

HOW TO CREATE A LOG-IN AND SET UP YOUR PROFILE

- I. Go to our website <http://iaap-delaware.org>. (See Fig. 1).
 - A. Click on “Login to see members only content.” (See Fig. 1).
 - B. This brings you to the **log-in screen**. If you have not already done so, you will need to create a Log In for the new Web Community. Go to **Create New Log-in**. (See Fig. 2).

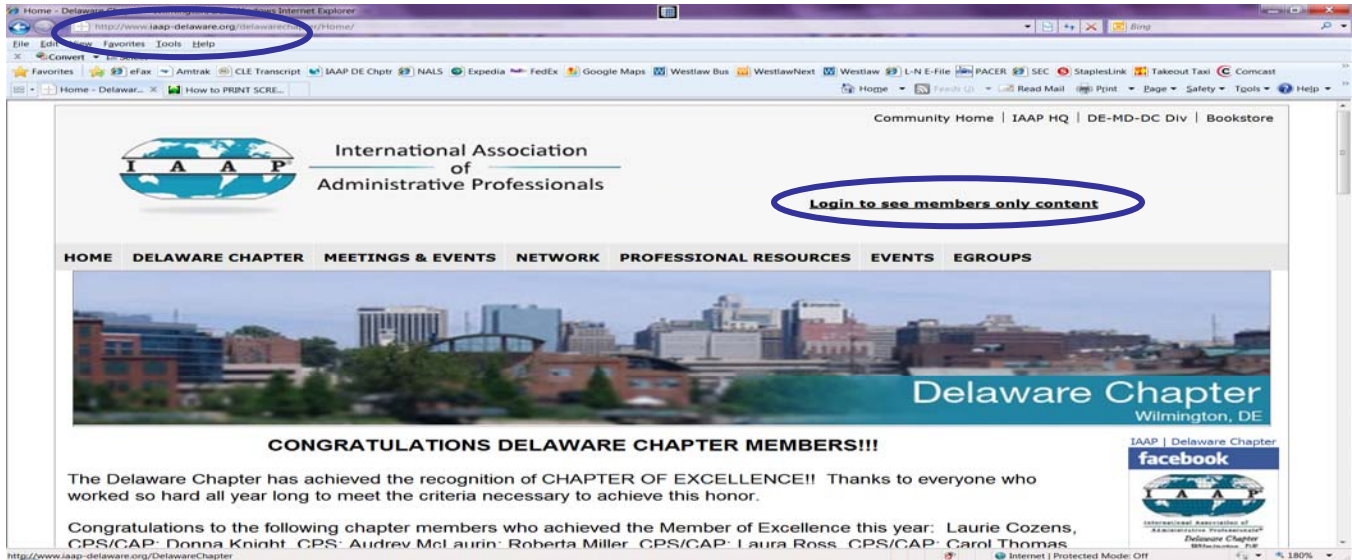


Fig. 1

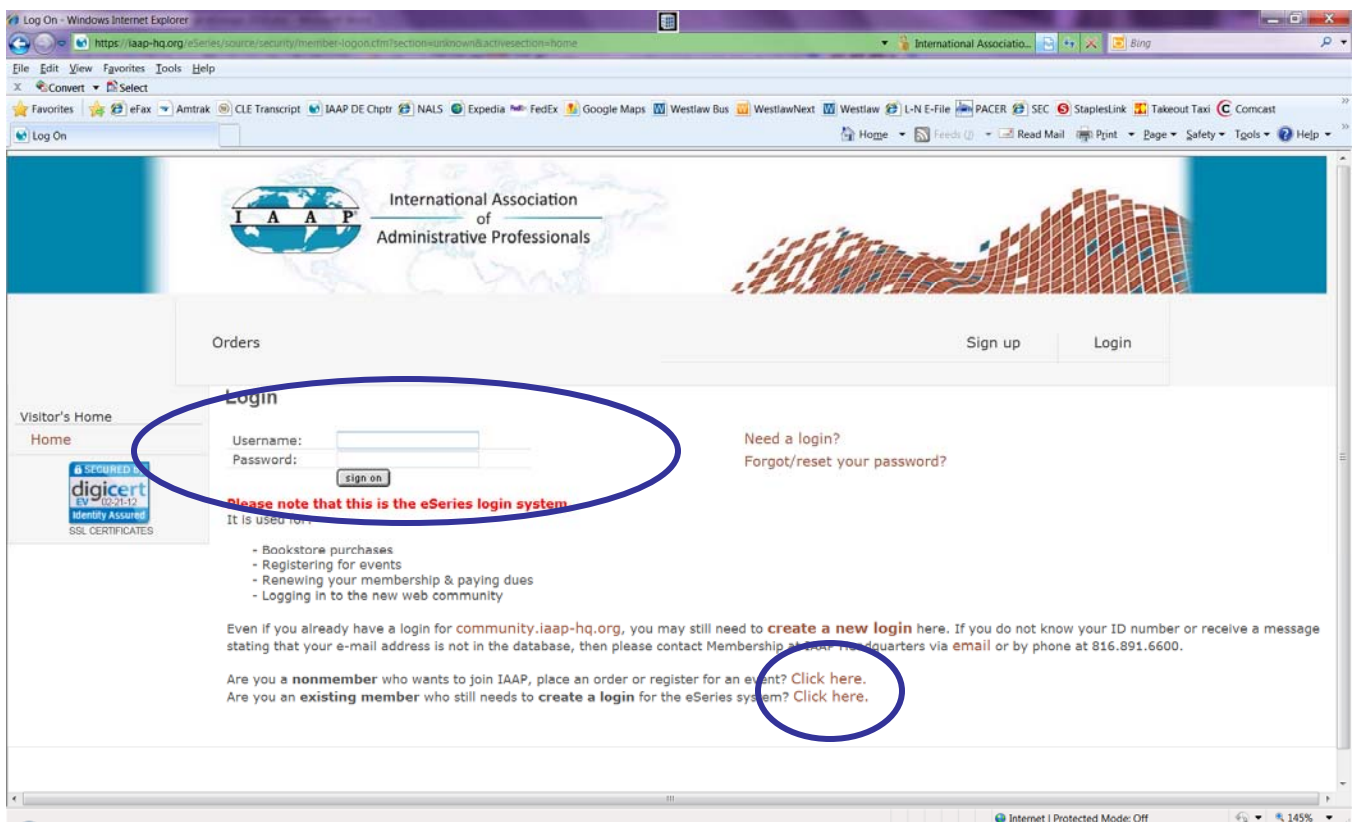


Fig. 2

C. Once logged in, click on **Network**. (See Fig. 3).

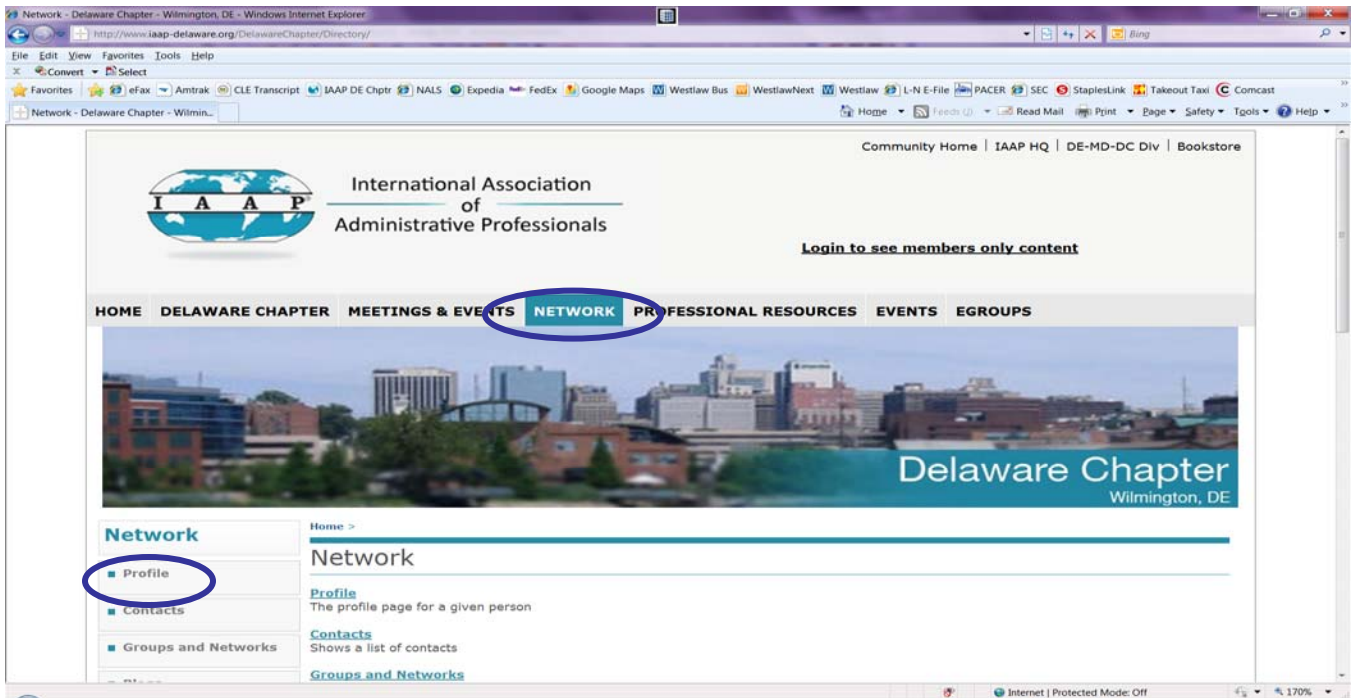


Fig. 3

D. On left hand side, click on **Profile**. (See Fig. 3).

E. Click on **Edit contact information**. (See Fig. 4).

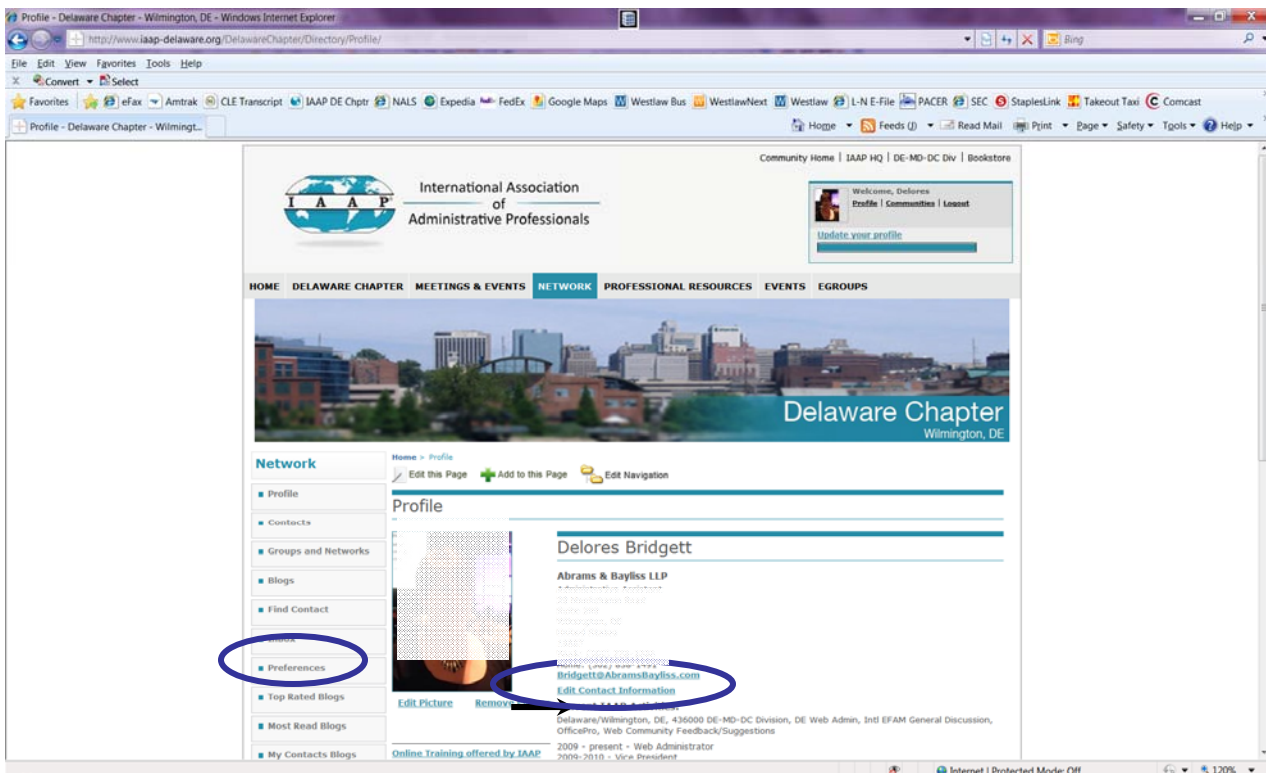


Fig. 4

1. Your contact information is secure. Any time you access your Profile you are in the https:// mode. (See Fig. 5).
2. The most important information to fill in and then keep updated is your email address. The email address entered here, will be the one that is used to communicate with you.
3. After you click on Submit, use the back arrow key to go back to the Delaware Chapter's website.

