



Online  
Community

## ACRP's Online Community User Guide

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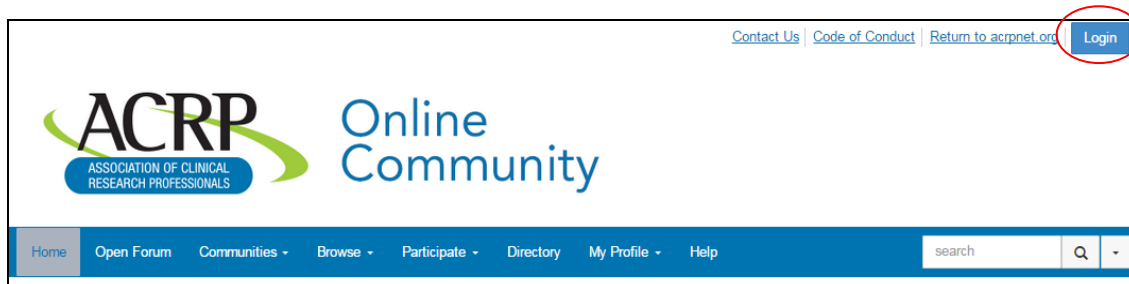
## Introduction

ACRP's Online Community is your go-to place for connecting and collaborating with thousands of ACRP members. Get in touch with colleagues and share best practices, get answers to challenging questions, and network with like-minded professionals. This User Guide introduces you to the Online Community and provides instructions with visual examples of how to use the Online Community.

## Login

Visit <http://community.acrpnet.org>. At the top right, click the blue "Login" button. You will be redirected to the ACRP main website and prompted to login with your ACRP login information (email and password).

The first time you access the Online Community site, you will be prompted to read and accept the Code of Conduct.



## Internet Compatibility

For optimal results, members using Internet Explorer should switch OFF browser compatibility mode.

For the website to display correctly, cookies and JavaScript must be allowed/enabled.

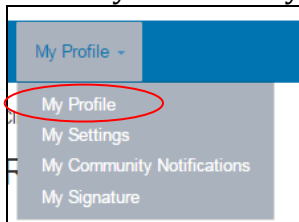
## Profile & Settings

### Add and Update Profile Information

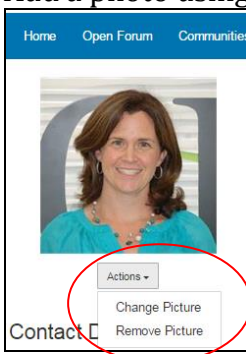
Click “My Profile” from the menu bar

- ✓ Add a photo (Import from LinkedIn directly)
- ✓ Add job history (Import from LinkedIn directly)
- ✓ Add a brief biography

#### 1. Select My Profile > My Profile



#### 2. Add a photo using the Actions drop-down menu



#### 3. Edit your Bio, Education, Job History, Professional Associations, and other details using the green Add button or the pencil icon



## Update Profile Settings

Click “My Profile > My Settings” from the menu bar

- Scroll through the contact preferences to select the options you’d like
- Further down the page, choose who can see each aspect of your profile

*\*Tip:* To make updates to your contact information, click the pencil icon beside “Contact Details” under your photograph and you will be redirected to ACRP’s main website to make this change.

- My Contacts = only your contacts in the Online Community can see this
- Members Only = only ACRP members can see this
- Public = anyone can see this
- Only Me = this will not be seen by anyone other than you

The screenshot displays the ACRP Online Community interface. At the top, the navigation bar includes links for 'Contact Us', 'Code of Conduct', and 'Return to acrpnet.org'. The main header features the ACRP logo and 'Online Community'. Below this, a secondary navigation bar contains 'Home', 'Open Forum', 'Communities', 'Browse', 'Participate', 'Directory', 'Admin', 'My Profile', and 'Help'. The 'My Profile' dropdown menu is open, showing options for 'My Profile', 'My Settings' (highlighted with a red circle), 'My Community Notifications', and 'My Signature'. The main content area is titled 'My Settings' and features a profile picture of Jill Chapman, BHSc, CCRA. To the left of the profile picture is a red circle with a pencil icon, and below it is the 'Contact Details' link, also circled in red. The 'Contact Preferences' section follows, explaining that community members can contact the user by inviting them to join a community or sending a message. It lists various notification preferences, such as 'Contact Requests', 'Community Invitations', 'Regular Messages', and 'Forward Comments', each with a radio button for 'Yes' or 'No'. At the bottom, there are two dropdown menus for 'Picture' and 'My Networks', both set to 'Members Only'. Red arrows point to these dropdown menus.

