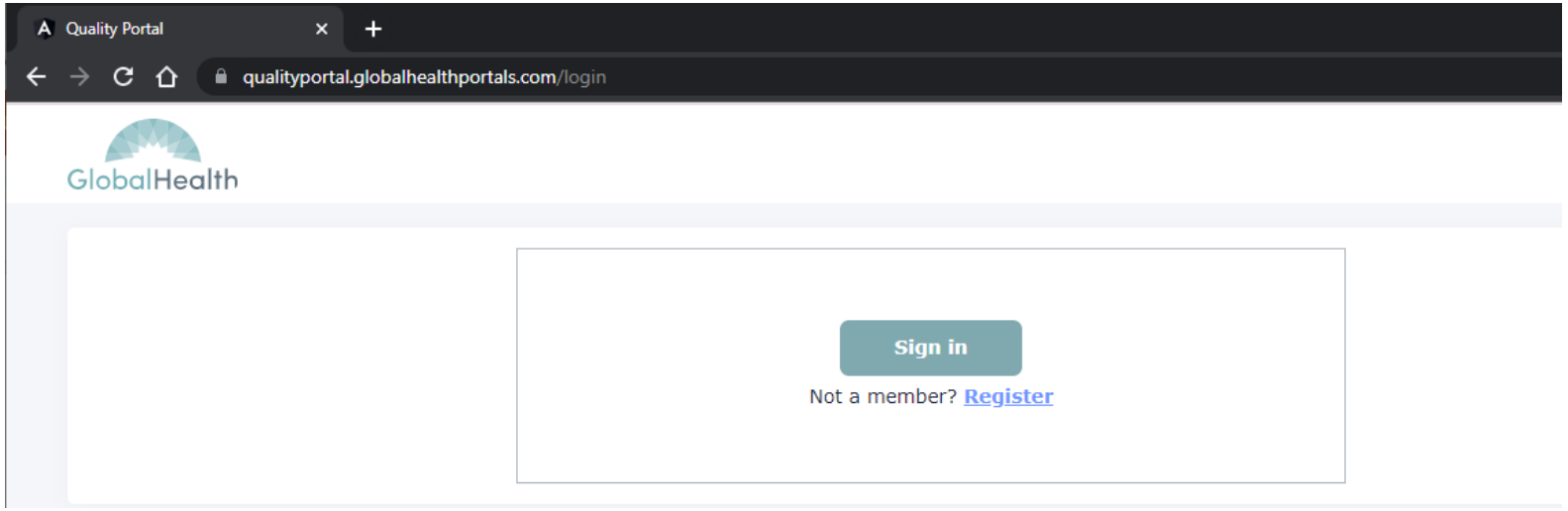
Quality Portal – External User Registration

This document explains the process of approving Quality Portal external User Registration requests

Update Date – 06/14/2022

New User Registration

- Navigate to https://QualityPortal.GlobalHealthPortals.com/



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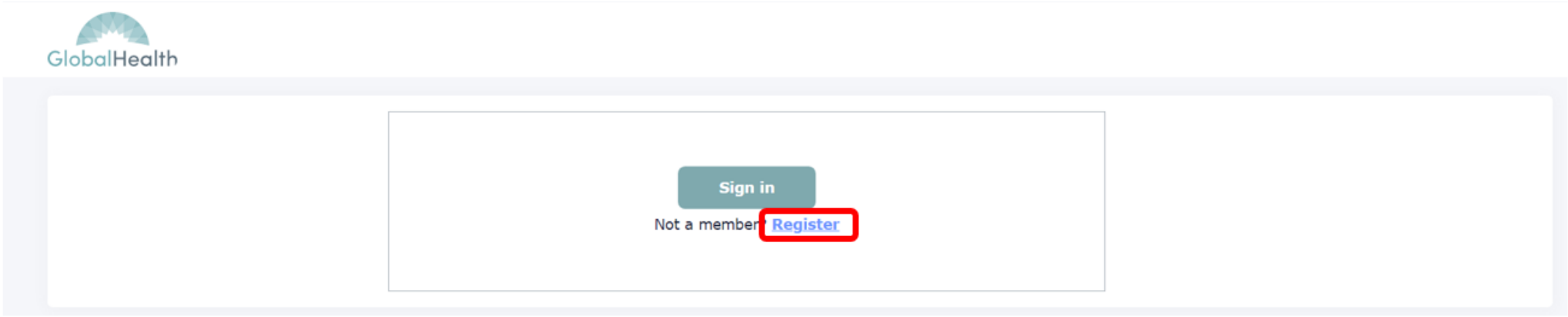
New User Registration

- Click on the "Register" link listed below the Sign in button.



