

Guide for HIAS Welcome Circles For Ukrainians: How to access The Community of Practice



Welcome the stranger.
Protect the refugee.

Before you begin, click [here](#) to check if you already have been granted access to the platform. If you do not see the Community of Practice page (or a login page that accepts your email), then you need to create a profile.

Step 1: Profile Form

Access the form using [this link](#) and fill out the requested information.

A screenshot of a web form titled "HIAS Welcome Circles for Ukrainians: Community of Practice Profile Information". The form contains four sections, each with a text input field and a red asterisk indicating a required field. The first section is for "Email", with a placeholder "Valid email" and a note "This form is collecting emails. Change settings". The second section is for "Your full name", with a placeholder "Short answer text". The third section is for "Name of your circle or organization", with a placeholder "Short answer text". The fourth section is for "Location (city and state)", with a placeholder "Short answer text".

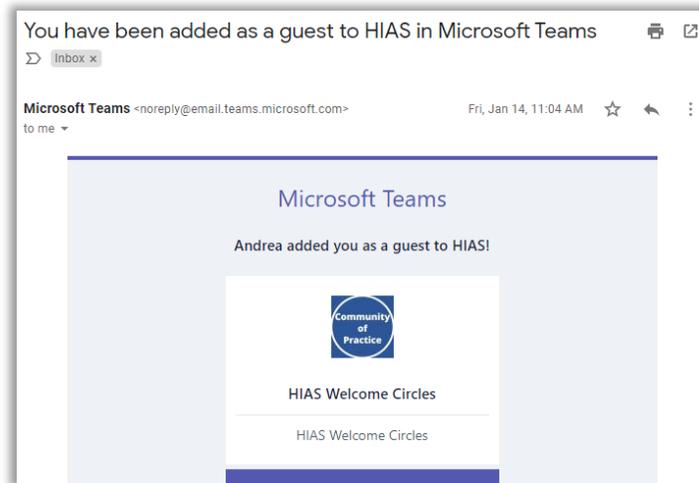
Step 2: Wait Up to One Business Day

HIAS staff will use the profile information to add your account to the Community of Practice. HIAS checks the profile responses at least once per business day. Therefore, if you submit your form on an evening or weekend, you may need to wait for the next working day before accessing the platform.

Once you are added, Microsoft will send an automatic email to you. Some circle members have reported that they did not receive these emails, which may be due to spam filters or system firewalls. That is ok!

If you do not receive this email by the end of the next business day, don't worry. You can simply move on to Step 3.

If you do get the email, it will come from Microsoft Teams at noreply@email.teams.microsoft.com. The email will look like this:

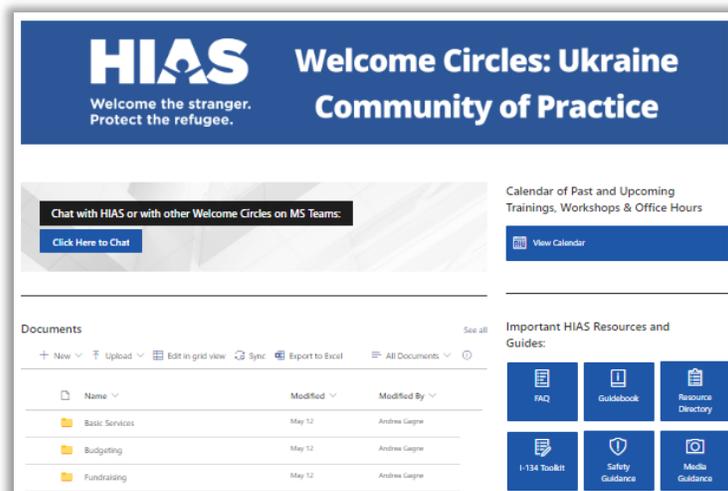


Move on to Step 3 below.

Step 3: Access the Community of Practice

Once you've been granted access, you can navigate to the main Community of Practice homepage using this link: <https://hiasny.sharepoint.com/sites/WelcomeCirclesUkraine>.

Please add this page to your bookmarks or favorites so you can navigate back to it regularly!



You can watch a quick 6-minute tutorial on how to navigate the site [here](#).

If you have followed the steps above but still cannot access the page, email andrea.gagne@hias.org.