## Manage Community Emails

Click “My Profile > My Community Notifications” from the menu bar

For every community you belong to, you can adjust your email notification settings and the email address that will receive them.

Use the drop-down menu under the “Notification” heading to select the email frequency for each community. The default is “Daily Digest” for all.

- Real Time = Receive emails with the latest discussion contributions as they happen
- Daily Digest = One email per day summarizing the previous day’s discussions in that community (this is the default). If there are no community discussions on a given day, then no email is sent.
- No Email = You will no longer receive community notification emails.
- Plain Text = Emails will come through in plain text rather than rich text

Click the Edit Email button under the “Actions” heading to change the email address that will receive the messages **per community**. Note: if you want to change your email address the Association has on record for you, click the pencil icon beside Contact Details under your photo.

ACRP Online Community

Home Open Forum Communities Browse Participate Directory Admin My Profile Help

Membership Engagement Specialist, Association of Clinical Research Professionals

Jill Chapman, BHSc, CCRP

My Profile My Settings My Community Notifications My Signature

My Profile My Connections My Contributions My Account Admin

14 new messages

My Community Notifications

List of your communities and their notification preferences. For other communities open for membership, see this [list of communities](#).

17 Communities

Community	Notification	Delivery Details	Actions
<a href="#">Investigator-Initiated &amp; Sponsored Research Interest Group</a>	Daily Digest	jchapman@acrpnnet.org	Edit Email
<a href="#">Clinical Research Professionals Open Forum</a>	Daily Digest	jchapman@acrpnnet.org	Edit Email
<a href="#">Quality Management and Assurance Interest Group</a>	Daily Digest	jchapman@acrpnnet.org	Edit Email

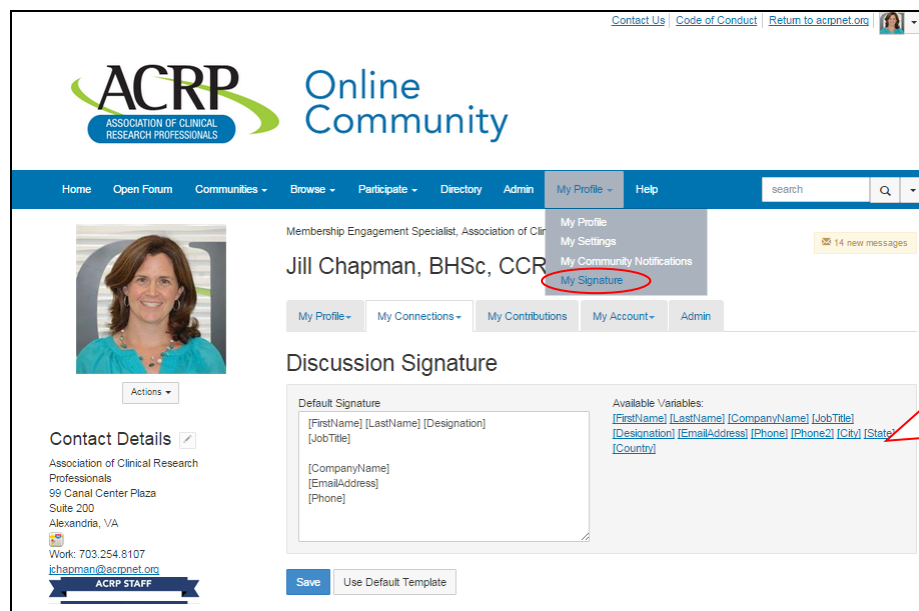
Contact Details

Association of Clinical Research Professionals  
99 Canal Center Plaza  
Suite 200  
Alexandria, VA  
Work: 703.254.8107  
[jchapman@acrpnnet.org](mailto:jchapman@acrpnnet.org)  
ACRP STAFF

## Update Signature Settings

Click “My Profile > My Signature” from the menu bar

Choose from the available variables on the right-hand side to customize your signature in the Online Community.