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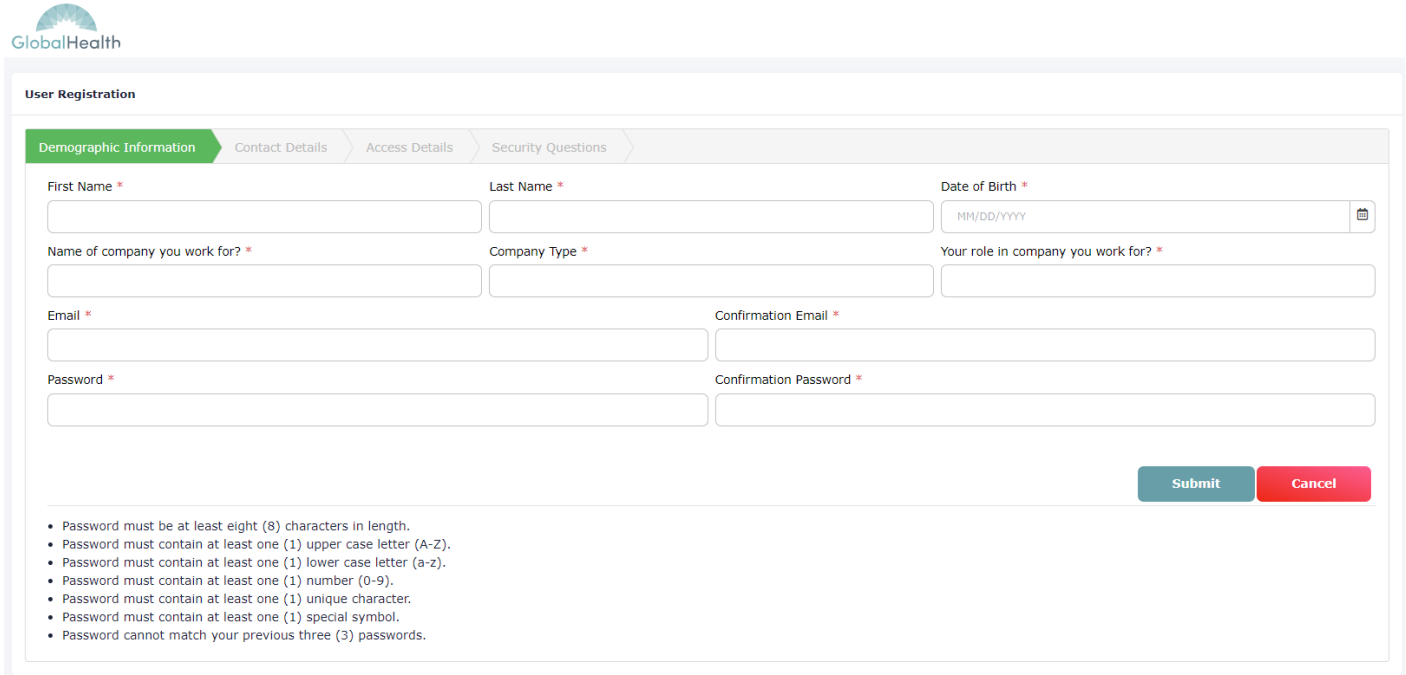
New User Registration

- You will be directed to the User Registration page.
- Fill in all known information in the “Demographic Information” section.
- Click the Submit button.



- A Verification email will be sent to the email address provided after successfully completing the form
- To complete the verification process, click the link in the verification email.

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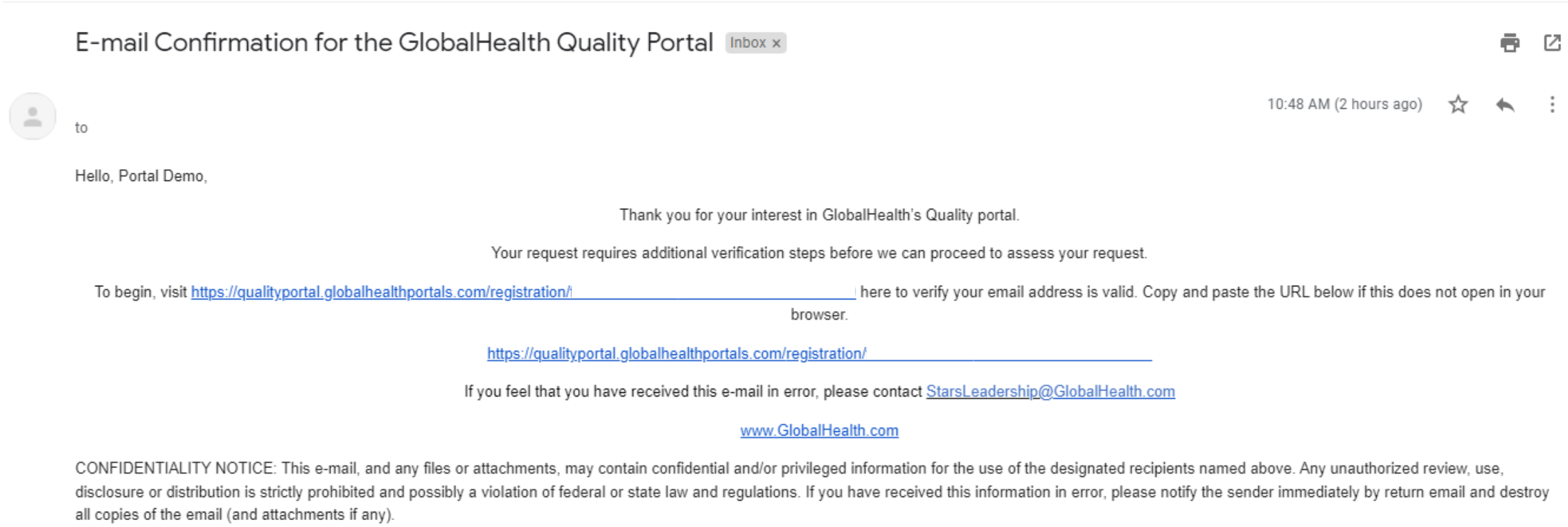
New User Registration

- Sample of the Verification e-mail notification



E-mail Confirmation for the GlobalHealth Quality Portal Inbox ×

10:48 AM (2 hours ago)

to

Hello, Portal Demo,

Thank you for your interest in GlobalHealth's Quality portal.

Your request requires additional verification steps before we can proceed to assess your request.

To begin, visit https://qualityportal.globalhealthportals.com/registration/ here to verify your email address is valid. Copy and paste the URL below if this does not open in your browser.

