**HIVE Community Portal User Guide –
Joining the Community**

Welcome

Welcome to the HIVE community. AMS HIVE (Hub of Innovation, Vision and Engagement) is designed to offer continued career development support to grant awardees and programme participants following the end of their Academy activity.

One key part of HIVE is the HIVE Community Portal. This is an exclusive online space to enable our alumni to engage with the Academy and each other. Designed to encourage conversation, this platform enables members of the community to network via group forums as well as group and direct messaging services.

It will also be a space to find resources and advice from experts, in various formats, permanently available for whenever our community need the support the most.

We hope that you enjoy being part of the HIVE Community!

Best wishes,

The HIVE team
AMS.HIVE@acmedsci.ac.uk

Joining the Community

Registration

Academy alumni who wish to join the HIVE programme are asked to self-register via the [HIVE portal self-registration form](#).

Once you have submitted your details in the form:
1) You will receive an email to confirm we have received your registration details
2) The HIVE team will work to check your eligibility for the programme, as only Academy alumni are able to join the scheme. We aim to complete these checks within 48 hours.
3) Once you have been accepted as a HIVE programme member and portal user, you shall receive an email notification.
    i. If you **have not** previously been a member of an Academy community (e.g. PILLAR portal), you will be asked to set up a password to log into the HIVE portal
    ii. If you **have** previously been a member of an Academy community, you can log in using your existing username and password.

Emails will be sent from Communities@acmedsci.ac.uk, ams.hive@acmedsci.ac.uk, or PILLAR@acmedsci.ac.uk. Please ensure that these emails are on your 'safe sender' list.

Once you have registered, you will be able to access the portal [here](#).
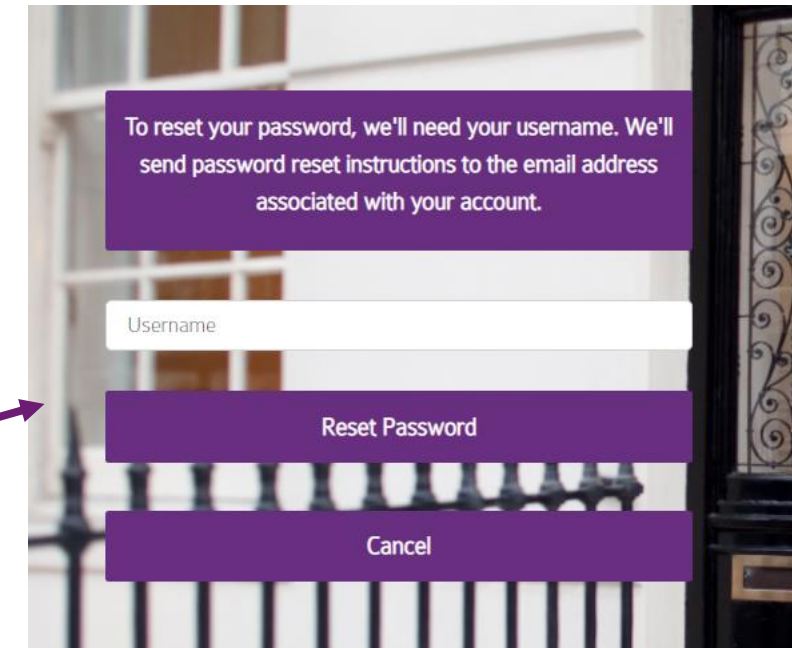
Logging in

Once you have registered to the HIVE portal, you can log in **here**.

If you forget your password, you can reset it by selecting 'Forget your password?', and following the instructions.