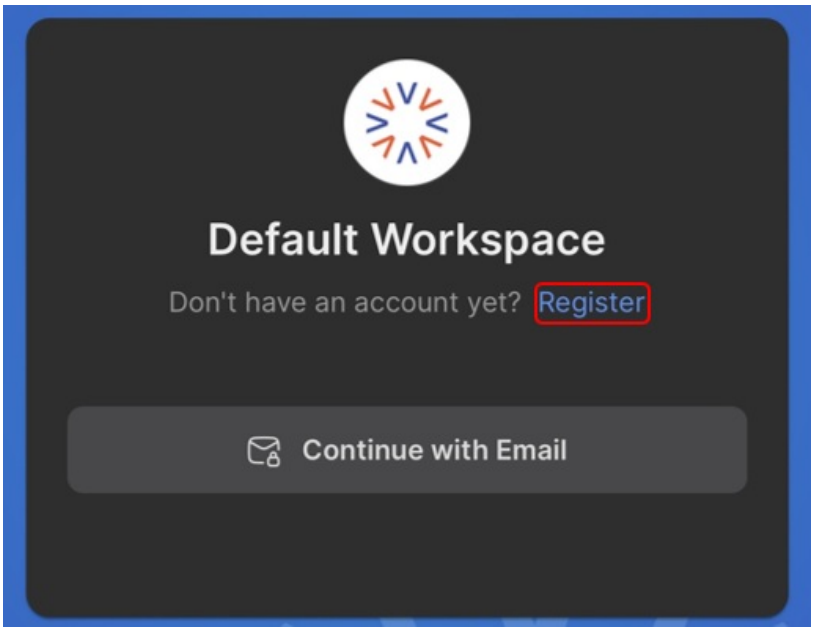
deaExchange

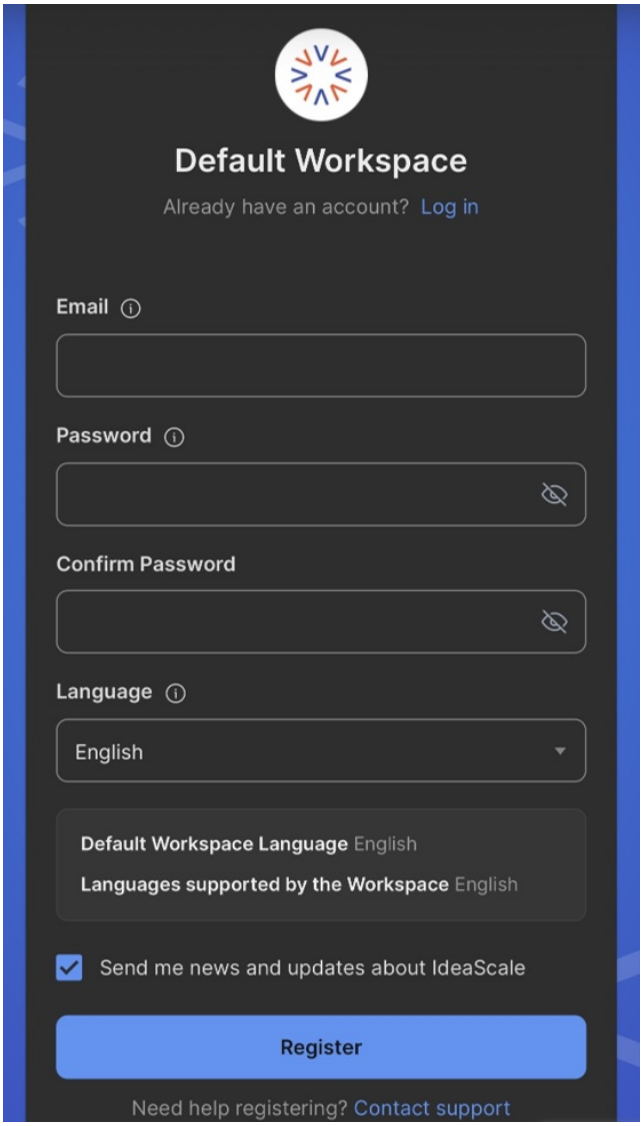
t Modified on 10/29/2026 2:13 pm EDT

low to register

1. Visit the **Ideascale website** portal.
2. Click the **Register** link.



3. Enter your **Email** and your **Password** (password you want to use for ideascale).
4. Click **Register**.



⚠ The IdeaScale administrator will review your request. Once approved, you will receive an email confirming your workspace membership, after which you may log in using your email address and password.

/iewing and voting for ideas

1. From the **Ideascale website** , select **Ideas** from the top toolbar.
2. Scroll through Recent, Popular, and Hot idea categories or select My Ideas to view ideas submitted by you.
3. Click the up or down arrow to vote on any idea (up means you agree, down means you don't).

You can build your reputation by earning points. You receive 5 points for each idea submitted and 1 point for each comment.

How to Propose/Post Ideas

1. Visit the **Ideascale website** and login using your credentials
2. On the main page, select the **Submit New** Idea button.
3. Add the **Title** of your idea and try to be descriptive to help other users understand your idea.
4. In the **Description** area write as much information as you feel is needed to explain your idea. You can add attachments to help explain your idea as well. Please remember not to include PHI.
5. **Enter Tags** (keywords) that will allow searches for this idea to be more effective (optional).
6. Once you're done, click the **Submit** button.