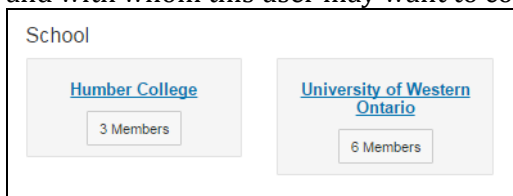
Single-click a variable in blue to place it in your signature block. Use hard-enter to modify the order, add line breaks, etc. Delete the items in black on the left-hand side to remove any variable.

## General Information on Profile View

Access your profile at any time, from any page by clicking your photo on the top right.

The **My Connections** tab has a drop-down menu to access members to connect with in the Online Community.

- My Contacts = contacts established in the Online Community.
- Networks = Online Community—created listing of various members who could be connections based on various demographic fields. Search and connect with members of similar shared background, for example, in the excerpt below, there are 6 members who have indicated they went to the University of Western Ontario that match the school information of this user’s profile and with whom this user may want to connect with.



- Communities = summary of members within each community to which you belong. Enter the community and click the Members tab.

The **My Contributions** tab has a listing of all the posts you’ve made in the Online Community

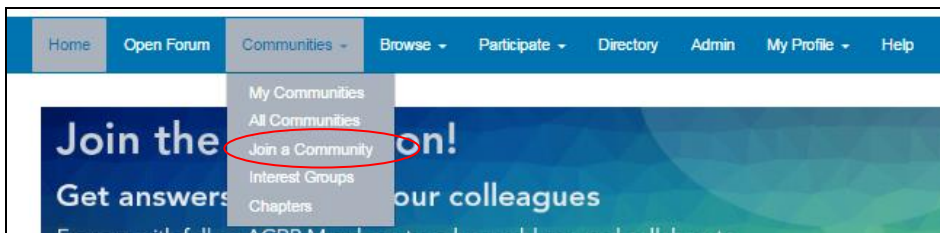
The **My Account** tab has a drop-down to access your Online Community Inbox, and is another way of accessing various customizable options related to your account

## Communities

### Community Management

All ACRP members are automatically enrolled in the Clinical Research Professionals Open Forum when they join the Association. This is the broadest category of community types with the furthest reach to a wide variety of experts in the Association.

Various other communities exist for members to join to have more focused discussions. Join as many as you like. Click “Communities > Join a Community” *OR* “Participate > Join a Community”.



*\*Tip:* To join or leave Interest Groups and Chapters, this is managed via ACRP main website. You can be redirected there via the links at the top of the Join a Community page.

### Interest Groups

Join or leave Interest Groups via ACRP's main website, [click here](#)

### Chapters

Join Chapters via ACRP's main website, [click here](#)