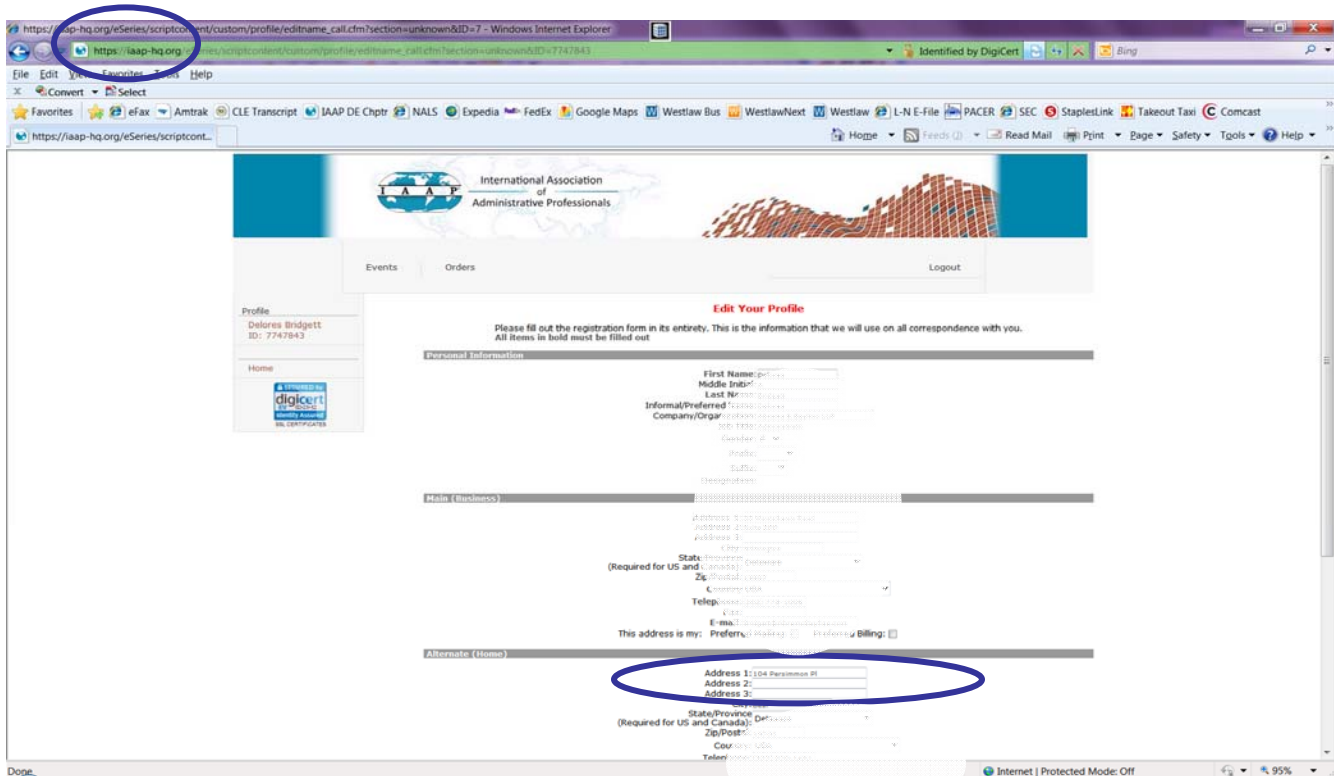


Fig. 5

4. Click on Preferences on the left hand side, you will be able to choose who sees your information. (See Figs. 6).
5. When finished with your selections, be sure to click Save at the bottom. (See Fig. 6).

