

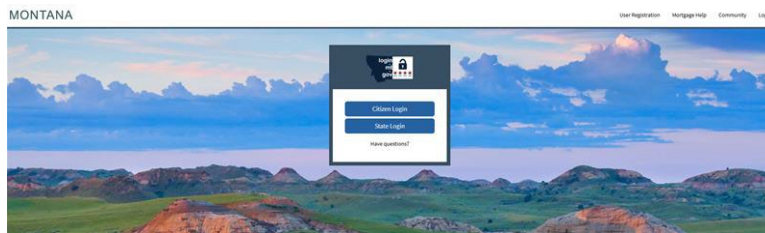
Introduction

The State of Montana hosts a closed, by invitation-only, Trauma Forum where trauma coordinators/trauma program manager, trauma registrars and trauma medical directors can interact, share information and ideas, and is one of the keyways the State Trauma Office/staff share information. To access the HHS-Trauma Forum, the following steps must occur:

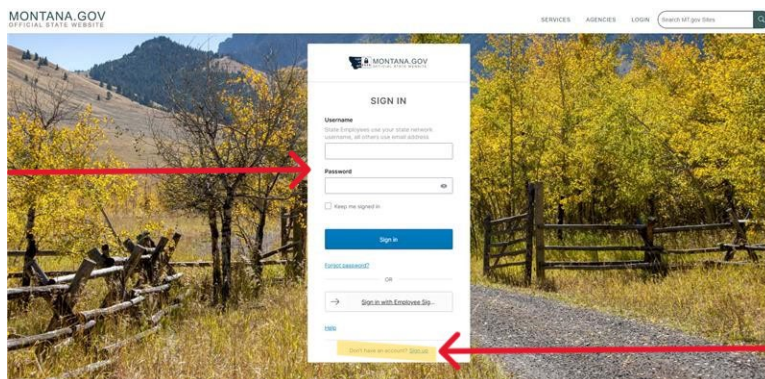
1. [Create Okta account off the state network](#)
2. [Create ServiceNow Community account off state network](#)
3. [Verify you are subscribed to HHS-Trauma Forum](#)

Create Okta account off the state network:

1. Go to: montana.servicenowservices.com
2. Click on 'Citizen Login'



3. Check status of your Okta account.
 - a. If you have an Okta account; Enter your ID and password, click 'Sign in', and proceed to section 2 [Create ServiceNow Community account off state network](#)
 - b. If you DO NOT have an Okta account; Proceed to Step 4.

