![MACC - Metropolitan Alliance of Connected Communities - Courageously Collaborative]

What is Connector?

Connector is our member intranet and an essential tool for accessing the resources you need from MACC.

How does it work?
Go to connector.macc-mn.org
You also can access it from the menu bar on www.macc-mn.org

You'll log in and be able to view a customized set of resources applicable to your organization. Check out the video tutorial under Resources on the right of your screen.

How do I get access?
New employees receive an invitation email in the time period after your new employee orientation. You can also email or call to request access.

Forget your password?
Click forgot password link on the log in screen. You can always call for assistance with your log in email address or password.

If you have an organization-issued email account- this is the email address to log in with. Your password is something you set when you receive your email invitation.

If you use the MACC HR service and you don't have an organization-issued email account, your personal email on record with MACC is the email address to log in with. Your password is something you set yourself.

Need help? Give us a call!

Clara Owen Communications Manager 612-341-1671 **clara.owen@macc-mn.org**	**Trisha Reinwald** VP of Member Services 612-341-1668 **trisha.reinwald@macc-mn.org**

Why use Connector?
Connector is a tool to get the resources you need from MACC all in one central location. Most importantly, this site helps you stay informed about your HR services and benefits.

Helpful HR Tools & Features:

✓ MACC Contacts- who to call
✓ Resources & Guides for Services
✓ One stop for all the HR related links you need
✓ Find help guides for the UltiPro HR system
✓ Benefit Details: Access specifics about your employee benefits
✓ Employee Handbook: Access your organization's handbook
✓ Easy Access: Log in to connector from the banner on top of the MACC website.
✓ Search: Search for forms, guides, or FAQs
✓ Pin & Save: Save your frequently accessed items

Connector Connects the Dots!
connector.macc-mn.org

The Resources
The Forms
The People
The FAQs
How We Can Help
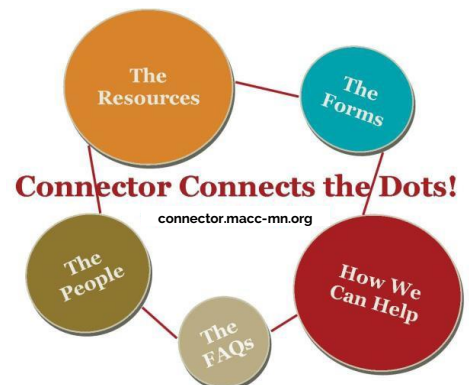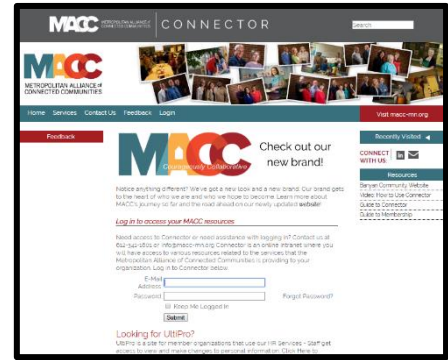
Special content available to members subscribing to the following service areas:

Human Resources:
- Links for HR information (benefits info, timecard link, UltiPro link etc.)
- Easy access to your employee handbook & more detail on your employee benefits
- Forms (job posting form, incident report form, etc.)
- Guides (staffing, supervisor survival guide, timecard orientation, etc.)
- Payroll schedules and holiday schedules
- Benefits overview
- Employee handbooks

Finance:
- Forms and documents (chart of accounts, check request, income recording worksheet, mileage reimbursement)
- Past two years 990s and audit documents
- Contracts Plus (details on any government contracts you may have)

Information Technology:
- Tips for getting the most out of the Virteva Help Desk
- IT user request form
- Various User Guides: Public Email Folders, Mobile Configuration, Laptops, Thin Clients, Remote Access, Phones, etc.

Behavioral Health Billing
- Guides for using the Procentive system for opening & closing clients, appointments and client intake as well as a clinical guide and front desk guide for further clarification on those process
- Billing assistance request link
- Information on how to get Procentive training and additional help with reports

Client Data:
- Link to access Client Track
- Client Track Administrative Users' list
- Client Track System set up and quality control training resources as well as a reports toolkit
- Additional resources for basic functions of the Client Track system and resolving technical issues

Facilities:
- Contracted and shared vendor lists
- Special items disposal and chemical safety information
- Link to incident report form
- User group meeting notes
- Emergency Response Planning resources
- Information on how to submit insurance claims and locate insurance certificates.

connector.macc-mn.org