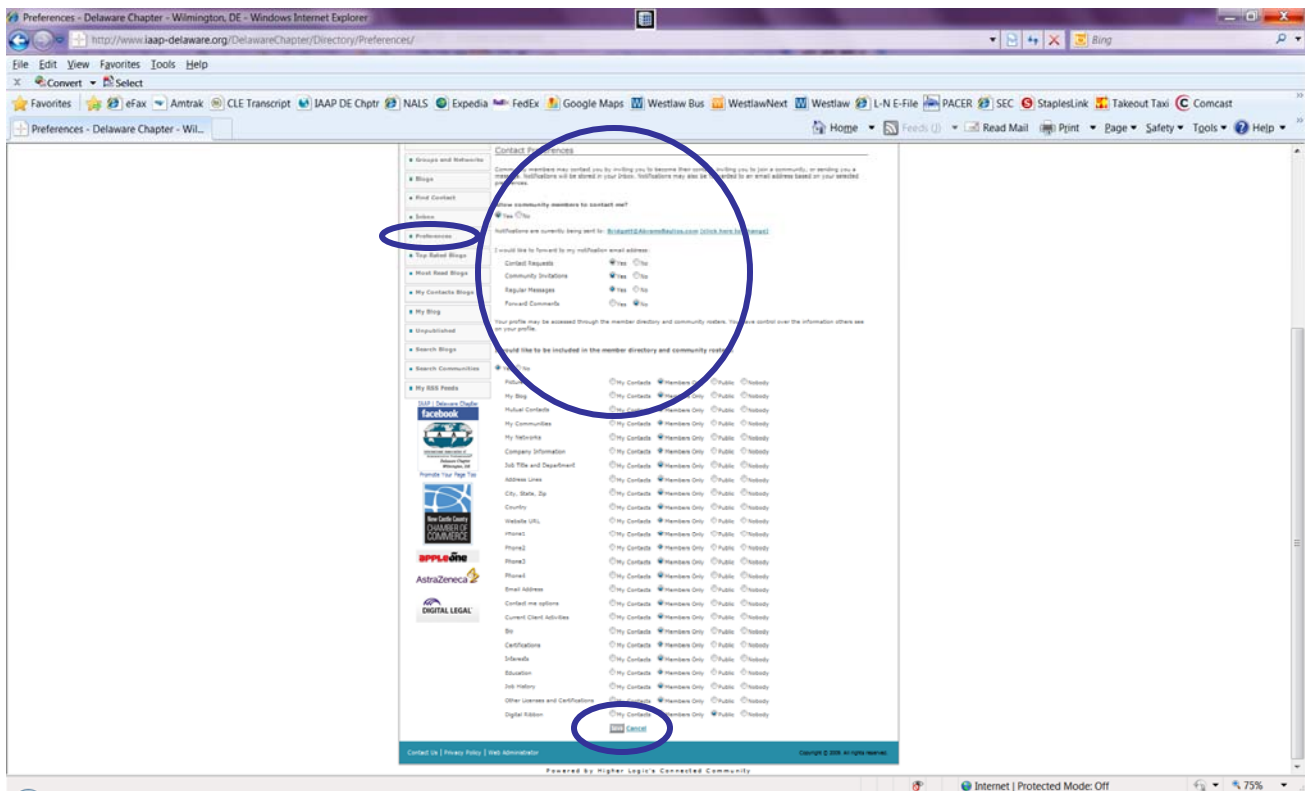


Fig. 6

- F. You will automatically become a member of the following eGroups (**Caution—this does not mean that you are subscribed to the eGroup to receive communications. Please see Item G below on how to subscribe to an eGroup.**):
1. Chapter - **Delaware/Wilmington, DE** – this is the Delaware Chapter eGroup
 2. Committee – **436000 DE-MD-DC Division** – this is the Division eGroup
 3. It will automatically select the **Networks** to put you in from the information you put in your profile.
- G. How to subscribe to and manage **eGroups**.
1. Click on the **eGroups** tab at the top. (See Fig. 7).
 2. Explore the different eGroup communities available. Sign up for those in which you would like to participate, by clicking on **Add/Change Subscriptions**. (See Fig. 7).
 3. Under **Mail Format**, select the format in which you would like to receive your emails in connection with the eGroups. (See Fig. 8).
 4. For the eGroups of which you are a member (they will be bolded), select how you would like to receive the emails. When finished, don't forget to click on **SAVE** at the bottom. (See Fig. 8 & 9).
 - (i) Real Time (you get the emails as they are sent).
 - (ii) Daily Digest (you will get an email once a day with all the messages sent that day)
 - (iii) Legacy (Allows you to receive updates on a mobile device but you can also receive real-time emails with it. The advantage to this option is that it also allows

you to respond via email (rather than logging into the web community and responding that way).

- (iv) No Emails (If this is selected, you will need to go into each group and look at the digests).
- (v) For communication pertaining to **Delaware/Wilmington, DE** and **436000 DE-MD-DC Division**, I would recommend setting them to either getting the emails Real Time or at least a Daily Digest.