https://qualityportal.globalhealthportals.com/registration/

If you feel that you have received this e-mail in error, please contact StarsLeadership@GlobalHealth.com

www.GlobalHealth.com

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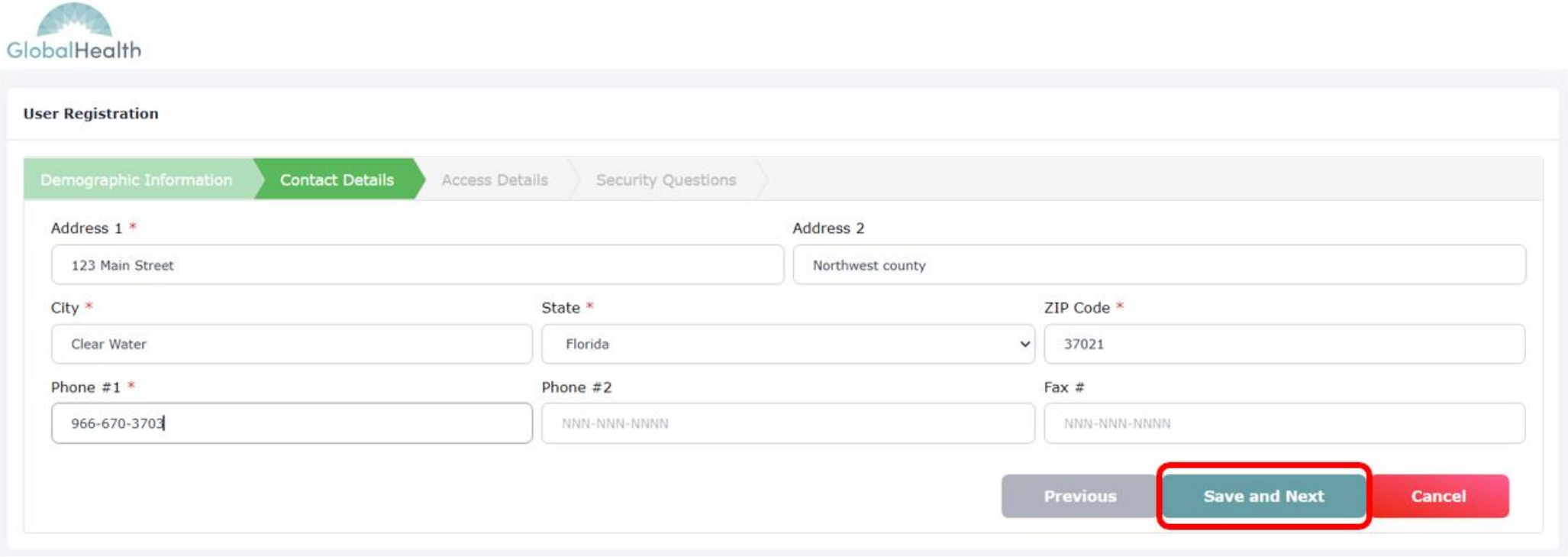
New User Registration

- The verification link will redirect you to the Contact Details screen.
- Fill in all known information in the "Contact Details" section. All items identified with the * are mandatory.
- Click the **Save and Next** button.



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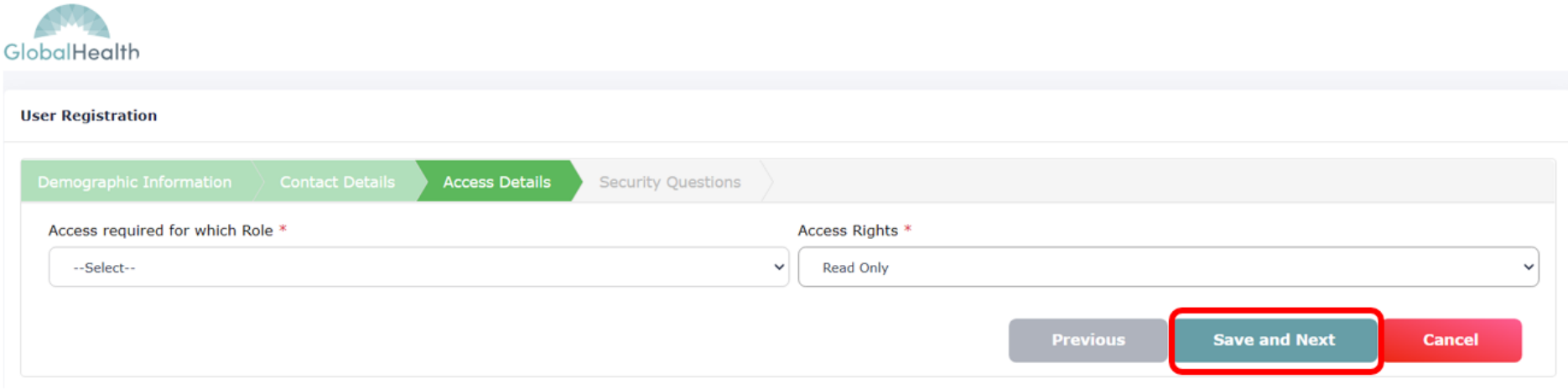
New User Registration

- This will direct you to the Access Details screen.
- Select the Role and Access Rights you require.
- Click the **Save and Next** button.



Further fields will be rendered based on selected role:

Role Name	Fields List
IPA User	IPA Name/Group Name, IPA/Group Contact Number
Group User	IPA Name/Group Name, IPA/Group Contact Number
PCP User	PCP Name, PCP Contact Number

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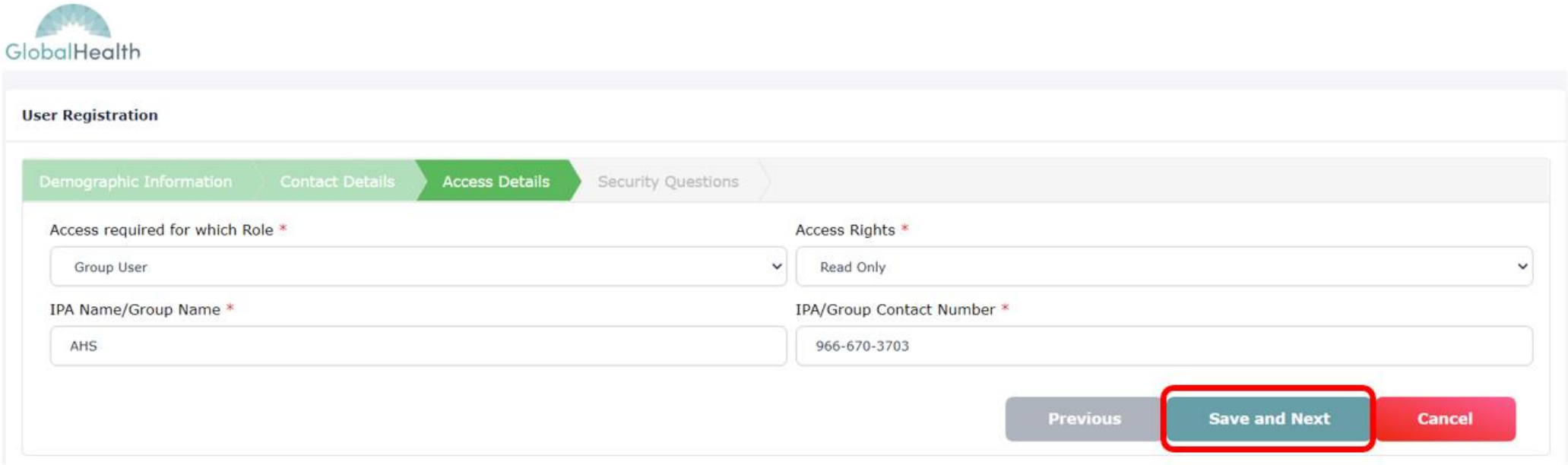
New User Registration

