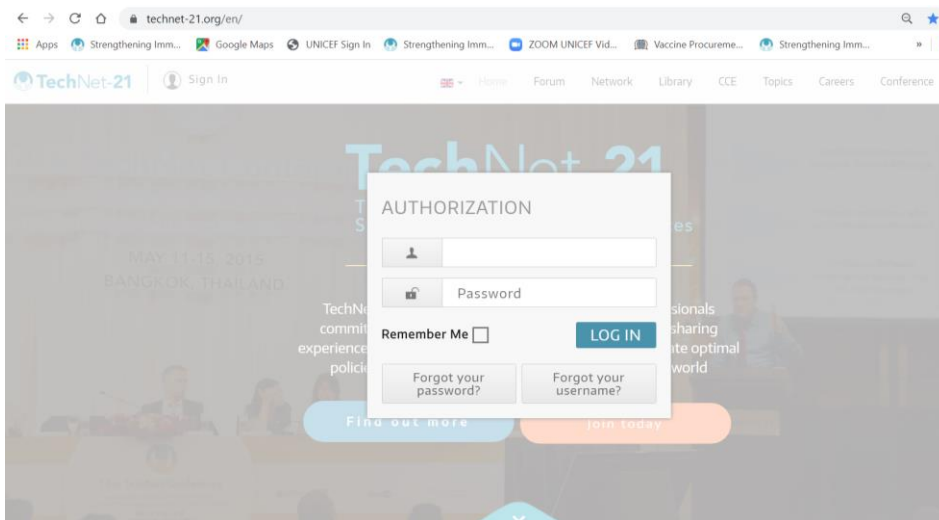


How to use the VPPN Group Site

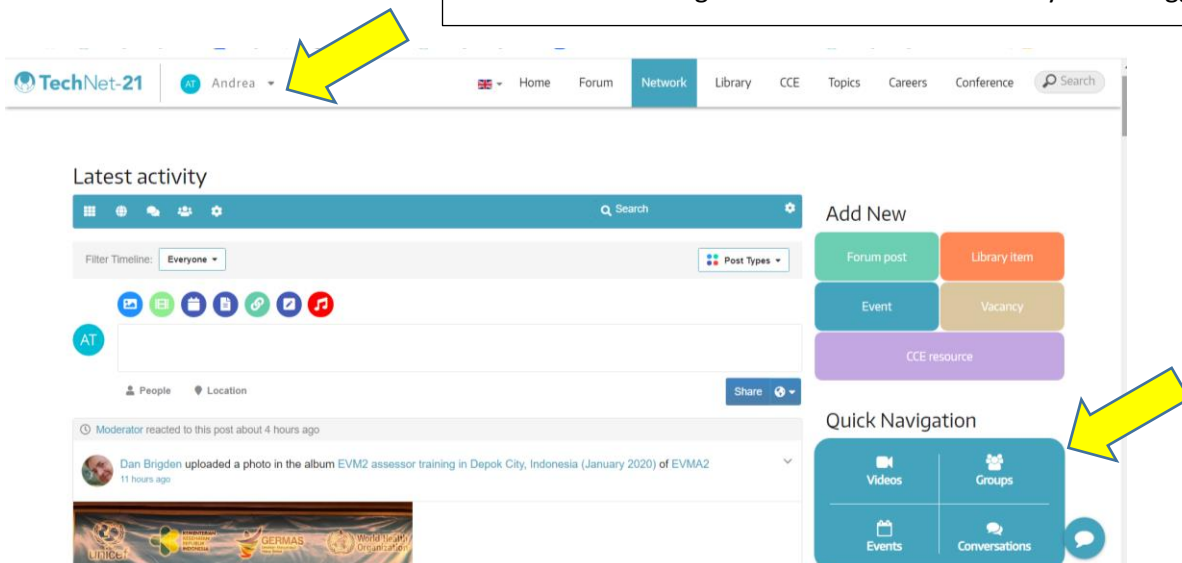
- 1) Locate the webpage at: <https://www.technet-21.org/en/>. **Tip!** Be sure to bookmark this page.
- a) On the top left corner of the TechNet-21 homepage, click **Sign in** and enter the email address to where your invitation for this webinar was sent, and use your password from the previous VPPN website.



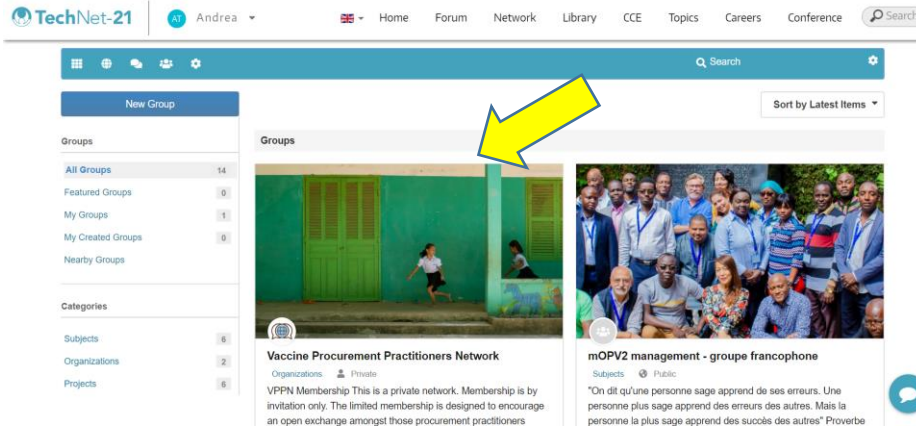
- b) **Forgot your password?** – No worries, click the button. From there you will enter the email address for your account. A verification code will be sent to you. Once you have received the verification code, you will be able to choose a new password for your account.

