

## Message Center Pools

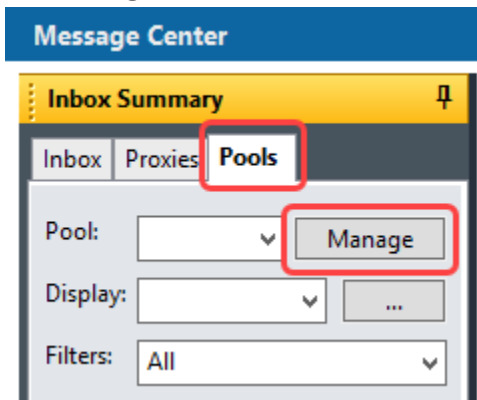
Message Center Pools are managed by the employee during the onboarding process. The manager can advise the employee which pools are appropriate.

The following pools are restricted and require a ServiceNow request to set up appropriate access:

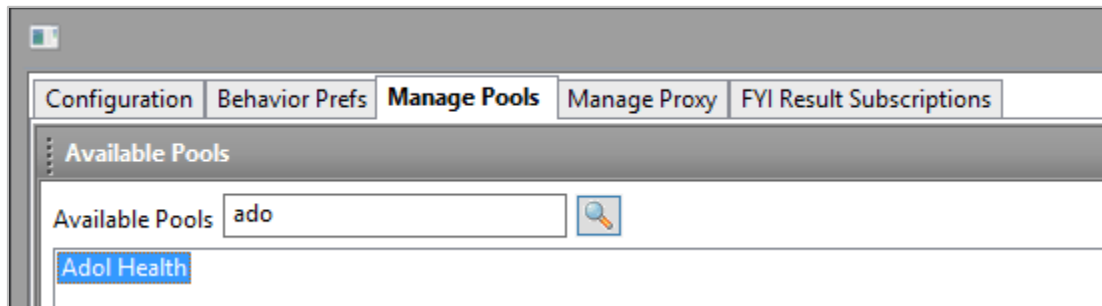
- HIM: Health Information Mgmt
- MCRC: Clinician, Office, Psych

### ***Adding Yourself to a Message Center Pool***

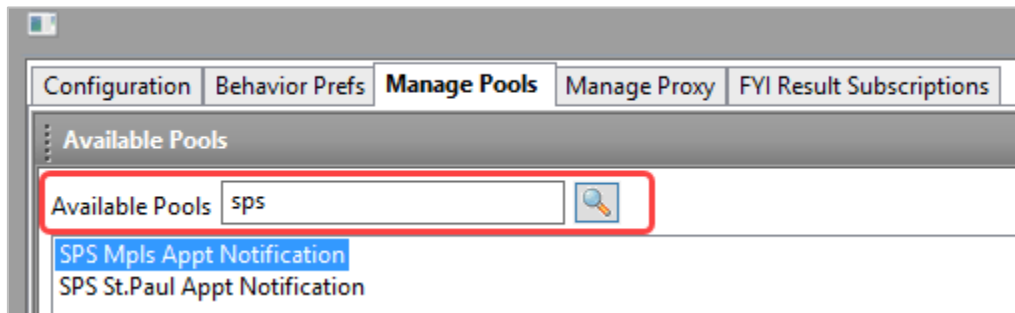
1. In Message Center, click the **Pools** tab and click **Manage**.



