

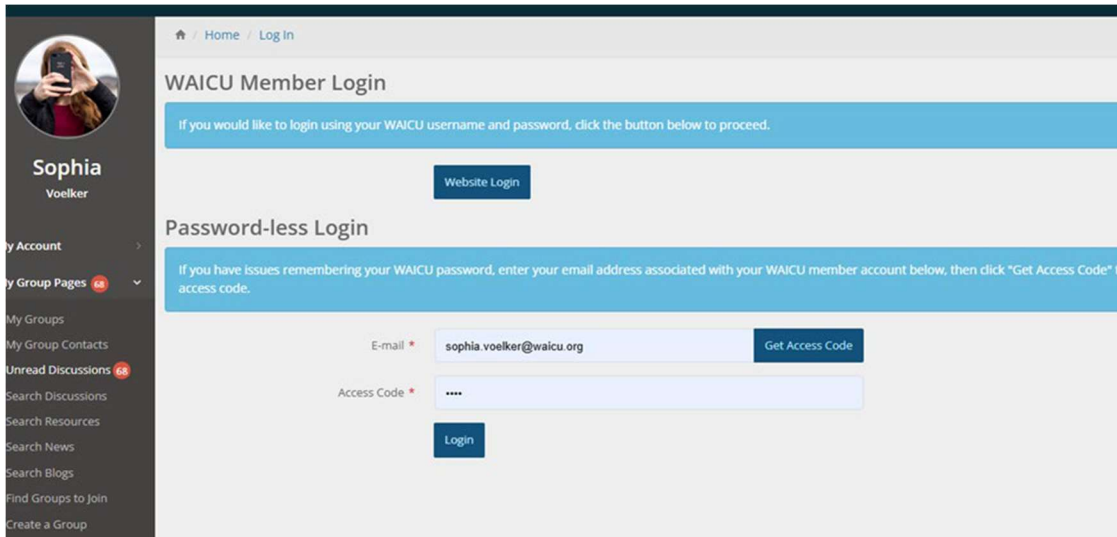
# WELCOME TO WAICU CONNECT!

WAICU Connect is a platform that enables WAICU members to connect with colleagues in particular affinity groups or topic areas. While WAICU Connect functions as a listserv, it can do much more! Below are some of the features:

- Post questions and responses to your group.
- Search previous conversations.
- Build a shared resource library.
- Message individuals from your groups.
- Share “live” working documents for collaborative work.

## Startup Instructions for New Users:

1. Log into WAICU Connect at <http://connect.waicu.org/>.
2. Select **Password-less login**.
3. Enter your work email address
4. Click **Get Access Code** and a four-digit code will be emailed to you.
5. Copy the code and paste it into the Access Code box. Click **Login**.



The screenshot shows the WAICU Member Login page. The user is logged in as Sophia Voelker. The page has a navigation menu on the left with options like My Account, My Group Pages, My Groups, My Group Contacts, Unread Discussions, Search Discussions, Search Resources, Search News, Search Blogs, Find Groups to Join, and Create a Group. The main content area is titled 'WAICU Member Login' and has a 'Home / Log In' breadcrumb. Below the title, there is a blue banner with the text 'If you would like to login using your WAICU username and password, click the button below to proceed.' and a 'Website Login' button. Below that, there is another blue banner with the text 'If you have issues remembering your WAICU password, enter your email address associated with your WAICU member account below, then click "Get Access Code" to receive your access code.' This banner is followed by an 'E-mail' input field containing 'sophia.voelker@waicu.org' and a 'Get Access Code' button. Below the email field is an 'Access Code' input field with four asterisks and a 'Login' button.

## Set Up Your Account:

1. Once you are logged in, navigate to **My Profile** then click **Update Profile**.



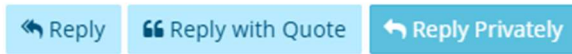
2. There are four tabs in your profile where you may:
  - Add a password to your Account
  - Add Personal details such as contact information and a profile image, as well as a contact signature line. This will allow fellow group members to see your job title and institution in posts. This is especially important when the messages come through email.
  - Add Professional details such as LinkedIn account
  - Manage your Notifications, including whether you want to receive emails from the group immediately or in a daily or weekly digest.
3. View groups you're in by clicking **My Groups** under **My Group Pages**.
4. Request to join any additional group(s) by clicking **Find Groups to Join** under **My Group Pages**. At the request of WAICU members, some groups require a referral or approval from your institution's leaders to join. When you click on the button to join a group, a request will be sent to WAICU Operations to assess the request.
5. If you have further questions, select **Help** at the top of the page. This section provides most of the instructions for using the site. You can also return to **Connect Home** and **View the quick start guide**.