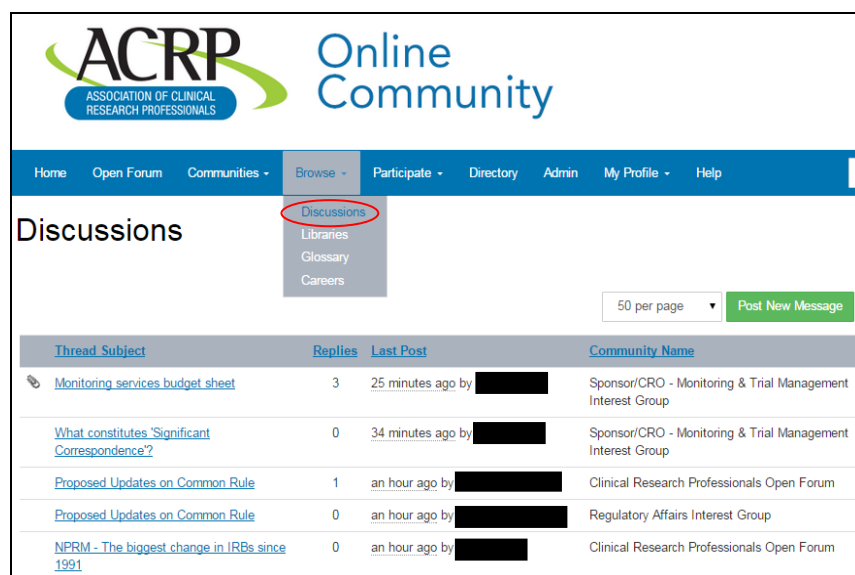
Note: Committee community types are only open to current committee members via ACRP's nomination process.



## Discussion Threads

### View Discussions

To see all the latest discussions click “Browse > Discussions” from the menu bar, click in the thread subject to see the entire discussion thread.

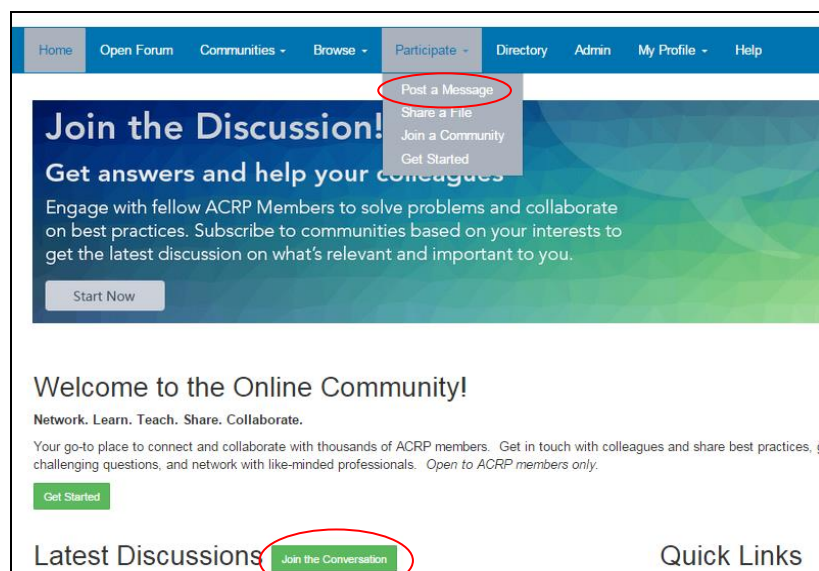


Thread Subject	Replies	Last Post	Community Name
<a href="#">Monitoring services budget sheet</a>	3	25 minutes ago by [redacted]	Sponsor/CRO - Monitoring & Trial Management Interest Group
<a href="#">What constitutes 'Significant Correspondence'?</a>	0	34 minutes ago by [redacted]	Sponsor/CRO - Monitoring & Trial Management Interest Group
<a href="#">Proposed Updates on Common Rule</a>	1	an hour ago by [redacted]	Clinical Research Professionals Open Forum
<a href="#">Proposed Updates on Common Rule</a>	0	an hour ago by [redacted]	Regulatory Affairs Interest Group
<a href="#">NPRM - The biggest change in IRBs since 1991</a>	0	an hour ago by [redacted]	Clinical Research Professionals Open Forum

### Create a Discussion Post

There are a few ways to do this.

1. Click “Participate > Post a Message” from the menu bar
2. Click the green button from the Online Community home page “Join the Conversation”
3. Click “Post New Message” from within any of the daily digest or real time emails.



Join the Discussion!

Get answers and help your colleagues

Engage with fellow ACRP Members to solve problems and collaborate on best practices. Subscribe to communities based on your interests to get the latest discussion on what's relevant and important to you.

Start Now

Welcome to the Online Community!

Network. Learn. Teach. Share. Collaborate.