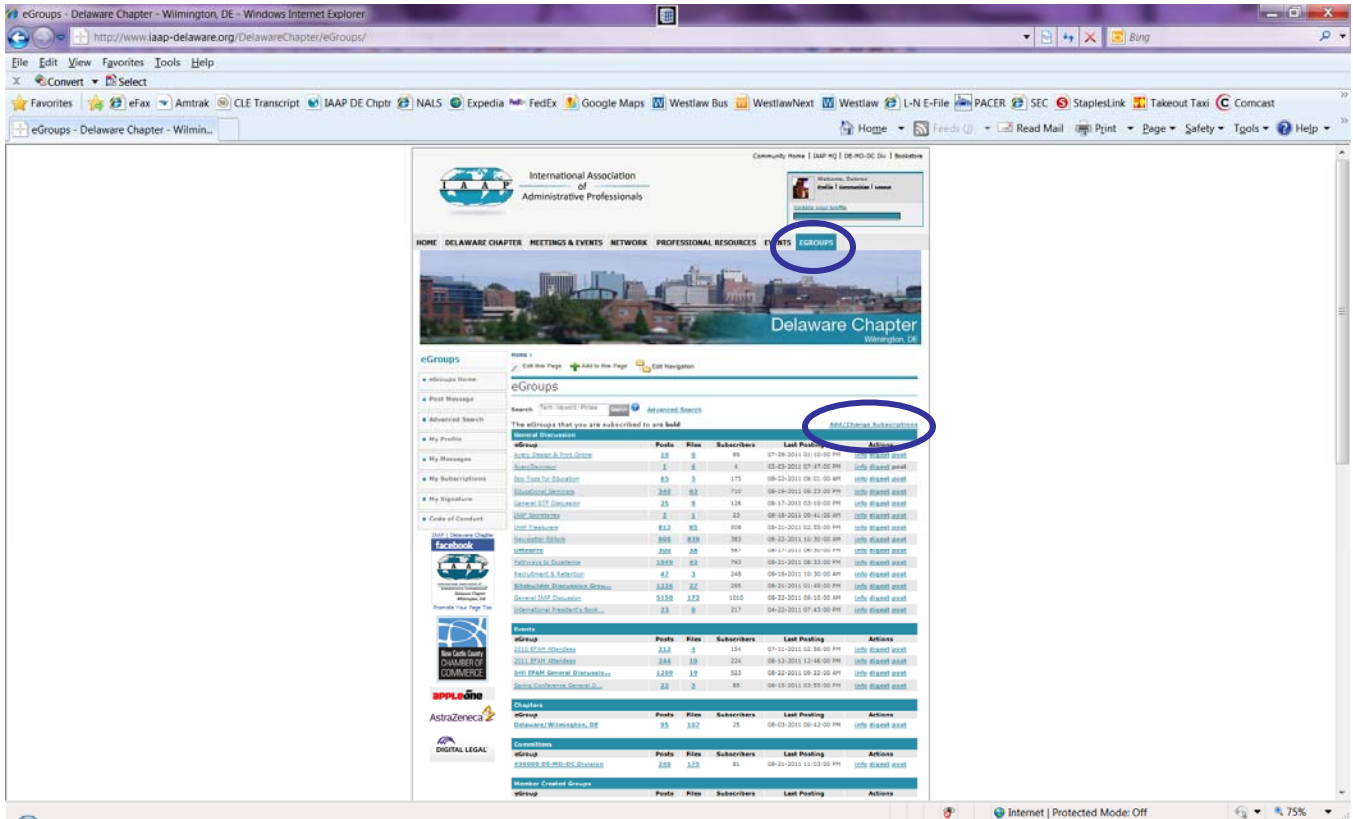


Fig 7

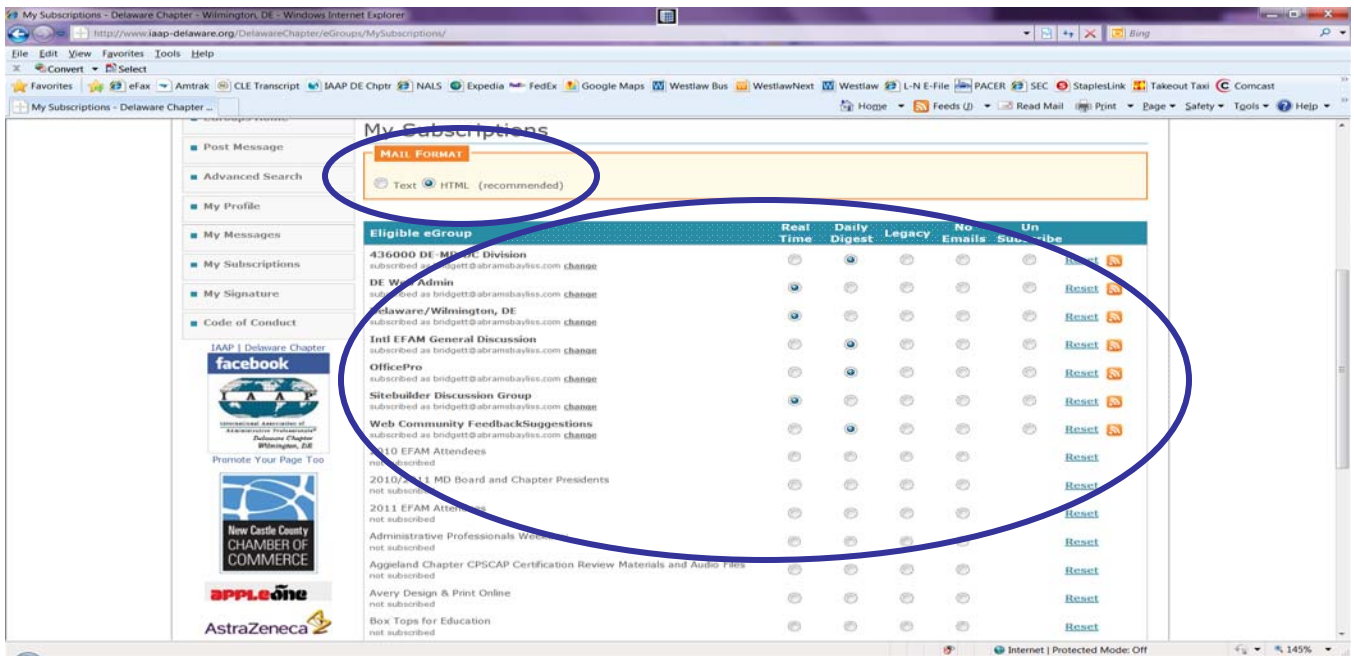


Fig. 8

