



## **GHHS Chapter Advisors,**

The mission of the Gold Humanism Honor Society is to recognize individuals who are exemplars of humanistic patient care and who can serve as role models, mentors, and leaders in medicine. The power of the Society lies in bringing together like-minded individuals to sustain their own humanism and to inspire and nurture humanism in others. Membership in GHHS goes beyond selection and induction into an honor society; its members have a responsibility to model, support, and advocate for compassionate, patient-centered care throughout their careers. Through their inductions, education, and career it is extremely important that we at GHHS keep in touch with all inductees, especially during their residency training years, as we have begun to plan a number of events, programs and conferences that could benefit all members. Our tool for keeping in touch with our members is through our Membership Directory which begins with each Chapter Advisor setting up their inductees in the directory.

### **Please follow the instructions below to set up your members in our GHHS Member Directory:**

Every Chapter Advisor/Liaison has his or her own personal account page in the directory with a personal login and password. In addition, you have been given system access to enter new members. Your login has been setup as follows:

**Your chapter account login ID:** Your email address

**Your chapter account password:** If you're new Chapter Advisor, please contact a member of APGF for assistance.

- **ENTER NEW INDUCTEES:** Login in to your account via the **GHHS Admin Login** [here](#)

- Click on the **Quick Add** Icon on the right side of the screen
- Click on **New Individual Member** and then →click **Show More** arrow button to see the required field.



The following information **MUST** be included for each new inductee. It is extremely important for our continued communication with each member so they can continue to benefit from their involvement with GHHS, even after graduation.

- **Name** – please be sure that the inductees first and last name are listed properly and spelled correctly
- **Personal email address** – a personal email address is important for us to keep in touch with each member after their graduation

- You may list the inductees university email address as email 2
- If you have additional information such as address, phone number, etc. please enter as well. *Leave the company space blank.*

Click on the **Custom Information** arrow button to see the **Basic Information** fields.

In **BASIC INFORMATION** section, using the drop down options you must enter the following information.


- **Original status:** Student Member, Resident
- **Current status:** will most likely be the same as the original status
- **Original member school** (your school)
- **Graduation year**

Scroll down to **OTHER INFORMATION** and enter the year elected to GHHS in the box on the right hand side.

After entering all of the above information you must click on the **Create an Account & Continue** button.

### MEMBERSHIP INFORMATION

Each account will need membership information added.

- Search of the account holders name.
- Click on **Memberships** on the left side of the screen.
- Click on **New Membership** on the right side of the screen. 
- Under **Membership Term\*** select, **GHHS Member**. When you click this option it will automatically fill in Membership Level (GHHS Member), Term Fee (0.00) and Term Duration (LIFE). In order to activate account membership, click the **Calculate** button next to Term Start Date. This will set the term start date to 01/01 of the given year.
- When finished with this entire page, click the green **Add Memberships** button at the bottom.
- You will see a check box under Acknowledgement which says “email”. Keep that box checked as it will generate an automatic “welcome” email to the new inductee with login information.
- Click on the green **Submit** button.

Please follow up with all inductees to ensure they have received their “welcome” email and have logged into their accounts. Please instruct all inductees to access their accounts and input all additional relevant information. You may send them a copy of our GHHS Inductees Membership Instructions.

### TO EDIT AN EXISTING ACCOUNT

- Type in members name in the upper right hand corner **Search box** to find account →click **Search**
- Once you find the account →click **edit** →**edit account** (left hand corner) and make all necessary changes
- Click **Next** to finish

Congratulations,



**Dorothy Levine, MD**

Director | Gold Humanism Honor Society