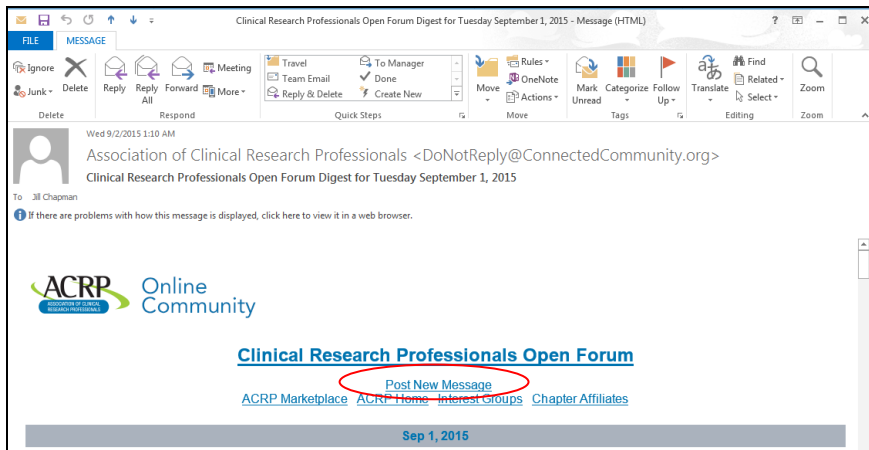
Your go-to place to connect and collaborate with thousands of ACRP members. Get in touch with colleagues and share best practices, ask challenging questions, and network with like-minded professionals. Open to ACRP members only.

Get Started

Latest Discussions [Join the Conversation](#)

Quick Links





Once you've started the post process, follow the next steps to achieve the final outcome:

- Select the Community to which the discussion will be posted.
- Give your discussion a subject line just as you would an email – make it direct.
- Type your content in the open white space and use formatting as appropriate.

*\*Tip:* if you are looking for help on an issue, provide as much background context as possible in order to help others offer the most constructive feedback and advice as possible.

### Post a Message

From: Jill Chapman

To:

Cross Post To:

Subject:

☐ Yes ☐ No Automatically insert content preview for links

File Edit Insert View Format Table

Formats **B** **I** **U** **Text** **Link** **Image** **Table** **Code** **Quote** **Indent** **Outdent** **Align** **Color** **Background** **Font** **Size** **Style** **Font** **Color** **Background** **Font** **Size** **Style**

Type your message here.  
Proof-read.  
Click 'Send'.

Jill Chapman BHSoc, CCRA  
Membership Engagement Specialist  
Association of Clinical Research Professionals  
jchapman@acrpnet.org  
703.254.8107

Attach

Send Cancel

## Reply to a Discussion

You have a number of ways to join in on active discussions. If someone has already responded and you agree, why not add your affirmation. There is strength in numbers.

### Via the Online Community

1. Click on any of the discussion thread subjects to bring you to the discussion.
2. Click “Reply to Discussion” to post a message to everyone in the group (suggested method).
3. Click “Reply to Sender” to send a private message to the original sender.

**Clinical Research Professionals Open Forum** Settings

Community Home Discussion 6.6K Library 110 Members 13K

1 to 50 of 2632 threads (6.6K total posts) 50 per page

Thread Subject	Replies	Last Post
<u><a href="#">TOPS Protocol Scoring Assessment</a></u>	2	4 hours ago by L
<u><a href="#">SOP for Inpatient Visits</a></u>	0	6 hours ago by K

1. Tell us what tools you want and need to do your job better!

Posted Jul 30, 2015 3:32 PM

Jill Chapman

ACRP is working to serve our members as best we can. We want to know what tool, template or resource you would benefit from!

For example, would you benefit from a subject visit scheduler, monitor template, "Dear Doctor" letter template, SIV presentation template, study start-up template, "how to get the most out of clinicaltrials.gov" (just to name a few)?

Please let us know what you would like to see added to our toolkit.