- The IPA Name/Group Name and Contact Number fields will appear.
- Once the fields are completed, click the **Save and Next** button.



- If you are unsure as your IPA Name/Group Name, please contact StarsLeadership@GlobalHealth.com

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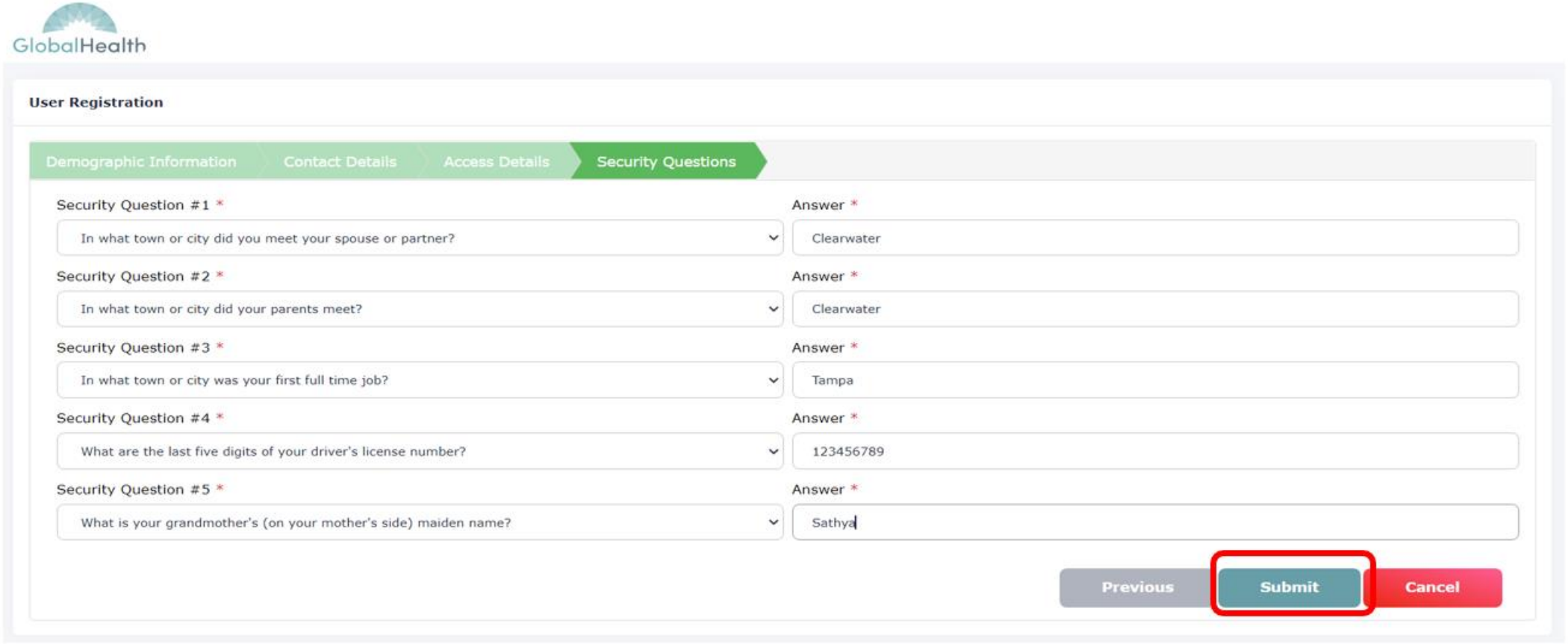
New User Registration

- This will direct you to the Security Questions section.
- For all five security questions, select the questions you want to answer, and provide the answer in the associated "Answer" text boxes.
- Click the Submit button.



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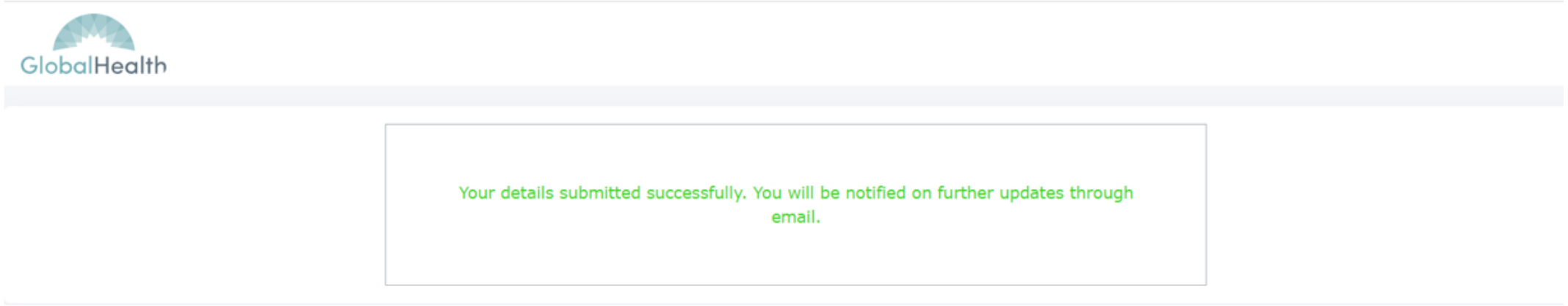
New User Registration

- After fully completing the registration details, you will receive the below message.



