



### Registration and Website Instructions

Open your web browser (e.g. Internet Explorer). Type in URL address:  
[www.sharedwork.org](http://www.sharedwork.org).

Click on **National Community of Practice on Collaborative School Behavioral Health (CoPCSBH)**.

**Take a minute to register!** Screen appears with the Disclaimer of Use.

Read the **Disclaimer of Use** to Understand the Purpose and Rules for ALL USERS of sharedwork.org (see page 3 of this document).

After reading and agreeing to the disclaimer, click on **“I Agree – Continue to Sign In”** to continue with the registration process.

The next screen will ask for your **contact information**. **Please make a record of your password**. You will need to enter it each time you access the SharedWork.org website along with your email address.

**Complete contact information**, as requested. Select the role (administrator, higher education, paraeducation, parent or advocate, policymaker, related service provider, student, and teacher; please try not to use other) and your level (county, family, local, national state; please try not to use “other”). **Click submit**.

You are now on the homepage for the Community of Practice on Collaborative School Behavioral Health. Now, you can follow and connect with the work of this dynamic national group! (*Note: for every practice group or state page you visit, you are invited to join their email mailing list by **clicking on the “Join This Email List”** button at the top right corner of each page.*)

(In future attempts to access the CoPCSBH main page (after initial registration), if the “Take a Minute to Register! Page comes up, you may need to re-enter your email address and password at the top right hand side of the page.)

***There are five primary features of the CoPCSBH site:***

***Center of Main Page of Each Community, Practice Group and Seed State Site***

**WHAT'S NEW** – this feature allows users to post upcoming meetings, important information, announcements and other documents pertaining to collaborative school behavioral health. **Click on the link** of any topic in which you have an interest.

**REPOSITORY** – this feature is where users can post and share important files and documents of interest and use for the community. **Click on the link** of any file or document you would like to access.

**DISCUSSION** – this feature allows for online, ongoing communication and sharing between the national community, practice groups, Seed States and all stakeholders on various topics or projects. **Click on a topic of interest.** Review comments made by others. To add a comment, **click on ADD COMMENT.** Complete the information, make sure to select under Posted by – Other and type in your name, add your comments under text, and **click on ADD;** add your comment, then click on **RETURN TO MAIN PAGE.**

***Left Side of Main Community Page***

**STATES** – this is a list of states involved in the CoPCSBH who have received small seed grants to advance the community work across their state. A number of the states have begun to develop a page outlining their work, announcements, important documents and existing practice groups.

**PRACTICE GROUPS** - this is a list of 10 national practice groups dedicated to advancing the community work in specific topic or interest areas. The groups communicate with its members through email, conference calls, meetings, discussion groups at the annual CSMHA conference and [sharedwork.org](http://sharedwork.org).

**Click on the states and groups of interest.**

***[www.sharedwork.org](http://www.sharedwork.org) is only as useful as we make it!***

***Give it a try!***

***Open the lines of communication, sharing and learning!***

***Browse the national, state and practice group pages.***

***TAKING THE INFORMATION ON THIS “DISCLAIMER OF USE” SERIOUSLY IS IMPORTANT TO OUR FUTURE USE OF THIS RESOURCE!***

**Take a minute to register!**

**Please read the disclaimer below to understand the purpose and use of this website. At the bottom, click the button that says, “I AGREE” to continue the registration process. The next screen will ask for your contact information. Please make a record of your password. You will need to enter it each time you access the SharedWork.org website along with your email address.**

**If you choose not to register and click “Cancel”, you will not be able to enter this site.**

**Disclaimer of Use**

SharedWork.org is a website funded by the U. S. Department of Education Office of Special Education Programs (OSEP) and sponsored by the IDEA Partnership at the National Association of State Directors of Special Education (NASDSE) for the purpose of connecting stakeholders in the national Communities of Practice (CoP), participating states’ CoP and Practice Groups to develop their shared work.

The comments, thoughts, observations, or opinions offered on the website are meant for communication across individuals in a variety of roles and locations that share the goal of improving outcomes for youth with disabilities. Unless otherwise stated, information on this website is not intended to represent the policies, positions, or intentions of the any state agency. Rather, it is a forum for ideas that will inform many state agencies.

This website may be used to:

- Announce new products developed by the member organizations in the Community of Practice;
- Announce training events hosted by one or more than one participating agency or organization;
- Disseminate the results of state pilot projects supported by one or more agencies in the Community of Practice;
- Share the promising practices;
- Encourage local to local sharing;
- Seek input from the field on matters of shared interest that are being discussed by one or more of the Communities of Practice;
- Advise the development of the key State, regional, and national meetings; and
- Other opportunities that become evident as we communicate more routinely.

In joining and participating in the SharedWork.org website, you are indicating that you understand:

- This website is an informal communication vehicle to promote dialogue and understanding across the many roles that are critically important to successful outcomes for youth;
- Participation is open to all interested parties;
- Participation is voluntary; and
- Material on this website is not reviewed by any Federal, State, or local agency and no official endorsement should be inferred.

This website is hosted by The IDEA Partnership, an investment by the Office of Special Education Programs (OSEP) at National Association of State Directors of Special Education (NASDSE). No endorsement by OSEP or NASDSE should be inferred for the content of the web material and messages.

As a member participant in the SharedWork.org site you agree to

- Express your views in a positive way and show regard for the views of others when opinions are sought;
- Indicate your role and location when requested; and
- Keep work in progress private until it is finalized and released by the community.