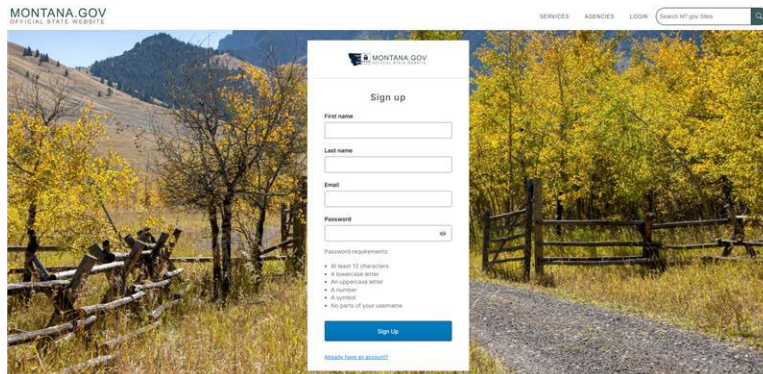


3a

3b

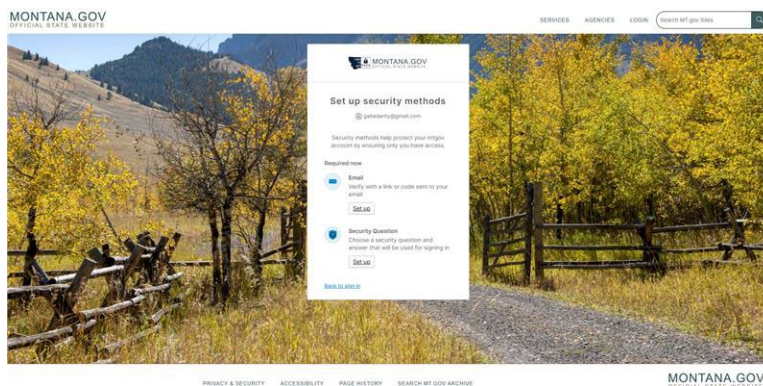


4. Create an Okta account; Enter your information and click 'Sign Up'.



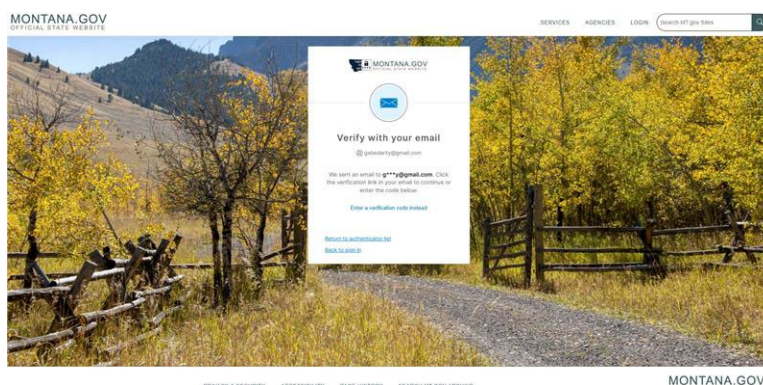
The screenshot shows the 'Sign up' page on the Montana.gov website. The page has a white central form area with a blue 'Sign Up' button. The form fields are: First name, Last name, Email, and Password. Below the Password field, there are password requirements listed: at least 12 characters, an uppercase letter, a lowercase letter, a number, and a symbol. A link for 'Forgot your account?' is at the bottom of the form. The background of the page is a scenic image of a mountain landscape with yellow trees and a wooden fence.

5. Set up security methods; Choose Email and click 'Set Up'.



The screenshot shows the 'Set up security methods' page on the Montana.gov website. The page has a white central form area with a blue 'Set Up' button. The form is titled 'Set up security methods' and includes a sub-header 'Security methods help protect your email account by ensuring only you have access.' Below this, there are two options: 'Email' (with a blue icon) and 'Security Question' (with a blue icon). The 'Email' option is selected, and the 'Set Up' button is visible. The background of the page is a scenic image of a mountain landscape with yellow trees and a wooden fence.

6. Verify with your email screen; Go to your email.



The screenshot shows the 'Verify with your email' page on the Montana.gov website. The page has a white central form area with a blue 'Verify' button. The form is titled 'Verify with your email' and includes a sub-header 'We sent an email to ****@gmail.com. Click the verification link in your email to continue or enter the code below.' Below this, there is a link for 'Enter a verification code instead'. The background of the page is a scenic image of a mountain landscape with yellow trees and a wooden fence.

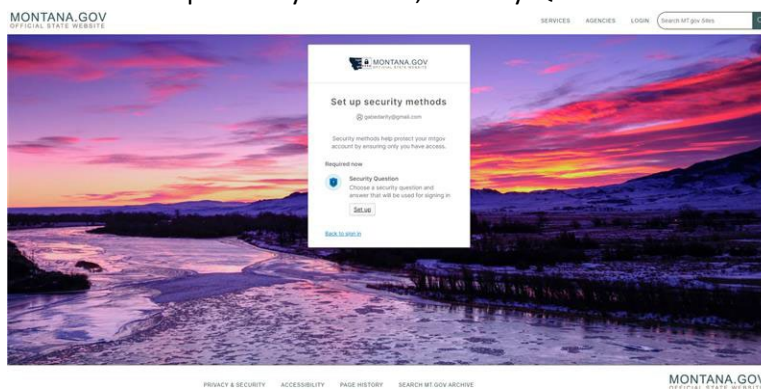
7. Noreply@Okta will send an email; Open email.

8. Click link to activate.

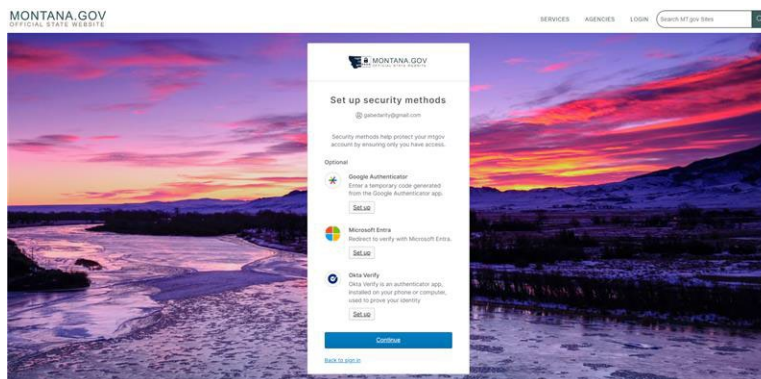
9. Click Activate Account.



