

## Accessing the Public Health Modernization GovSpace

If you wish to access the Public Health Modernization GovSpace and **do not have a GovSpace account**, a request must be submitted. Please follow the instructions below to create an account:

- Send an email to [tom.joseph@state.or.us](mailto:tom.joseph@state.or.us) and include the following details (Please make sure all details are not abbreviated and complete. Any incomplete request will be denied)
  - First Name
  - Last Name
  - Job Title
  - Work Email
  - Organization
  - Work Address (including city, state, and zip code)
  - Work Phone # (including area code)
  - Why you are requesting access
- You will receive an email with your log in credentials in one to three business days
  - Every GovSpace user needs to be able to receive mail from [oregon@govspace.oregon.gov](mailto:oregon@govspace.oregon.gov). This email sender sometimes gets caught in SPAM filters, network filters and firewalls. If a user cannot receive from this address, they will not get the welcome email containing their credentials and they will not be kept up to date on Space and Group announcements sent through GovSpace.
- Go to <https://govspace.oregon.gov> and log in with the credentials provided in the email
- You will receive a separate email inviting you to the Public Health modernization group; please accept the invitation
- To access the group, follow this link: <https://govspace.oregon.gov/groups/public-health-modernization> or search Public Health Modernization under the “Places” tab

**If you already have a GovSpace account**, follow the instructions below to request access to the modernization group:

- Send an email to [tom.joseph@state.or.us](mailto:tom.joseph@state.or.us) with the following details
  - Please include your first and last name, your job title, your organization, and why you are requesting access
- Once your request is approved, you will receive an email inviting you to the Public Health modernization group
- To access the group, follow this link: <https://govspace.oregon.gov/groups/public-health-modernization> or search Public Health Modernization under the “Places” tab

### **To comment on a Public Health Modernization document:**

- Select the “content” tab under the Public Health Modernization banner
- Select the document you wish to comment on
- Scroll down and select “Add a comment”
- A field will generate to type your comment in. Once you have typed out your feedback, click the “Add Comment” button and your comment will be posted

Additional questions? Please see the GovSpace support page at <https://govspace.oregon.gov/community/support> or send an email to [tom.joseph@state.or.us](mailto:tom.joseph@state.or.us) with any questions you may have.