trusted domain, requests for accounts are automatically processed and approved through defined workflow. If you list an email address from a non-trusted domain, such as hotmail, gmail, etc., the request is processed manually. Please be sure provide sufficient information to demonstrate a need for HARMONIEWeb access.

2. Log in to the HARMONIEWeb Private site by selecting "Login/Go to Portal". See [How to Login to HARMONIEWeb Private](#).
3. Change your temporary password to one you can remember. See [How to Change your Password](#).
4. Build your "My Site." This gives you a personal site on the portal to save documents, or configure any way you see fit. See "How to Update your Profile on My Site."
5. Check out your profile and update it. You can specify who sees the information you provide. See [How to Update your Profile on My Site](#).
6. Make navigation easier by saving quick links to your favorite areas within HARMONIEWeb. See [How to Add a Link to My Links](#).
7. Explore! See [Navigating HARMONIEWeb](#).

How to Request a HARMONIEWeb Account

Prerequisites

1. You must have an active Internet connection.
2. You must have a web browser installed.

Steps

1. **Go to the HARMONIEWeb Public site.**
 - a. Open a web browser.
 - b. In the **address bar**, type: *www.harmonieweb.org*
2. **Begin the Account Request Process.**
 - a. In the left navigation menu, click **Request an Account**.



- b. In the Account Request form, type your information in the appropriate fields, paying special attention to required information, indicated by red asterisks. **Note: The e-mail you enter is the e-mail to which all correspondence will be sent regarding your account.**
- c. Once you have finished typing your information, click **Submit**.
- d. If you have successfully entered all required information, a message on the screen will indicate that your request has been entered.
- e. Upon approval, an e-mail confirming your approval will be sent to the address you provided. The e-mail will include your user name and a temporary password to allow you login to your new HARMONIEWeb account.

How to Login to HARMONIEWeb Private

Prerequisites

1. You have been approved for a Harmonieweb account.
2. You have your HARMONIEWeb user name.
3. You have your HARMONIEWeb temporary password.

Steps

1. **Go to the HARMONIEWeb Public site.**
 - a. Open a web browser.
 - b. In the **address bar**, type: *www.harmonieweb.org*
2. **Access the HARMONIEWeb Private site Login Page.** There are two areas on the public page where you can login to HARMONIEWeb private. Either method provides access to HARMONIEWeb Private.
 - a. **Access the private login page using the left navigation menu.** In the left navigation menu, click **Login**.



- b. **Access the private login page using the center Login/Go to Portal link.** In the center of the page, click **Login/Go to Portal**.



Login/Go to Portal

3. **Login to HARMONIEWeb Private.** Using either method above (Steps 2a or 2b) will display the HARMONIEWeb Private Login page.

- a. **Enter your username.** In the Domain\user name field, type ***your username***. **YOU SHOULD NOT HAVE TO ENTER A DOMAIN.** User name will be in *first.Last* format.
- b. **Enter your password.** In the Password field, type ***your password***.
- c. Click **Log On**.

How to Change your Password

Prerequisites

1. You have logged in to the HARMONIEWeb Private site. See [How to Login to HARMONIEWeb Private](#).

Steps

1. **Locate the Change Password form.** On the HARMONIEWeb Private Home page, locate the Change Password form on the right hand side of the page.



Change Password Here

Username: HARMONIEWEB\jai

Password:

New Password:

Confirm Password:

2. **Complete the form.**
 - a. Click once in the **Password** field. Type ***your current password***.
 - b. Press **Tab** to go to the **New Password** field.
 - c. Type ***your new password***. NOTE: Your new password must have all of the following:
 - i. English uppercase characters (A through Z)
 - ii. English lowercase characters (a through z)
 - iii. Numbers (0 through 9)
 - iv. Special characters, such as !@#\$\$%^&*
 - v. Must be at least 7 characters long
 - vi. Must NOT contain all or part of the username
 - vii. Must NOT be one of your last 3 prior passwords.
 - d. Press **Tab** to go to the **Confirm Password** field.
 - e. Re-type ***your new password***.
 - f. Click **Change**
3. **Confirm change.** If your new password meets the necessary criteria, the message "Password changed" will be displayed. Otherwise, an error message, such as "Invalid password" will be displayed. In this case, repeat Step 2.
 - a. **Sign out of HARMONIEWeb Private.**