Your access request will now be reviewed by GlobalHealth.

If your request is approved, then you will receive an email containing:

- A notification of your approval.
- A link that will allow you to access the Quality Portal.

- If your request is denied, please contact StarsLeadership@globalhealth.com

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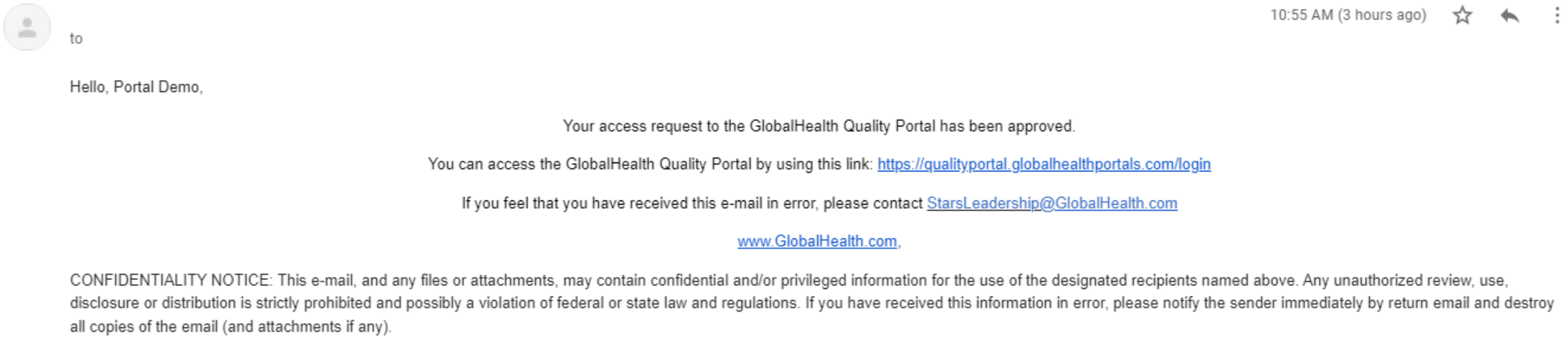
New User Registration

- Sample of the Approval e-mail notification



10:55 AM (3 hours ago)

to

Hello, Portal Demo,

Your access request to the GlobalHealth Quality Portal has been approved.

You can access the GlobalHealth Quality Portal by using this link: https://qualityportal.globalhealthportals.com/login

If you feel that you have received this e-mail in error, please contact StarsLeadership@GlobalHealth.com

www.GlobalHealth.com,

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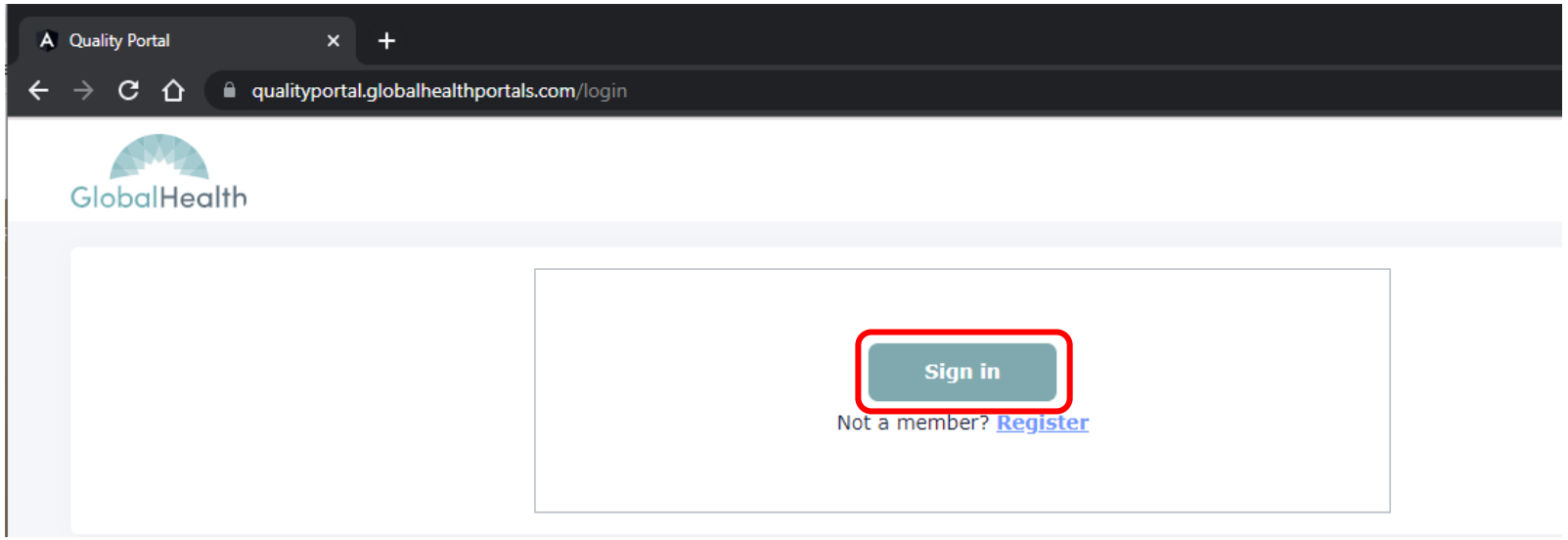
New User Registration

- After returning to the Quality Portal sign in page, click the **Sign in** button. You will then be directed to the sign in screen.