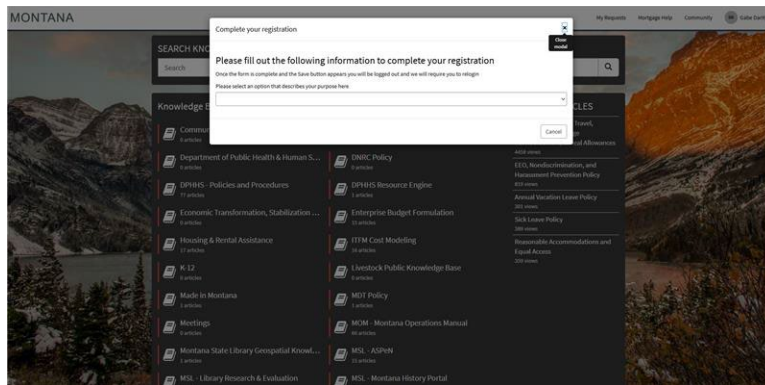
10. Set up security methods; Security Question.



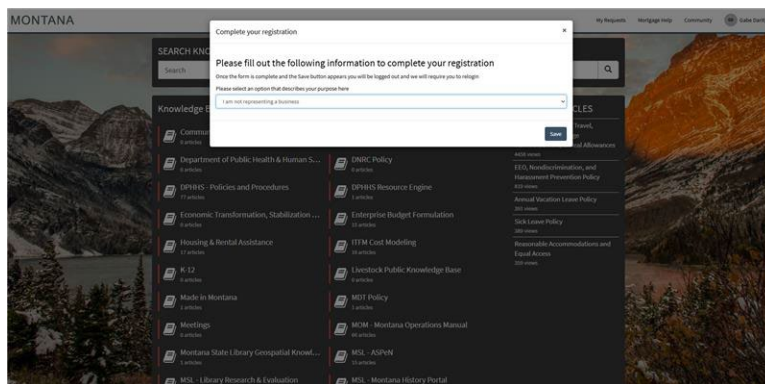
11. Optional 'Additional Security' page, click continue to bypass.



12. Complete registration.
 - a. click the dropdown list.



- b. choose 'I am not representing a business'.

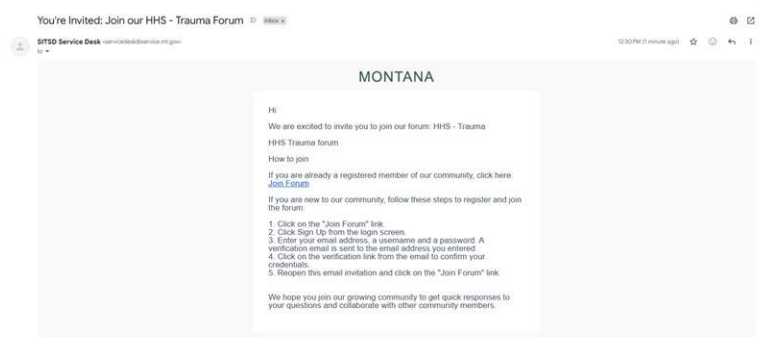


**You are now at the Main Citizen Landing
Page for ServiceNow Communities**

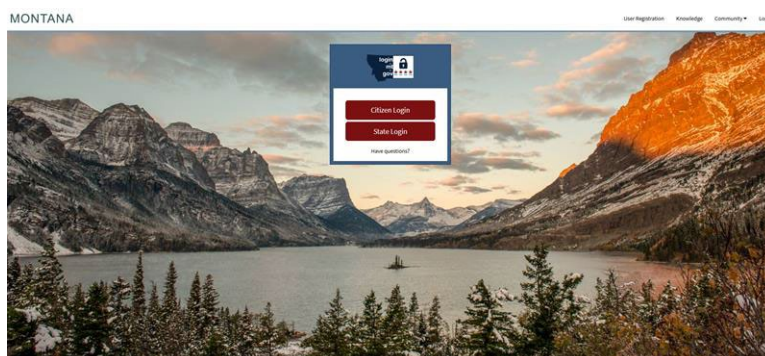


Create ServiceNow Community account off state network:

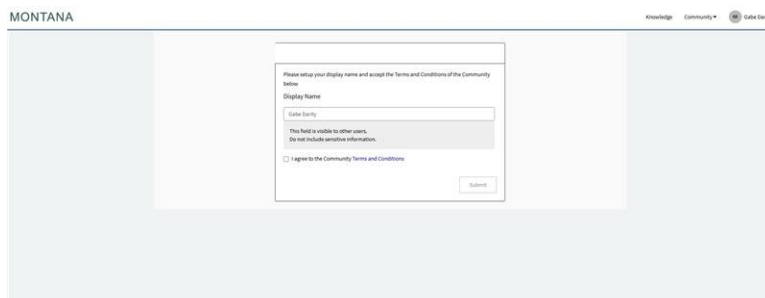
1. Email Alyssa Johnson, Trauma System Manager, at alyssa.johnson@mt.gov informing her your registration is complete. (She will locate you and send an invitation to HHS-Trauma Forum.).
2. You will receive an email from SITSD Service Desk titled 'You're Invited-Join our HHS-Trauma
3. Click 'Join Forum' link.



