



# ANCOR Connected Community

## Getting Started Guide



### Get Started

Visit the ANCOR Connected Community at <http://ancor.connectedcommunity.org>. Bookmark the page for easy return access.

Select "login" in the upper right hand corner. Use the same email address and password you use to log on to the regular ANCOR website.

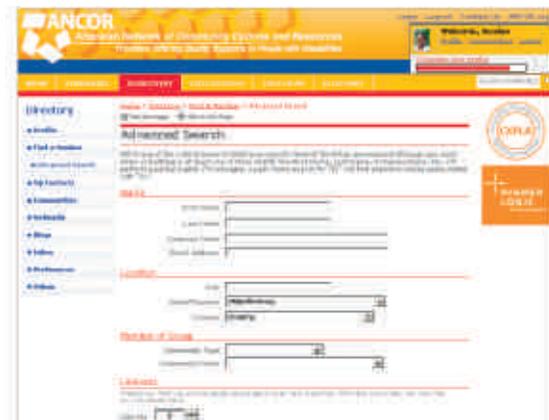


### Complete Your Profile

Select "My Profile" in the upper right hand corner. We've already put in basic information, but you'll want to add information about your job, connections to ANCOR, certifications, job history, etc.

Take a moment to upload a photo.

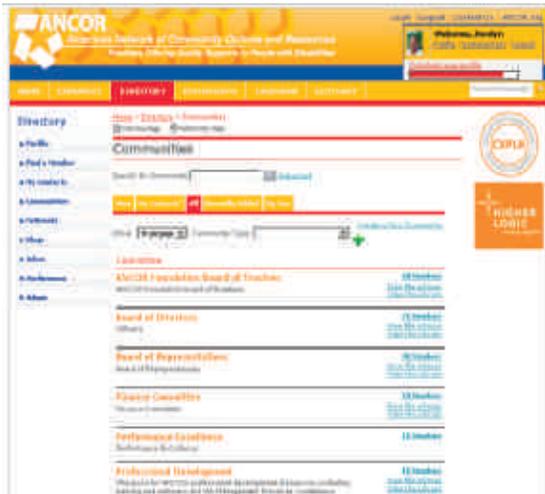
Notice at the bottom of the Profile screen the ANCOR Connected Community has already created a matrix of contacts and others in the community with interests and experience similar to yours. **YOU'RE CONNECTED!**



### Find Colleagues

Select "Directory" in the top navigation bar, then "Find a Member" to locate your colleagues. You can search by name, agency, location, interest and more.

From the search results page, you can view your colleagues' profiles, ask them to join your network, or send a message.



## Check Out The Communities

Select “Directory” then “Communities” from the top navigation bar to see a list of communities. Select “All” in the Community navigation bar to see a list of all ANCOR Connected Communities, or select “Mine” to see a list of communities you are a member of.

You can select “View the eGroup” to view the discussion thread(s) for a given community, or “View the Library” to see the resources available.



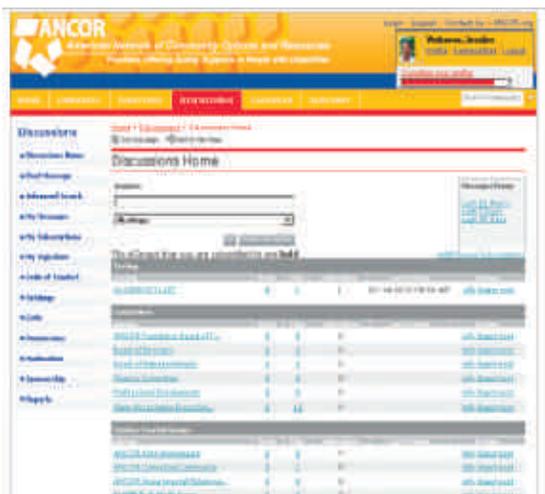
## Join a Community, Set Delivery Options

Select “Join/Leave Community” to join. Most communities are open to all ANCOR members. Some, such as the Board of Directors, have restricted membership.

Specify if you want to receive emails in text or HTML format, and choose from several delivery options:

- **Real time:** receive emails as message are posted
- **Daily digest:** receive one email consolidating all of the previous day’s posts
- **PDA:** receive emails in a special format compatible with handheld devices like BlackBerries
- **No email:** read and reply to posts via the online discussion board.

After making your selection, be sure to hit “save.”