- i. Click **Welcome Your Name**.
 - ii. In the drop down menu, click **Sign Out**.
- b. **Sign in to HARMONIEWeb Private with your new password.**
 - i. In your browsers address field, type www.harmonieweb.org.
 - ii. Press **Enter**.
 - iii. Click **Login**.
 - iv. Type *your new password* in the **Password** field.
 - v. Click **Log On**.

How to Update your Profile on My Site

Why Should you Update your Profile?

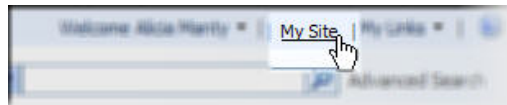
1. Users can find you based on the expertise and interests you list in your profile. You can find the expertise you need by searching other user profiles.
2. Find potential colleagues based on the information you provide.
3. Our Help Desk can respond more quickly to your requests if you provide a phone number.
4. Organizational diagrams are created based profile information.
5. Note: You can restrict who sees certain information about you based on criteria that you set.

Prerequisites

1. You have logged in to the HARMONIEWeb Private site. See [How to Login to HARMONIEWeb Private](#)

Steps

1. **Locate the My Site link.** On the HARMONIEWeb Private Home page, locate the My Site link on the right hand corner of the page.



2. **Browse to your My Site.** Click **My Site**. If this is your first time browsing to My Site, the system will take a few moments to generate your My Site page.
3. **Get started with My Site.** Notice the section just under your name on the page. Use the links to perform such actions as describing yourself, uploading pictures or just learning about what you can do in My Site.

Get Started with My Site

- Describe yourself and help others find you and know what you do
- Identify the people you know and work with to put your personal network to good use
- Upload your picture to help others easily recognize you at meetings and events
- Customize this page by adding or removing web parts to get more out of your My Site
- Learn more about My Site and see tips on what it can do for you

4. **Update your profile.**
 - a. Click the **Describe yourself** link.

* Indicates a required field
 ⚠ Indicates a field that is updated automatically from the corporate directory. Changes to these properties may be lost.

		Show To
⚠ First name:	Jane	Everyone
Last name:	Johnson	Everyone
⚠ Name:	Jane Johnson	Everyone
* Work phone:	800-555-1212	Everyone
* Office:	800-5551213	Everyone
* Department:	Missions	Everyone
* Title:	Program Director	Everyone
Manager:	test contact	Everyone
About me:	<p>Program director for a national relief organization, I have a husband, two boys and three dogs. I've had the opportunity to help out on the ground in Phuket after the tsunami, and in Alabama after the hurricane. I'm eager to learn and share best practices in humanitarian assistance and disaster relief.</p>	Everyone

Provide a personal description expressing what you would like others to know about you.

- b. Click in the **First name** field. Note two important symbols next to some field names.
- There is a warning symbol ⚠ next to **First name** and **Name**. This symbol indicates that those fields are automatically updated from the corporate directory. If you change that information, it may be overwritten by the information in the corporate directory.
 - A red asterisk * indicates fields that must be filled.
- c. Review the information in that field. Notice the word “Everyone” to the right of that field in the **Show To** column. This indicates that information in this field will be visible to everyone who views your profile. For other fields, this can be changed. **Tab** to the next field.
- d. Continue reviewing or entering information in each field. You can continue moving from field to field using the **Tab** key.
- e. Beginning with the **Skills** field, note that you can change the group that can see information in that field. Below is an explanation of the groups to help you choose:
- **Everyone:** Everyone with permissions to view your My Site. This includes everyone who has an account at HARMONIEWeb Private.