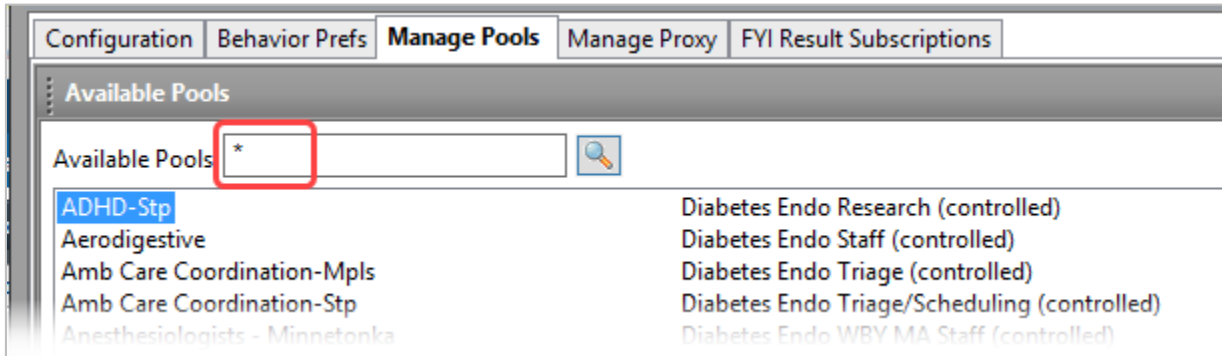
2. Type the first three letters of the name of the pool.



**Note:** For Sedation and Procedural Services (SPS), type SPS in the **Available Pools** field. Select the appropriate campus.

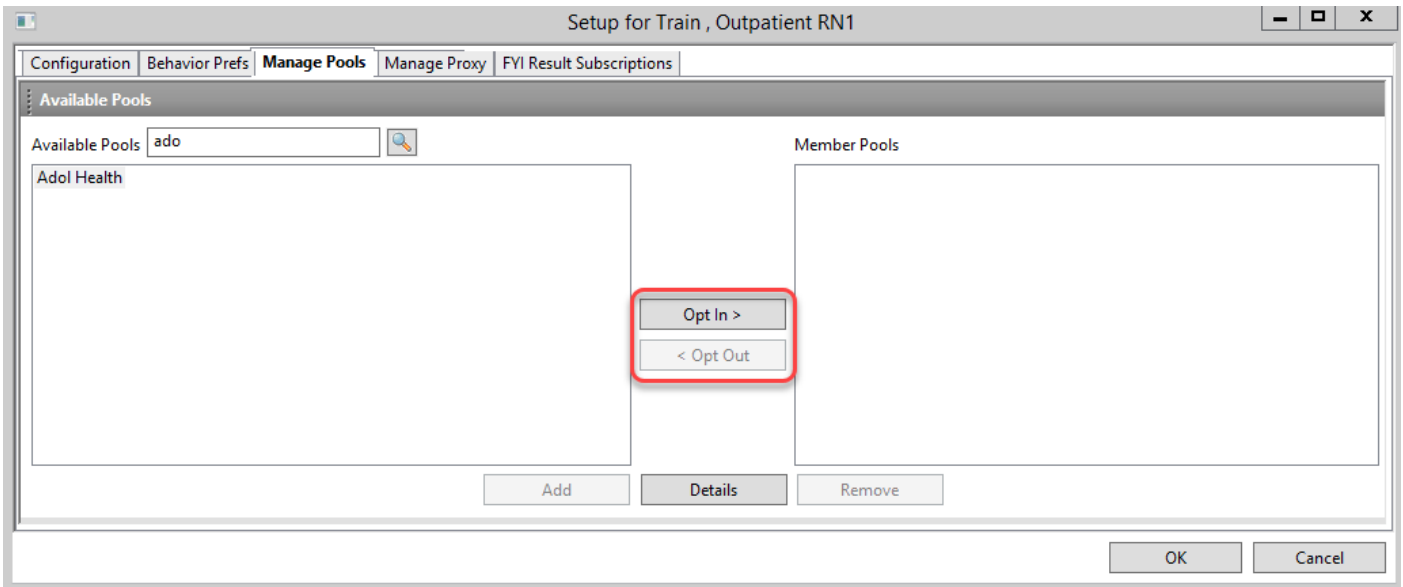


**Note:** If unsure of the pool name, type \* in the Available Pools field and click the search button. All pools will display.



3. Select the appropriate pool. Click the **Opt In** button to move a pool from **Available Pools** to **Member Pools**. You will have access to any pools listed in your Member Pools list.

**Note:** To remove yourself from a pool, select the appropriate pool and click the **Opt Out** button.



4. Click **OK** when done.
5. Pools you are a member of can be accessed from the dropdown in Message Center.