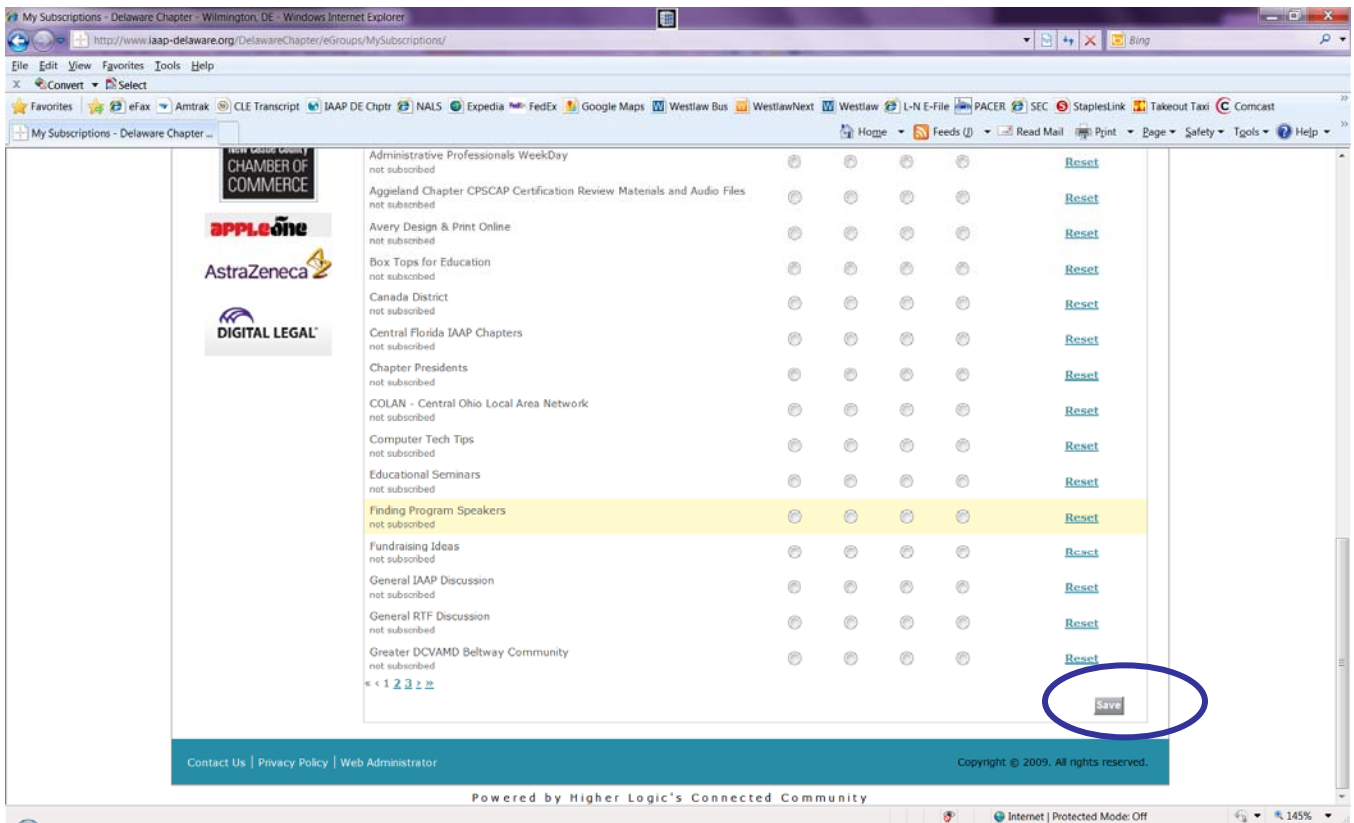


Fig. 9

If you have any questions or need help with any of the steps, please feel free to contact Delores Bridgett at bridgett@abramsbayliss.com or Roberta Miller CPS/CAP at rmiller_iaap@comcast.net.