- 2) When you first login, you will arrive to the TechNet-21 **Latest Activity** page – click on **Groups** to go to the **VPPN Group site**.

Your name and image or initials are visible when you are logged in.

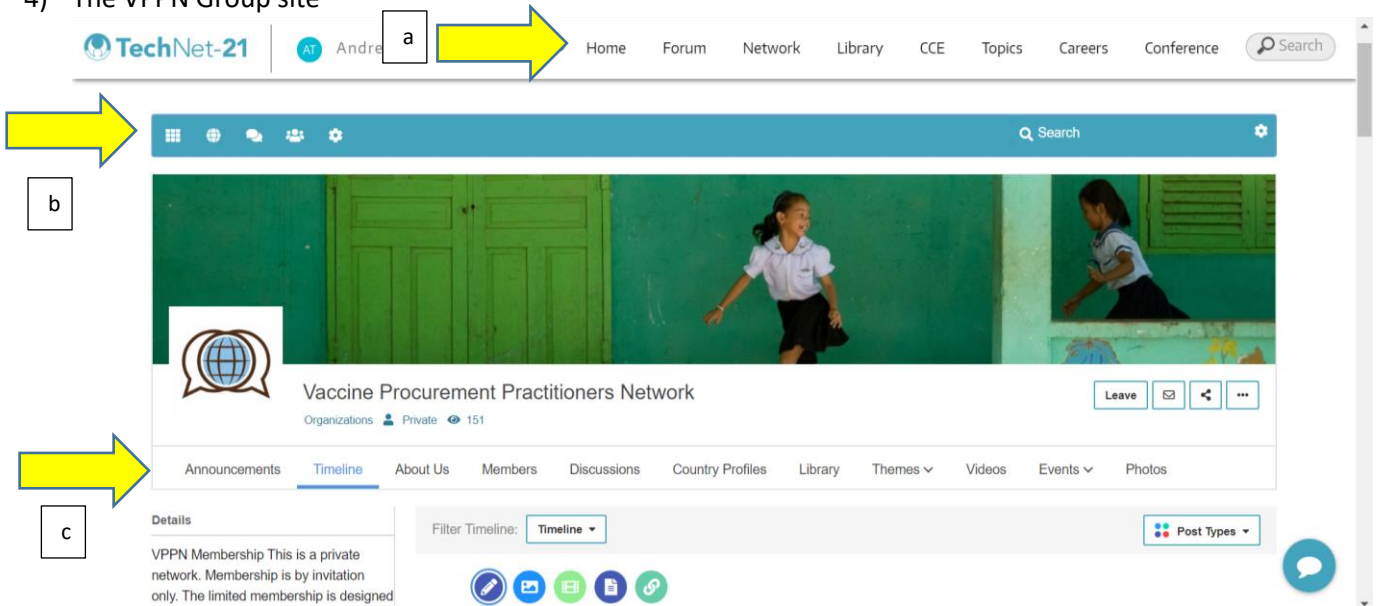


3) The Groups Page



This is the TechNet-21 **Groups' Page** – whenever you are looking for the VPPN, you can always return to this page and click on the **Vaccine Procurement Practitioners Network (VPPN) image** to return to our group site. **Remember**, you are already a member.

4) The VPPN Group site



- This arrow indicates the menu bar for TechNet-21. As a VPPN member, you are automatically a TechNet-21 member and have access to the extensive repository of resources listed include the forum, network, library, and career resources.
- This arrow locates your personal dashboard options including where to manage your privacy controls, incoming notifications to your email, how to chat with other VPPN members, and make contact requests with other network members.
- This arrow indicates the menu bar for the VPPN Group site.

5) Getting to know the VPPN Site

- **Timeline:** This is like the VPPN's own Facebook page. This is your first stop when you want to find out what are the latest postings on the network.
- **About Us:** Background information on the Vaccine Procurement Practitioners Network, its history, purpose, values, and partners. Please be sure to take a look if you have never had a chance before.
- **Members:** A very important page! Here you can view and search for other members, chat with members, or start a conversations via email with other members privately.
- **Discussions:** This is the core area for our community of practice. The Discussions space is for knowledge sharing and learning. I encourage you to use this space to post and to respond to queries as well as share interesting resources or other relevant information that will benefit our community. To do so: click the **New Discussion** button, write or paste your text and attach any links or pdfs if you choose, be sure to review, and submit for approval. All previous VPPN Discussions are archived here.
- **Country Profiles:** Presently this lists all the countries from the last VPPEF and will be updated in the coming months. It includes information on VPPN country members, data & statistics, related discussions and relevant resources.
- **VPPN Knowledge Base:** Together we have compiled all of the knowledge products from the VPPEFs, workshops, webinars, discussions and other documentation. They can be found for your ease here:
 - Library – all VPPN resources can be searched here (**Note:** only VPPN resources are available in this search, the TechNet-21 Library menu option is a separated search function)
 - Themes – a drop down menu with the following theme are available: Budgeting/Financing, Human Resources, Market Intelligence, Planning/Forecasting, Price, Regulatory, Systems Strengthening, Strategic Procurement, Supply Chain Strengthening
 - Videos – catalogue of video presentations
 - Events – VPPEFs and Workshops
 - Photos – catalogue of photos

For further questions, ideas or comments about the VPPN, please feel free to contact me:

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For technical support on the website, questions about troubleshooting your account or for more information about TechNet-21, please feel free to contact Alex Pascutto, the TechNet-21 Community Manager at moderator@technet-21.org.