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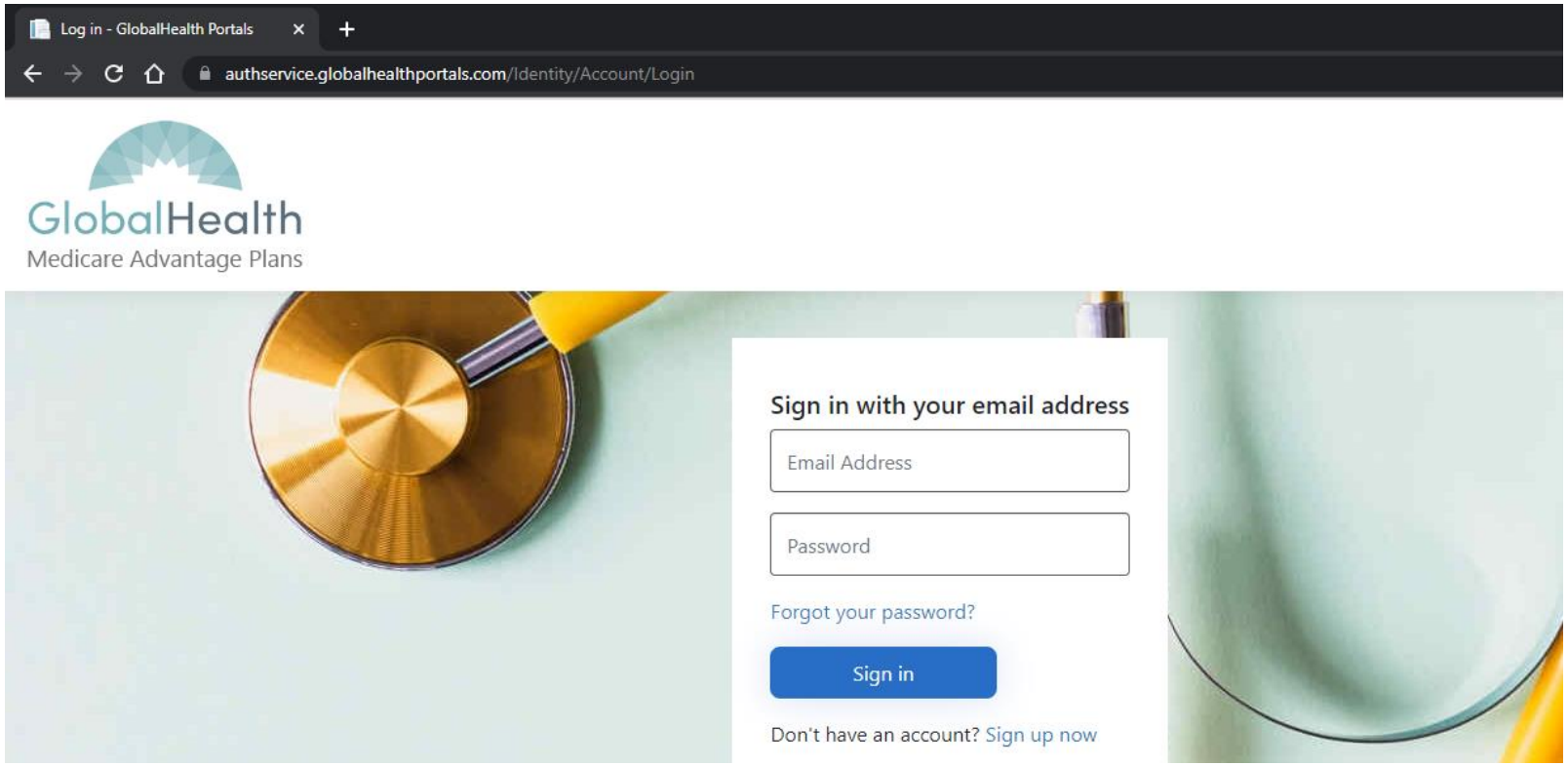
New User Registration

- The sign in screen will look like this:



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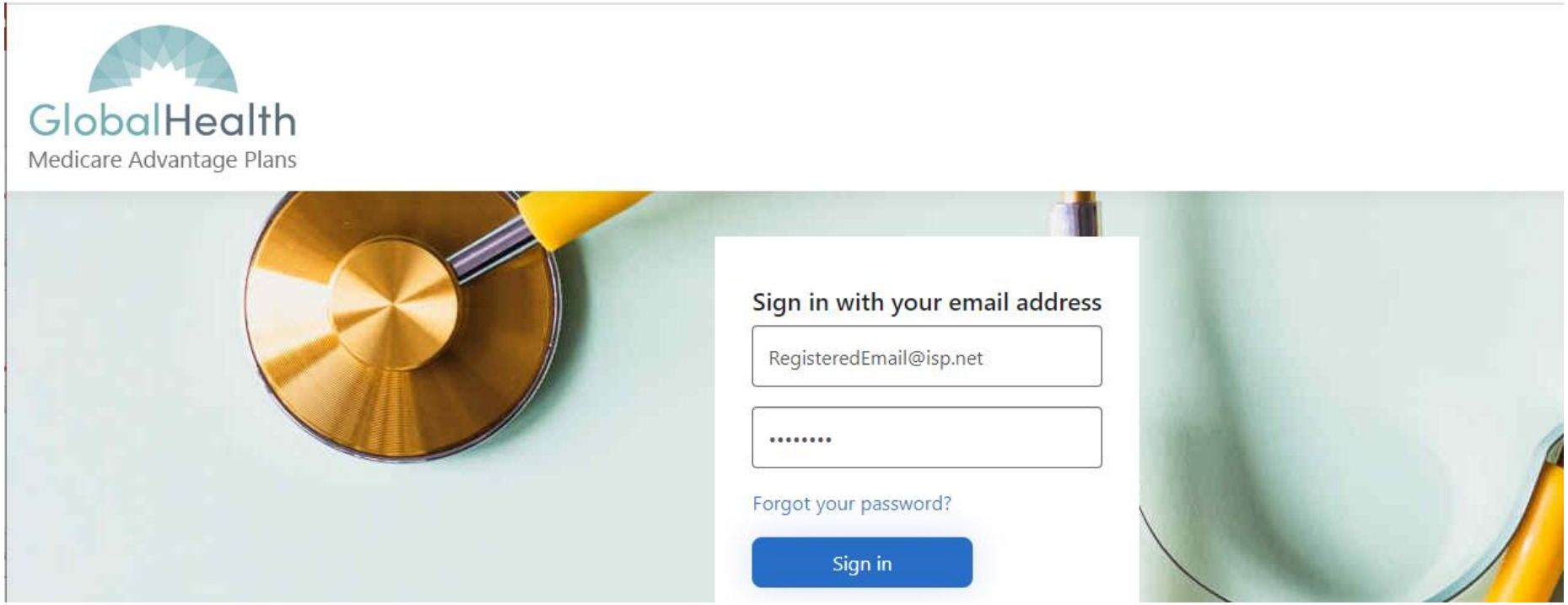
New User Registration

- In the Email Address box: enter the e-mail address that you used to register for your account on Slide 3.
- In the Password box: enter the password that you created for your account on Slide 3.