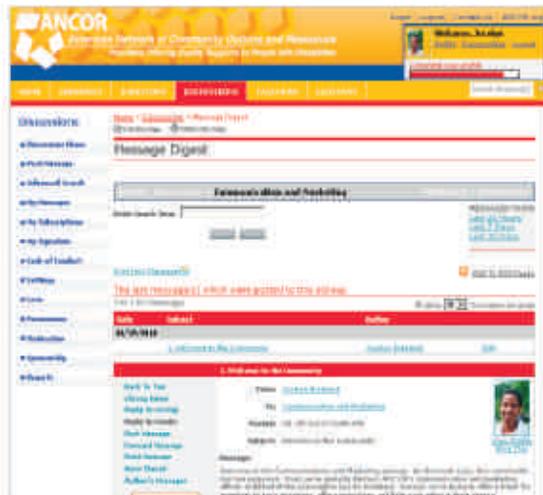


## Check Out the Discussions

Select “Discussions” and “Discussions Home” to get a list of all eGroups in the ANCOR Connected Community.

Notice that some eGroups are independent and some are associated with other committees or groups.

Like the communities, some eGroups have restricted membership, but many do not. The program will let you know if you need special access to participate in an eGroup you select.



## ◆ Participate in eGroups

The eGroups are integrated online discussion boards and email forums (like listservs). Use eGroups to:

**Reply to eGroup** - send your response to the entire forum

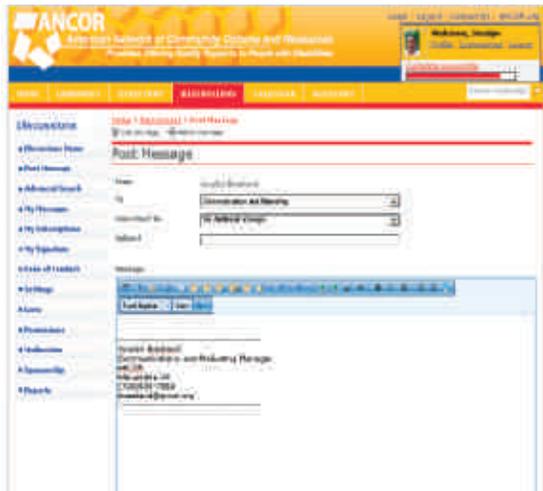
**Reply to sender** - send a private response to the author of the post.

**View thread** - see all of the posts in that discussion in chronological order

**Post message** - start a new discussion

**My subscriptions** - subscribe or unsubscribe to groups or change your delivery options.

**Search** - use the quick keyword search to look for posts on a specific topic.



## ◆ Start a Conversation

Use the "Post Message" link found in the HTML e-mail or go to the "My Communities" page and click "Post Message" in the left navigation area.

To include an attachment:

- 1. Click the "Attach" button
- 2. Name your document
- 3. Browse to find the file
- 5. Click "Upload."
- 5. Add tags to your document to enhance its searchability.

Once your message is sent, your attachment will be automatically added to the resource library, giving other members easy future access.



## ◆ Share Resources

ANCOR staff and your colleagues at other agencies will be sharing a wealth of documents in the libraries. These could be reports, white papers, power point presentations, webinars, just about anything!

If you've got a resource you'd like to share (such as a job description, a policy document, plans for DSP Week celebrations at your agency) post it to the library and your colleagues can use them as resources.



## Use The Glossary

We're creating a wiki glossary of terms unique to our industry. Select "Glossary" from the top navigation bar to search the glossary.

You can also:

Add a definition you'd like to share.

Edit a definition that already exists.

Request a definition of a term that's got you stumped.

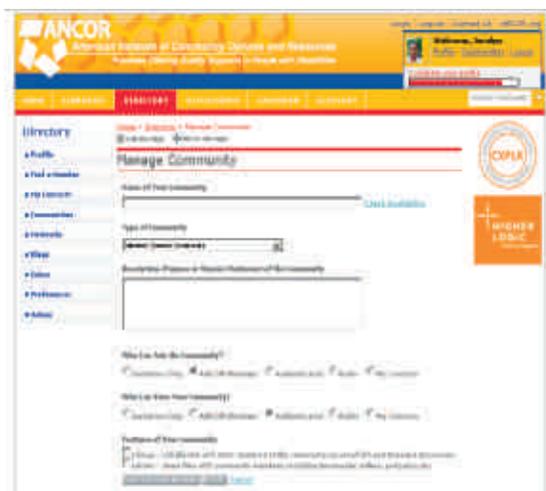


## Find Resources

Robust search features in the Resource Libraries and eGroups allow you to locate posts and documents that contain the information you're looking for.

To search the eGroups, go to the "My Communities" and click "Advanced Search" in the left navigation area.

To search documents, video, etc., click "Resource Libraries" then "Search Library" in the left navigation area.



## Create A Community

Recognize a need for a new discussion group? Create it!

From "My Communities," click on "Create Communities." Give your group a name - avoiding punctuation and symbols like commas and ampersands - and a brief description. Then determine who can join and view your group and what features it will have; chances are you'll want both an eGroup and a library.

Click "Finish" or "Save and Invite" members to send an invitation out to others on your contact list.