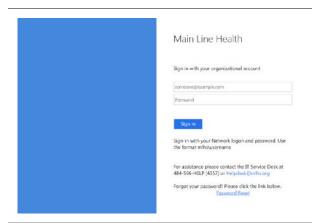
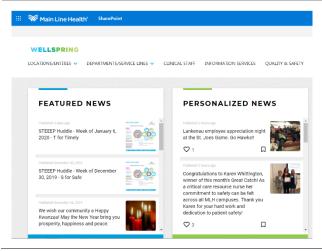
Wellspring is Main Line Health's new intranet. It serves as a central hub for internal communication as well as knowledge management and resource portal by providing MLH users with information on and access to applications, policies, benefits, updates, and other information. We hope Wellspring serves as a valuable resource as you continue to make Main Line Health the best place to give and receive compassionate, human care.



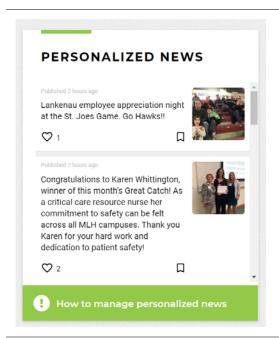
If prompted to log in, use your Main Line Health email address and network password, you will have access to all the resources within Wellspring.

If you do not have a Main Line Health email address, you should use your network ID and include "@mlhs.org" (e.g., if your network ID was "abcd," you would sign in as abcd@mlhs.org.

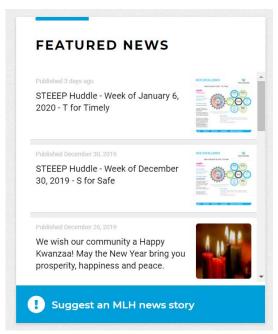


On the Wellspring homepage, there are two newsfeeds, which are fed by MLH To Go. Featured news are the stories everyone should see. Personalized news shows you content from the channels you've chosen to follow in MLH To Go.



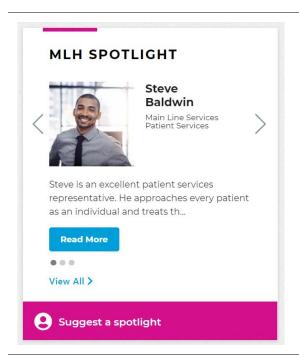


If you haven't registered in MLH To Go yet, click the green button under personalized news for more information and instructions on how to register and use MLH To Go.



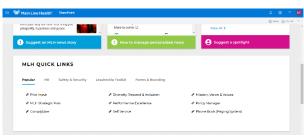
Through MLH To Go, you have the ability to share your own photos and news from around the System, but for stories that may require longer articles, you can also click the blue button below the Featured newsfeed to share a suggestion for a news story.



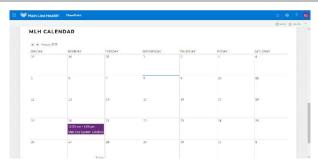


Next to your personalized and featured newsfeeds is the MLH Spotlight. In addition to MLH To Go, this is a great way for our employees and medical staff to \*be seen\*.

You can submit suggestions for employees and medical staff who should be spotlighted by clicking the pink button at the bottom.



Below the newsfeeds and spotlight, you'll find Quick Links. Quick Links offers you easy access to a number of resources under different categories. The Quick Links' categories include: Popular, HR, Safety & Security, Leadership Toolkit and Forms & Branding.



Below the Quick Links, you'll find the System wide calendar. Click on an event to see more information about it.

For specific events for Clinical Staff, click on the Clinical Staff tab on the global navigation. There you will find events like grand rounds.



Scroll back to the top of the homepage, you'll find your global navigation, which will help you get to all of the areas within



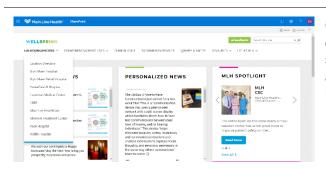


Wellspring. This menu will appear no matter where you are in Wellspring.

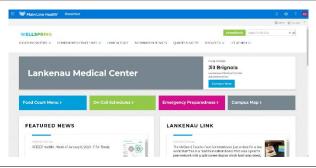
The search bar is located in the top right corner. There is a drop down arrow that will give you categories such as Everything, People, Conversations and This Site.

Make sure when you are typing something into the search bar, you pick a category where the information will be located.

This Site indicates that the search will be located on the individual site. Everything indicates that the search will be anywhere on Wellspring.



Click on Locations/entities, this has a drop down menu where you will find pages for some of our locations and entities along with a directory listing of all Main Line Health locations.



On a location page, you can find useful resources, including cafeteria menus, on call schedules, and events happening at that location.

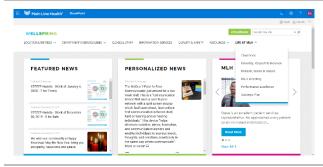




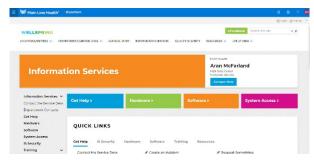
When you go back to the main homepage, click on departments/services drop down menu, you'll find pages for areas that offer resources relevant to most of the System.



Click on Resources, this has a drop down menu that will give you access to administrative applications, clinical applications, and education and reference resources.

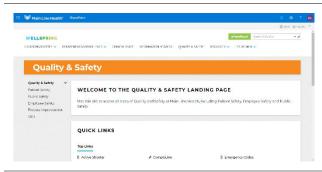


Click on Life at MLH, this has a drop down menu that provides information about Classifieds, DR &I, Mission, Vision & Values, MLH Directory, Performance Excellence and our Strategic Plan.

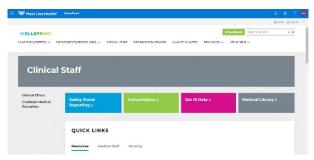


Click on Information Services, this is a onestop shop for all of your IS needs, including submitting a ticket to the Service Desk.

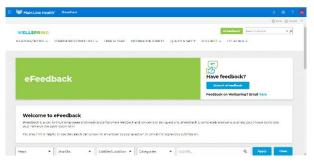




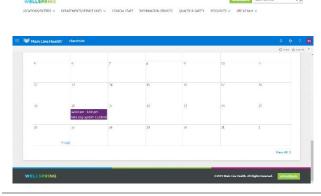
Click on Quality & Safety, this is a central hub for all areas of Safety at Main Line Health, including patient, employee and public safety and emergency management.



Click on Clinical Staff, this can be used as an alternative main landing page for access to resources and information that may be more frequently used by staff in our clinical settings.



At the top and bottom of every page, you'll see a button for eFeedback. eFeedback is set up to be anonymous unless you choose to include your name in your submission.



At any time, no matter where you are within Wellspring, click the Wellspring logo at the top or bottom of the page to return to the Wellspring homepage.