- Click the Sign in button

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New User Registration

- GlobalHealth uses Two Factor Authentication to protect all member and provider information.
- The Quality Portal will send a confirmation code to the registered e-mail account from Slide 3.

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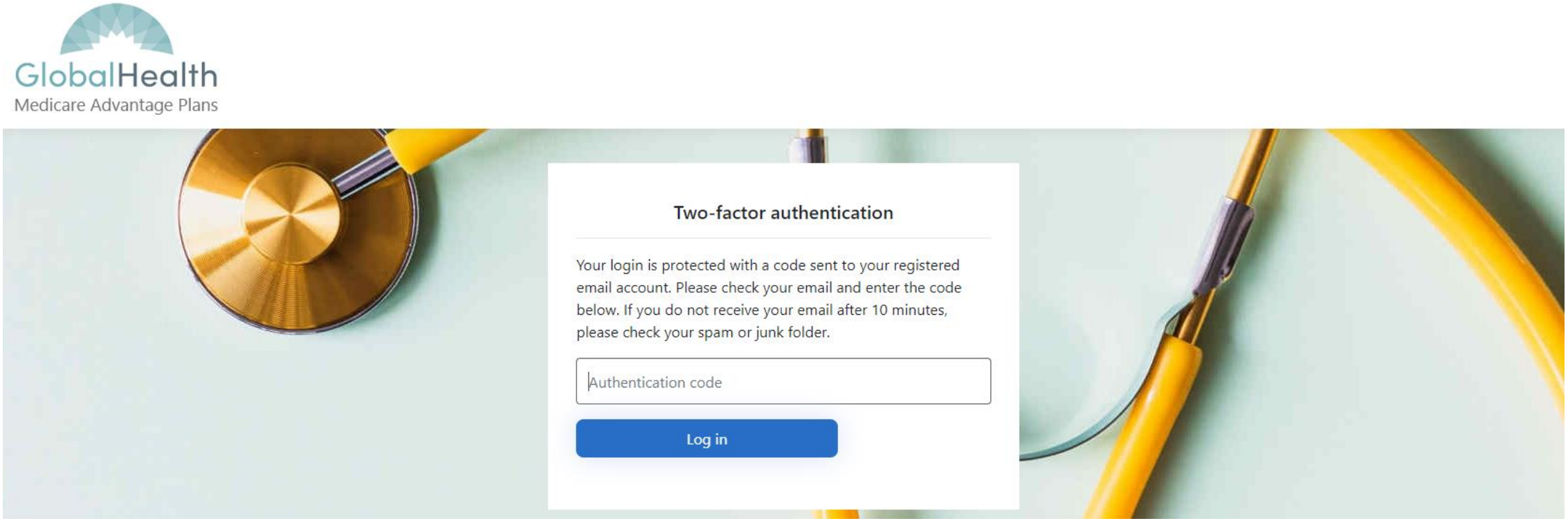
New User Registration

- A screen will display the required Two-factor authentication step:



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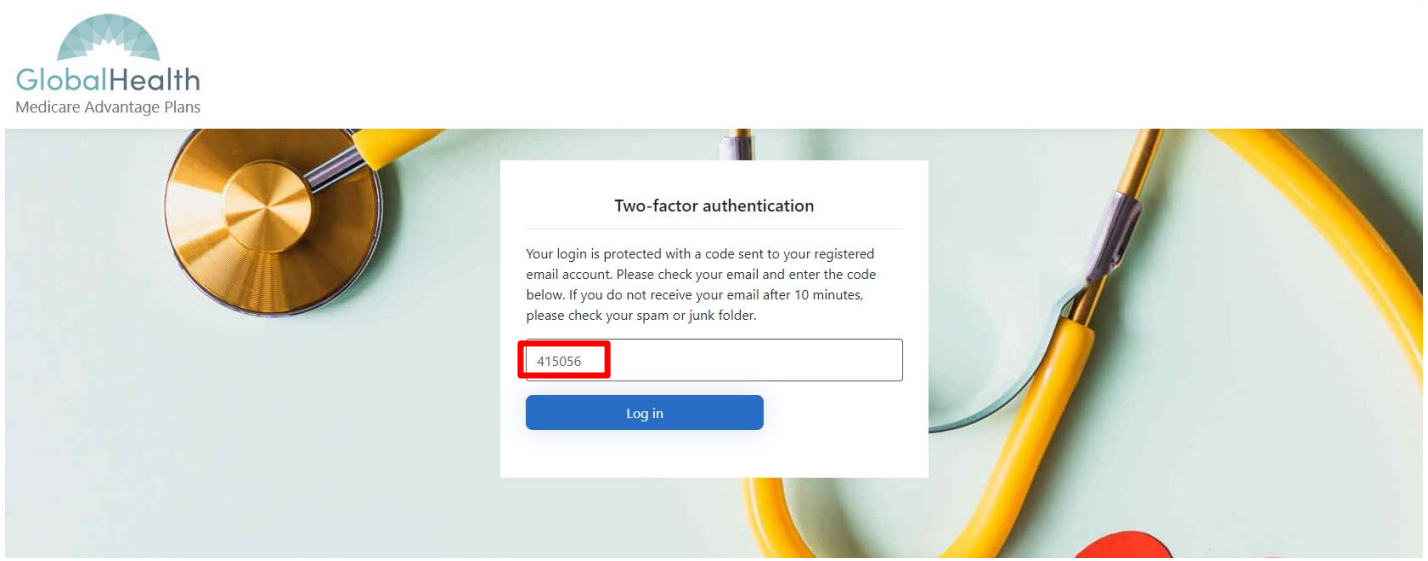
New User Registration