- **My Colleagues:** Anyone currently listed on your **My Colleagues** page. By default, this category includes your manager, your peers, and your direct reports.
- **My Workgroup:** By default, only your manager, your peers, and your direct reports. However, you can add colleagues by choosing the **Add Colleagues to My Workgroup** option. New colleagues are not automatically added to your workgroup.
- **My Manager:** Your direct manager.
- **Only Me:** Yourself.

f. Once you have finished making changes to your profile, scroll to the top of the page and click **Save and Close**.



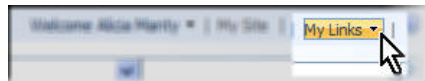
How to Add a Link to My Links

Prerequisites

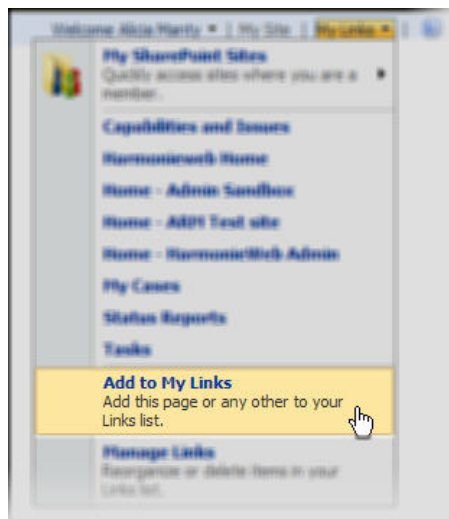
1. You have logged in to the HARMONIEWeb Private site. See [How to Login to HARMONIEWeb Private](#)

Steps

1. **Browse to a page you plan to access frequently.** You must first browse to the page for which you wish to save a link. *Recommended: Add the HARMONIEWeb Private home page to you're My Links list.*
2. **Locate the My Links link.** Locate the My Links link on the right hand corner of the page.



3. **Add a link to this page to your My Links list.**
 - a. Click **My Links**.



- b. Click **Add to My Links**. The Add Link Webpage Dialog will open.

Use this page to add a link to My Site.

* Indicates a required field

Link Information
Enter the title and address of the link.
Specify a new or existing group to organize your links.

Title: *
Home - Test

Address: *
https://www.harmonieweb.org/sites/Harmoniewebprivate/EventSit

Show these links to:
Everyone

Grouping:
 Existing group:
General
 New group:

OK Cancel

- c. **Review fields.** Click in the first field. Review or change the information in each field.
- d. Click **OK**.
4. **Verify new link.** Click **My Links**. You will see the new link appear under the group you selected in the Add Link Webpage Dialog. By default, links are listed alphabetically by title within each group.

Navigating HARMONIEWeb

Welcome to HARMONIEWeb!

We encourage you to explore HARMONIEWeb. At Harmonieweb, you will find resources and tools designed to enable you to learn about international events requiring relief and assistance, and more importantly, to facilitate the collaboration of governmental and non-governmental organizations in providing that relief and assistance.

The three most important navigation aids in HARMONIEWeb are the page tabs in the header, the breadcrumbs tool at the top left of the page, and My Links.

Page Tabs

Tools: On this page you will find a list of tools available for use within HARMONIEWeb. These tools include an instant messaging tool, a mapping tool and discussion forums. Visit this page to discover all current and proposed tools.

Organizations: This page lists all organizations involved in humanitarian assistance, disaster relief and stability operations.

Imagery: On this page, you will find HARMONIEWeb implementation of MS Earth.

Event Sites: This page will list sites within HARMONIEWeb dedicated to events such as disasters or other situations requiring aid and resources from governmental and non-governmental organizations.

