

APPENDIX E: Create User Profile

User has the option to create a user profile. A user may only create a profile if an account has previously been created. Therefore, the only required fields are pre-populated from the user registration web form (*user account*) e.g., first name, last name, and email address. All other user profile fields are optional.

Public Burden Statement: The Health Workforce Connector also allows users to create a profile, search for NHSC and Nurse Corps sites, find job and training opportunities, and search for other clinicians who are similarly interested in working with underserved populations. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0915-0031 and it is valid until XX/XX/202X. This information collection is voluntary. Public reporting burden for this collection of information is estimated to average xx hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

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The following table provides a **full list** of the create user account fields:

Personal Information Fields	Required	Optional
First Name*	x	
Last Name*	x	
Professional Title		x
Location		x
Current BHW Program		x
Field of Practice		x
Discipline		x
Specialty		x
Languages		x
Phone Number		x
Email*	x	
Individual NPI Number		x
State Licensure		x
Personal Statement		X
Title		x
Organization		x
Residency Program		x
Location		x
Time Period		x
Description		x
School		x
Degree		x
Field of Study		x
Time Period		x

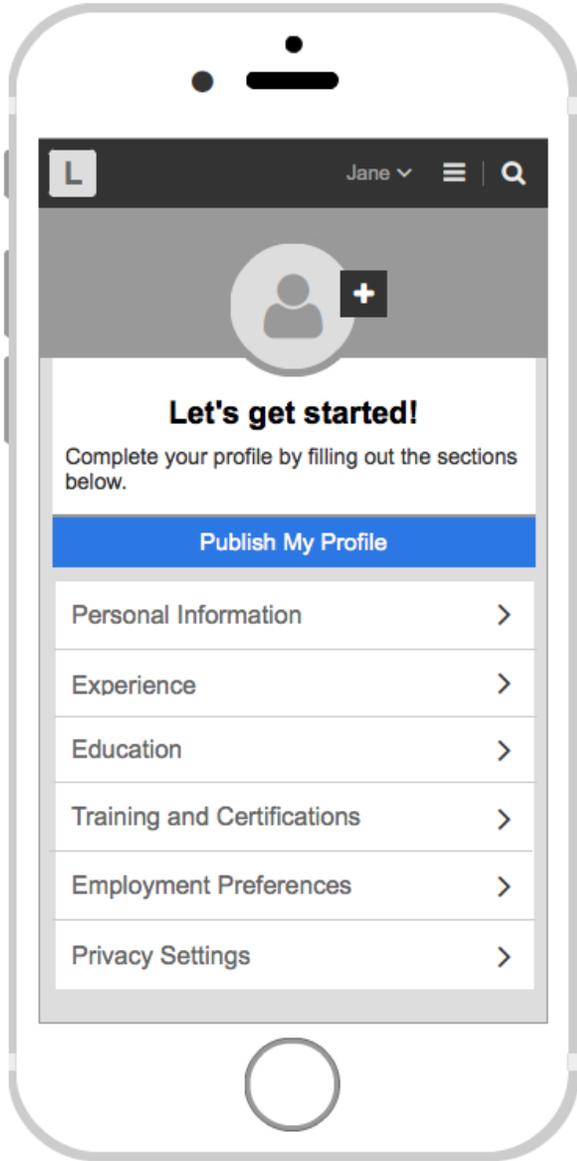
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Personal Information Fields	Required	Optional
Description		X
Training Name		X
Time Period		X
Description		X
Certification Name		X
Certification Authority		X
Valid Through (dates)		X
Relocation States		X
Community Type		X
Preferred Work Schedule		X
Volunteering preference		X
Make Profile Private		X
Information Sharing preference		X
Make Profile available to Site Administrators/POCs only		X
Make Profile available to General Users		X
User may hide: <ul style="list-style-type: none"> • Profile picture (TBD if a user can upload a photo) • Email address • Phone number 		X

User Profile Landing Page:

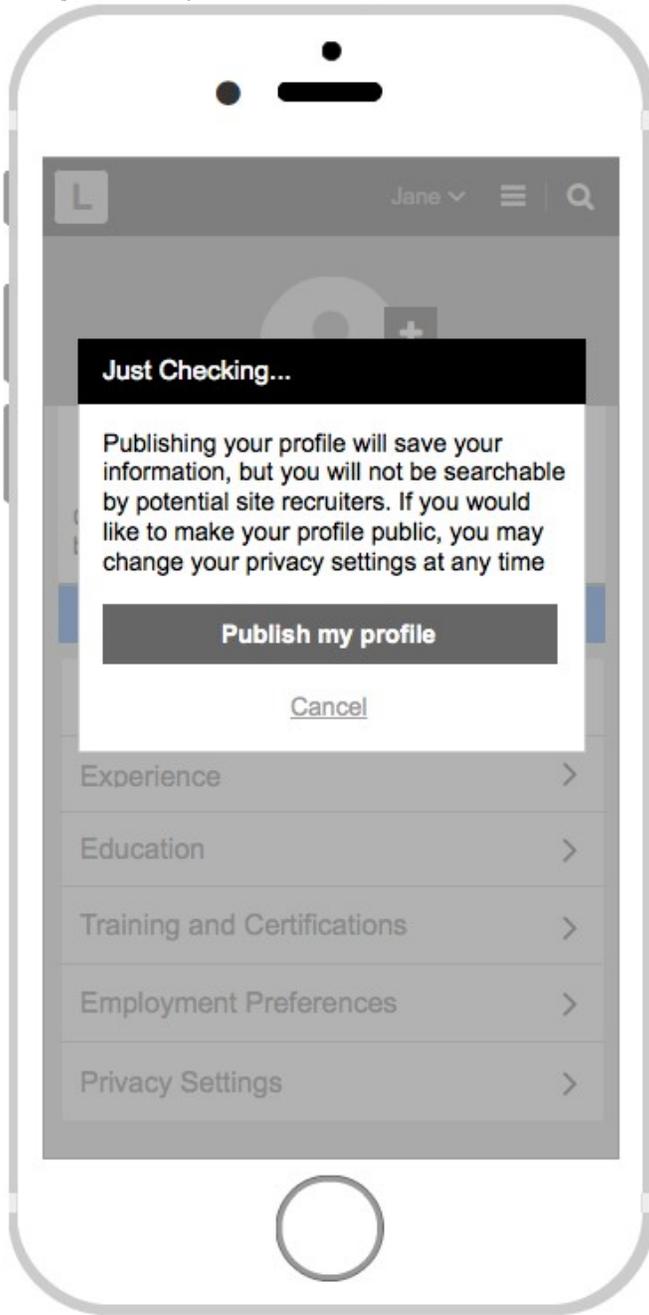
A user may create a user profile, visible only to an internal BMISS administrator by setting their privacy setting to “public.” Alternatively, a user may set their user profile to “private,” which makes their profile not visible to anyone. A user has the ability to add as much information as they wish; the only required fields are pre-populated from the user’s registration information e.g., first name, last name, and email address. A user may select any of the user profile sections to enter their information. See landing page below:

Note: Below are user profile mock-up designs, referred to as wireframes since the system is currently in the development phase. A wireframe is a basic sketch or skeleton of a website page which displays the content and functionality. Think of it as the blueprint of what the final screen would look like.



User Profile Publish Functionality:

A user may select the “Publish My Profile” button to save their user profile information. However, if they wish to make their profile “public” or visible to internal BMISS administrators and general users, a user must set their privacy setting to “Make Profile available to Site Admins/POCs only or “make profile available to General Users”. See “Publish My Profile” modal/pop-up below:



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User Profile Personal Information:

A user may enter their personal information. See input fields below:

Note: A user's First Name, Last Name, and Email are pre-populated with the information a user enters when they complete the user account (user registration) web form. See Appendix A for details.

The image shows a mobile application interface for editing a user profile. The form is titled "Personal Information" and is displayed on a smartphone screen. At the top, there is a header with a logo, the name "Jane", and a search icon. Below the header, there is a "Save" button. The form fields are as follows:

- First Name***: A text input field with a red border, indicating it is a required field. The text "Jane" is pre-populated.
- Last Name***: A text input field with the text "Smith" pre-populated.
- Professional Title**: A dropdown menu with "Pediatric Dentist" selected.
- Location**: A text input field with "Washington DC Metro Area" pre-populated.
- Current BHW Program**: A dropdown menu with "NHSC Loan Repayment Program" selected.
- Field of Practice**: A dropdown menu with "Select" selected.
- Languages***: A dropdown menu with "English" selected. Below it is a section for "Native or bilingual proficiency" with a dropdown menu and a "+ Add another language" button.
- Phone Number**: A text input field with "202-456-5555" pre-populated.
- Email**: A text input field with "jsmith@gmail.com" pre-populated.
- Individual NPI Number**: An empty text input field.
- State Licensure**: A dropdown menu with "Virginia" selected. Below it is a "Select" dropdown menu and a "+ Add another state" button.
- Personal Statement**: A text area containing the text: "I've spent the last 6 years working with children with congenital dental defects. I'd like to use my experience to serve communities that don't have access to the latest dental procedures and equipment." Below the text area is a character count "202/600".