- Enter the six-digit two factor authentication code into the box provided:



- Click the Log in button

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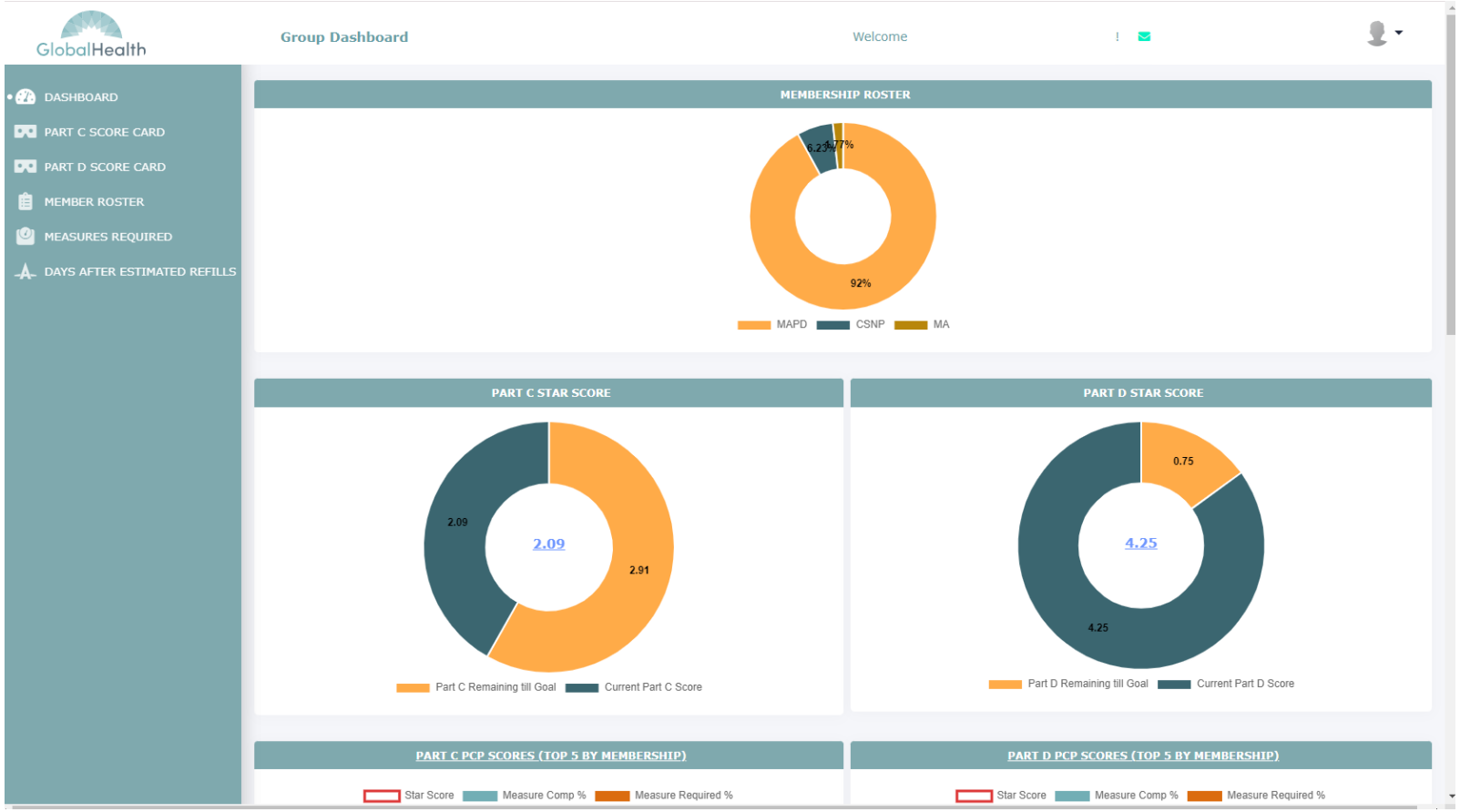
New User Registration

- After completing the Two Factor Authentication step, you will be able to access the Quality Portal.
- The 'home' screen is the 'Dashboard' and will look like this:



- Please note that data is restricted based on the role approved by the StarsLeadership@GlobalHealth.com team.

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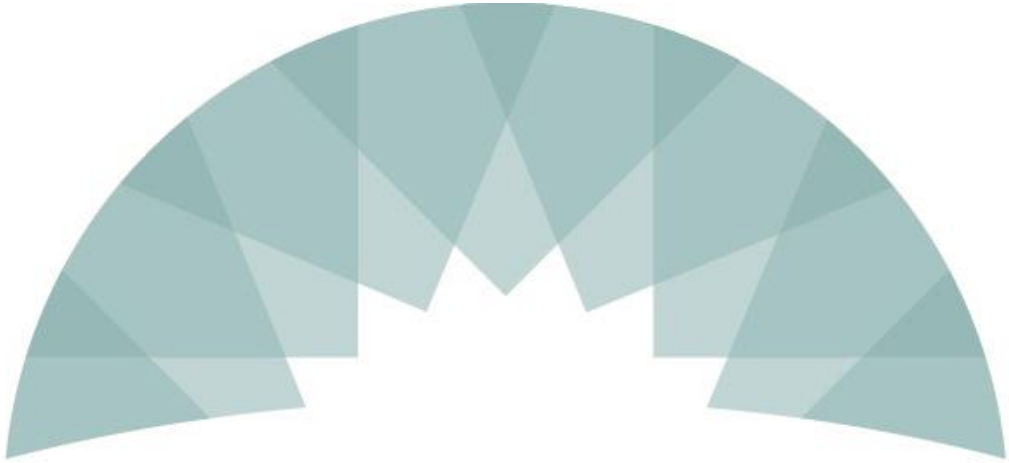

GlobalHealth

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