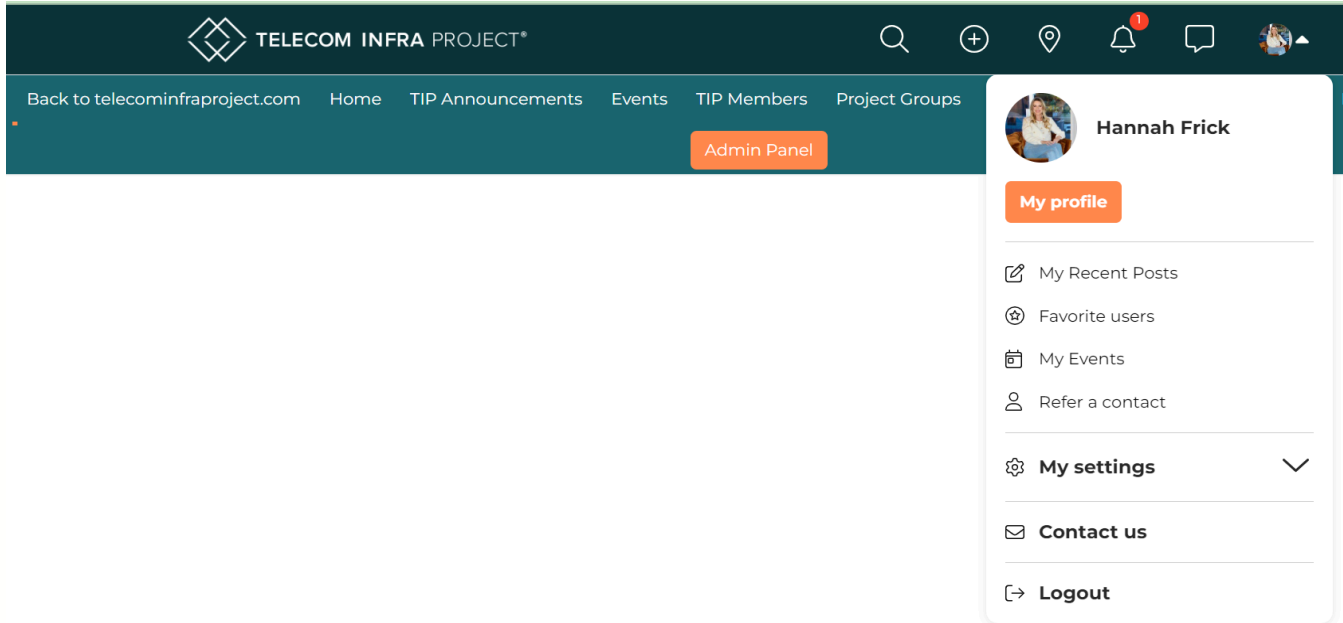


# Navigating Hivebrite

1. **Setting up your user profile:** Once registered and logged in, head to the top right corner of your Hivebrite portal to enter information such as name, organization, location, specialty, and establish your settings to receive messages and notifications.



2. **Joining TIP Project Groups:** Join TIP Project Groups using the top navigation header labeled "Project Groups." Access requests will be processed within 3 business days, along with any applications (Jira, Slack, etc.) that are part of your specific group.

Project Groups are where you will collaborate in real-time with other TIP members, access Project Group documents, meeting schedules and more. If you wish to join a Subgroup, you must join the main Project Group first.

3. **Receiving Notifications:** Follow along in the "Announcements" section of the platform to receive updates and announcements from TIP staff and leadership.
4. **Getting Familiar with TIP and the Hivebrite Platform:** Visit the "TIP Support" tab at the top right corner of the page to access our Knowledge Base and TIP Support.