At the bottom of the form, there is a "Save and Continue >" button and a blue "Publish My Profile" button. A progress indicator at the very bottom shows "0%".

User Profile Experience:

A user may enter their professional experience. See input fields below:

The image shows a mobile application interface for entering professional experience. At the top, there is a header with a profile icon 'L', the name 'Jane', a menu icon, and a search icon. Below the header is a 'Save' button with a close icon. The main form is titled 'Experience' and contains several sections:

- Title:** A text input field containing 'Pediatric Dentist' with a close icon.
- Organization:** A text input field containing 'Pediatric Dental Center' with a close icon.
- Residency Program:** A toggle switch that is currently turned off.
- Location:** A text input field containing 'Washington, DC' with a close icon.
- Time Period:** Two rows of date pickers. The first row is labeled 'From' and has 'May' and '2011' selected. The second row is labeled 'To' and has 'Month' and 'Year' selected.
- I currently work here:** A toggle switch that is currently turned off.
- Description:** A text area containing the text: 'Do what you love, and love what you do! A twinkle in children's eyes when they are able to have a pleasant and comfortable dental checkup (they are often surprised) - the sense of accomplishment and confidence evident on their face as they give me a hug or a high five at the end of'. A character count '202/500' is shown at the bottom right of the text area.

At the bottom of the form, there are three buttons: '+ Add Another', 'Save and Continue >', and a blue button labeled 'Publish My Profile'.

User Profile Education:

A user may enter their Education information. See input fields below:

The screenshot shows a mobile application interface for editing a user's profile. At the top, there is a header with a profile icon 'L', the name 'Jane', a menu icon, and a search icon. Below the header is a 'Save' button with a close icon. The main form is titled 'Education' and contains several sections: 'School' with a text input field containing 'Johns Hopkins University'; 'Degree' with a dropdown menu showing 'Ph.D.'; 'Field of Study' with a text input field containing 'Pediatric Dentistry'; 'Time Period' with 'From' and 'To' sub-sections, each containing month and year dropdowns (September 1993 and May 1997); a toggle switch for 'I am currently a student' which is currently off; and a 'Description' text area containing a paragraph about the user's education. Below the description is a character count '202/500'. At the bottom of the form are three buttons: '+ Add Another', 'Save and Continue >', and a blue 'Publish My Profile' button.

User Profile Training and Certifications:

A user may enter their training and certifications. See input fields for training and certifications, respectively:

L Jane ▾ ☰ 🔍

✕ Save

Training and Certifications

Training Certification

Training Name ?

The Postbaccalaureate Intramural...

Time Period

From

May ▾ 2011 ▾

To

May ▾ 2012 ▾

I am currently in training

Description

The Postbaccalaureate Intramural Research Training Award (IRTA) is a biomedical research program that enables eligible recent college graduates who are planning to apply to graduate or professional school to spend one or two years working with investigators at the

269/500

+ Add Another

Save and Continue >

Publish My Profile

Certification Name

Certified Dental Assistant

Certification Authority

Dental Assisting National Board

Valid through

Month

Year



This certificate does not expire

+ Add Another

Save and Continue >

Publish My Profile

User Profile Employment Preferences:

A user may enter their employment preferences i.e., if they are willing to relocate, if they want to work in a rural vs. urban area, and/or whether they are seeking full time vs. part time positions. See options below:

Employment Preferences

Location

I am willing to relocate [?](#)

Rural Designation [?](#)

Rural

Non-Rural

Preferred Work Schedule

Full Time

Part Time

Volunteering

COVID-19 Volunteer

[Save and Continue >](#)

User Profile Privacy Settings:

A user may set their privacy settings to make their profile visible or not visible to an internal BMISS administrator or General Users. See options below:

Account Settings

Change Privacy Settings

Make my profile private [?](#)

Make my profile public [?](#)

Allow Employers to search for my profile

Show email address

Show phone number

Allow General Users to search for my profile

Show email address

Show phone number

Information Sharing:

My information can be shared with government partners

[Update Privacy Settings](#)