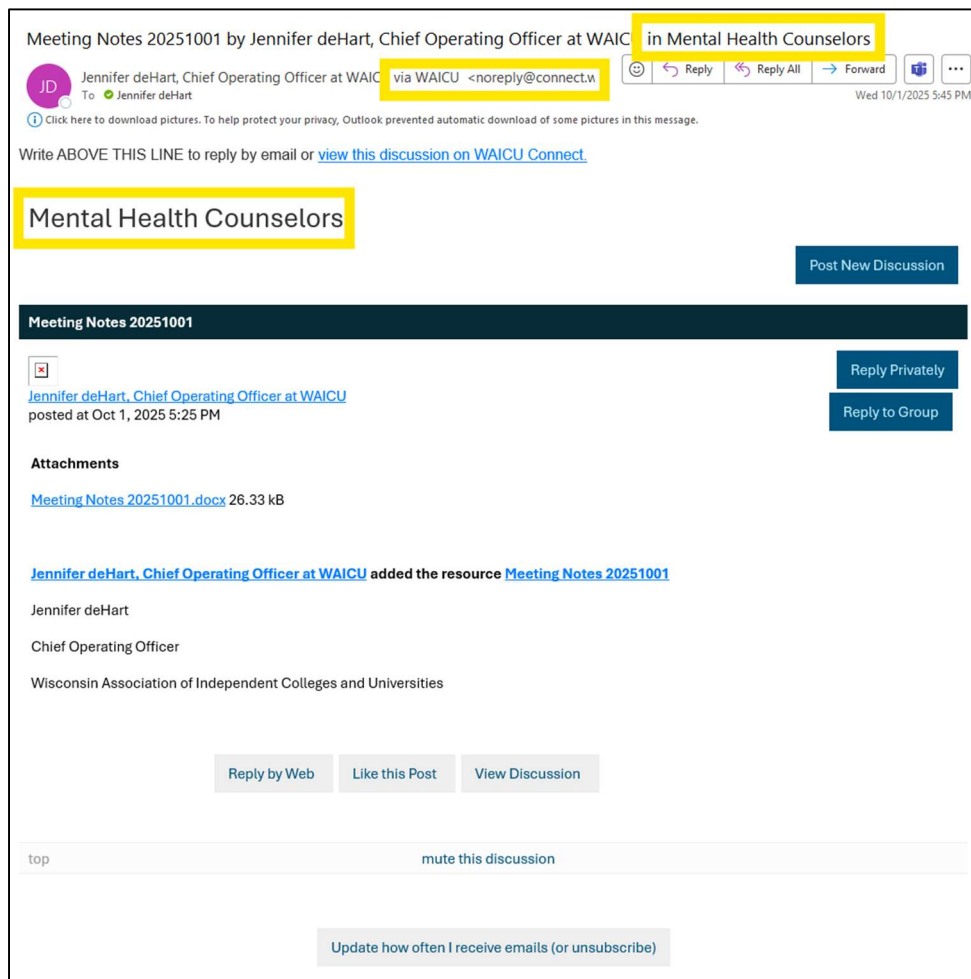
### Communicating with Your Groups:

- You can only send and receive messages to a group if you are a member of that group.
- Please review the [WAICU Connect etiquette guide](#). There is also a link in the help section.
- Before sending a message, consider searching previous discussions on [WAICU Connect](#) to find the information you seek.
- There are two ways to communicate with your groups. Both methods generate an email to all members of the group. Emails display with a subject line that includes the group name and the sender name will include "via WAICU". An example is below.

1. **Within the WAICU Connect web platform:** Start a discussion/send a message to the group by clicking **Post New Discussion** from the Discussions tab of any group. Reply to discussions in the WAICU Connect platform using the reply all, reply with quote, or reply privately buttons.



2. **By email only:** Start a discussion/send a message to the group by entering your group's email address in the "To" line. [Click here to see all group email addresses.](#) Reply to the discussion using the reply buttons in your email browser or in the body of the email. If you would like to change your browser settings to allow use of the buttons in the body of the email, contact [mail@waicu.org](mailto:mail@waicu.org). The Reply by Web and View Discussions buttons will take you to the WAICU Connect portal.



## Sharing Resources and Interacting with Your Groups:

1. Navigate to a group you're in under **My Groups**.
2. Using the tabs in the middle of the page:
  - The Discussions tab allows you to search past discussions
  - The Members tab allows you to view members in the group and contact them individually
  - The Resources tab allows for file sharing. The files shared in this folder cannot be edited.
  - The Links tab is where links and collaborative working documents are shared.

The screenshot displays the user interface for the 'Athletic Department' group on the WAICU platform. On the left, a dark sidebar contains navigation options: 'Manage Group', 'My Account', 'My Group Pages' (with a red notification badge for 19 items), 'My Groups', 'My Group Contacts', 'Unread Discussions' (with a red notification badge for 19 items), 'Search Discussions', 'Search Resources', 'Search News', 'Search Blogs', 'Find Groups to Join', 'Create a Group', 'Search', and 'Logout'. The main content area has a header with the WAICU logo and the group name 'Athletic Department'. Below the header, there's a navigation breadcrumb 'Home / Athletic Department' and a 'Email Group' button. A 'Start a discussion!' prompt is followed by a text input field labeled 'Enter the topic of the discussion'. Below this are three buttons: 'Update Profile', 'Remove Me', and 'Emails (On)'. A descriptive sentence states: 'This community group is a place for peer-to-peer discussion and information exchange among WAICU members.' A row of tabs is visible, with 'Discussions', 'Members', 'Resources', 'Links', and a '+' icon. The 'Discussions' tab is highlighted with a yellow border. Below the tabs is a search bar and a toolbar with buttons for 'Create Folder', 'Upload Resource', 'Bulk Upload', 'New Collaboration', and 'Action'. A table lists folders with columns for 'Name', 'By', 'On', and 'Categories':

| <input type="checkbox"/> | Name          | By  | On           | Categories |
|--------------------------|---------------|---|--------------|------------|
| <input type="checkbox"/> | Meetings      | Jennifer deHart,<br>Chief Operating<br>Officer at WAICU | Oct 11, 2024 |            |
| <input type="checkbox"/> | Miscellaneous |   |              |            |
| <input type="checkbox"/> | Policies      | Shawn Robin,<br>Director of<br>Member                   | Oct 23, 2024 |            |