Instructions for TeamMate Connect Self-Registration

Summary

TeamMate Connect allows users to self-register to become a community user without involvement from their Champion. For a user to self-register they will need four pieces of information.

1. First Name – Each user must enter their first name
2. Last Name – Each user must enter their last name
3. Email Address – Each Organization’s account is tied to their respective email domain. A user must register with their work email to ensure no personal accounts get access to TeamMate Connect
   a. Please contact Support, if the user receives an error that the email domain doesn’t match the Portal ID and the user has entered their work email address
4. Portal ID – Each Organization’s account has an associated Portal ID. This ID must be entered and the email domain from the previous line must match for an account to be created. The Portal ID can be obtained from any existing TeamMate Connect community user by:
   a. Logging into TeamMate Connect
   b. Click the users name in the top right corner of TeamMate Connect
   c. Click on My Profile
   d. There is a Portal ID field between Nickname and About Me
Instructions to self-register for TeamMate Connect

1. Go to www.teammateconnect.com

2. Click ‘Join the community’

3. Enter your First Name, Last Name, Work Email Address, and Portal ID obtained from an existing community user at your organization

4. Go to your email and click the verification email sent to the email address provided