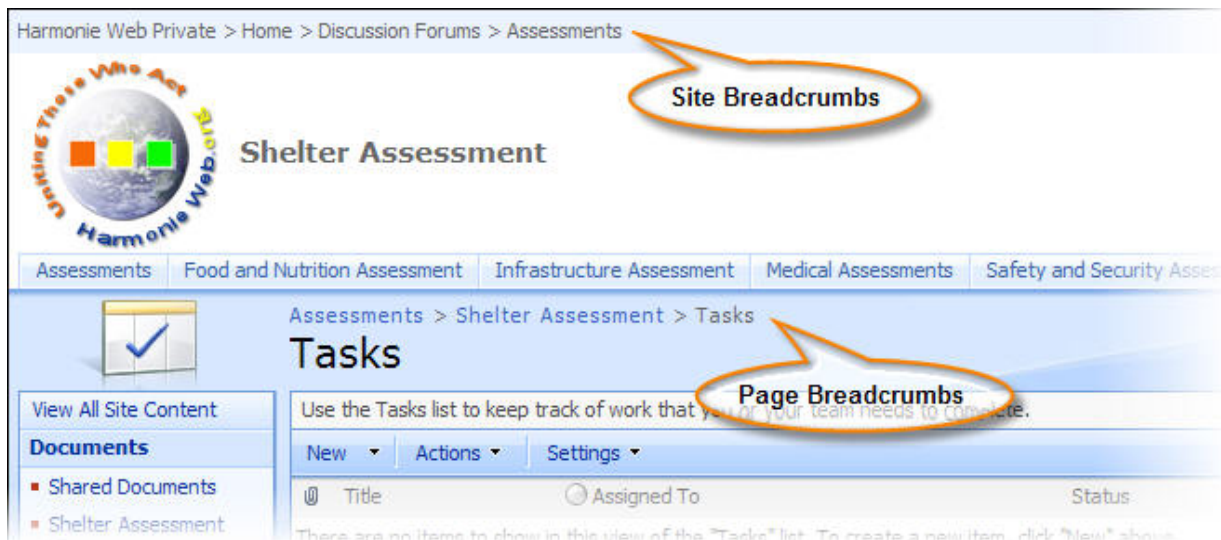
Discussion Forums: HARMONIEWeb hosts a variety of discussion groups related to humanitarian assistance and disaster relief. After clicking the Discussion Forums tab, you will notice the page tabs now list each discussion forum topic. Within certain discussion forum topics, such as Assessments, there may be further sub-topics to which you can browse, as they are displayed as page tabs within that topic.

Chat: Use this page to launch HARMONIEWeb instant messaging tool and to use HARMONIEWeb online meeting tool using Adobe Connect.

Help Desk: Come to this page to access the Help Wiki or to alert HARMONIEWeb support to problems you may be having.

Breadcrumbs

HARMONIEWeb makes liberal use of the navigation tool known as breadcrumbs. You'll notice them at the top of most pages in HARMONIEWeb. They are also present within the pages. These are especially useful if you find yourself deep within an event site or discussion forum and you wish to browse quickly to a page several levels up. Below is an example of the breadcrumb several levels deep in Discussion Forums. For example, to browse quickly to the home page, simply click **Home**.



The screenshot displays the HARMONIEWeb interface. At the top, a navigation bar shows the breadcrumb path: "Harmonie Web Private > Home > Discussion Forums > Assessments". A callout bubble labeled "Site Breadcrumbs" points to this path. Below the navigation bar is the "Shelter Assessment" section, which includes a logo and a menu with options like "Assessments", "Food and Nutrition Assessment", "Infrastructure Assessment", "Medical Assessments", and "Safety and Security Assessment". The main content area is titled "Tasks" and includes a sub-breadcrumb path: "Assessments > Shelter Assessment > Tasks". A callout bubble labeled "Page Breadcrumbs" points to this path. The "Tasks" section also contains a description, a "New" button, and a table with columns for "Title", "Assigned To", and "Status".

My Links

My Links is a convenient tool allowing you to create a personal list of links to pages you wish to access quickly. Please see [How to Add a Link to My Links](#) in this document to learn how to do this. We highly recommend creating adding a link to the HARMONIEWeb Private home page to your My Links list.