4. Link will take you to login screen.



5. Create 'Display Name', check the 'Terms and Conditions' box, and click 'Submit' in the bottom right corner.

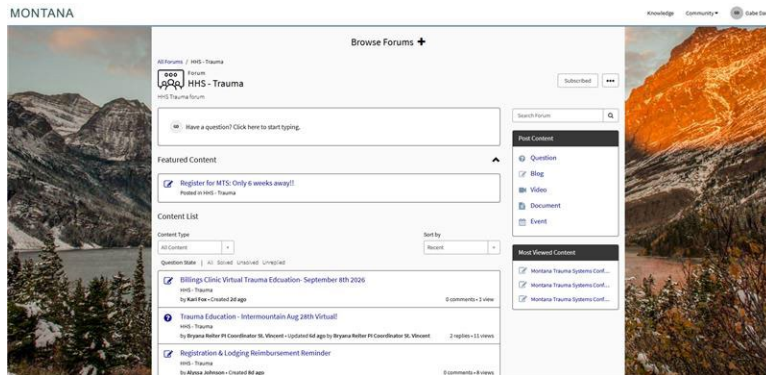


You are now at the HHS-Trauma Forum!

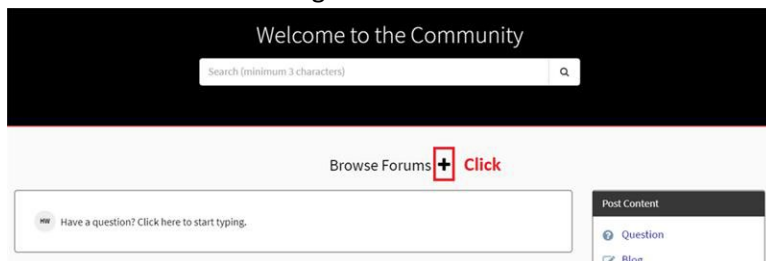


Verify you are subscribed to HHS-Trauma Forum:

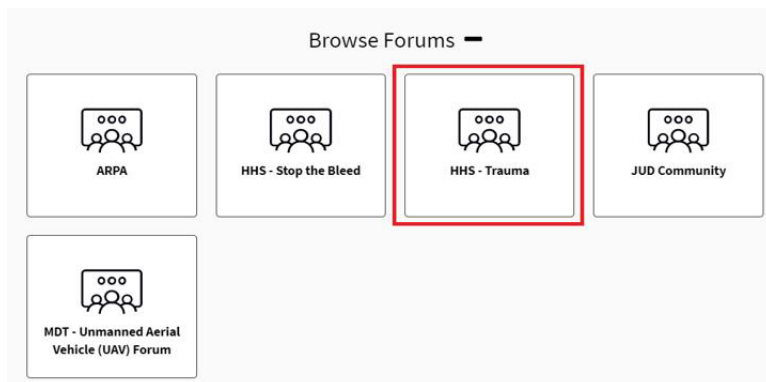
1. Verify you are 'Subscribed' in the upper right-hand corner next to the three dots.
 - a. If subscribed; proceed to step 23.
 - b. If not subscribed; proceed to step 21.



2. Click on the + sign next to Browse Forums.



3. Choose HHS-Trauma

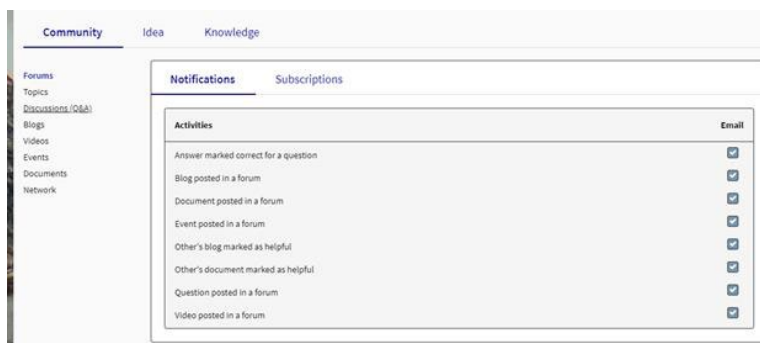


4. Check your subscriptions and notifications.

- Once you have subscribed to any forum, topic, content, etc., go to 'Community' tab in the upper right-hand corner.



- Select 'Notifications and Subscriptions' in the drop down; Here you will find options for notifications and manage subscriptions for 'Community'.



- Choose your preferences and click "Save" in the bottom right-hand corner.
- Follow the same steps to subscribe to any type of community content, forums and topics and the same steps to update any notification preferences.

**You have successfully Created your Community
through ServiceNow via Okta account!**