Reply to Discussion

Reply to Sender

Post Message

Forward Message

Print Message

Mark As Inappropriate

“Reply to Discussion” will post to the entire community.

Use drop-down for additional send options.

### Via Email

1. Click “Reply to Group” to respond to the community. Click “Reply to Sender” to privately respond only to the sender. Both of these methods allow you to respond straight from email.  
OR
2. Click “Reply to Group Online” to be directed to the online community to make your post.

Re: CVs and Resumes

Sep 2, 2015 9:20 AM  
Jill Chapman

Hi Joanne,

A CV template was posted by a member in the Site Management and Coordination Interest Group library a number of years ago. You may find this to be a helpful starting point.

[CV Template](#)

Jill

\*\*Note: I just realized that you need to be a member of the Site-Management & Coordination Interest Group to access to this document. To join this (and any other) interest group, [click here](#).

Jill Chapman BHSc, CCRA  
Membership Engagement Specialist  
Association of Clinical Research Professionals  
[jchapman@acrpn.net](mailto:jchapman@acrpn.net)  
703.254.8107

Reply to Group Online View Thread Recommend Forward Flag as Inappropriate

Reply to Group = your response is posted to full community  
Reply to Sender = private reply only to the sender

Redirect to the online community to post

## Library Resources

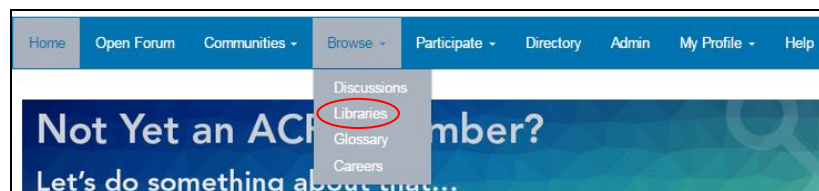
### Browse Library Resources

Click "Browse > Libraries" from the menu bar

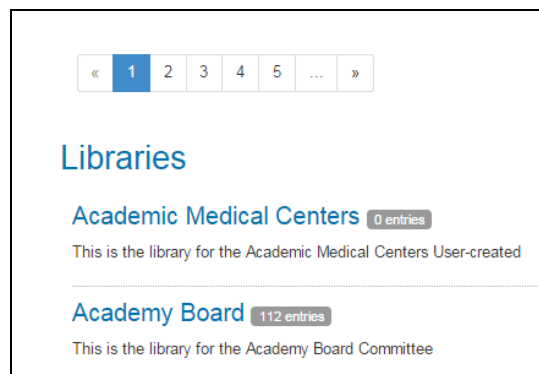
- The recent documents posted across all communities are listed at the top.
- Scroll down the page to see a listing of individual libraries

OR

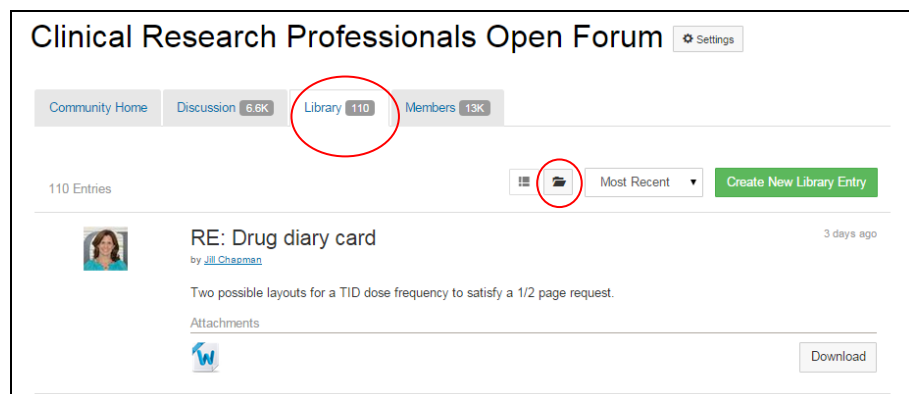
From within a particular community, click the Library tab to see all entries in that particular library.



See the recent documents posted, default view is alphabetical list




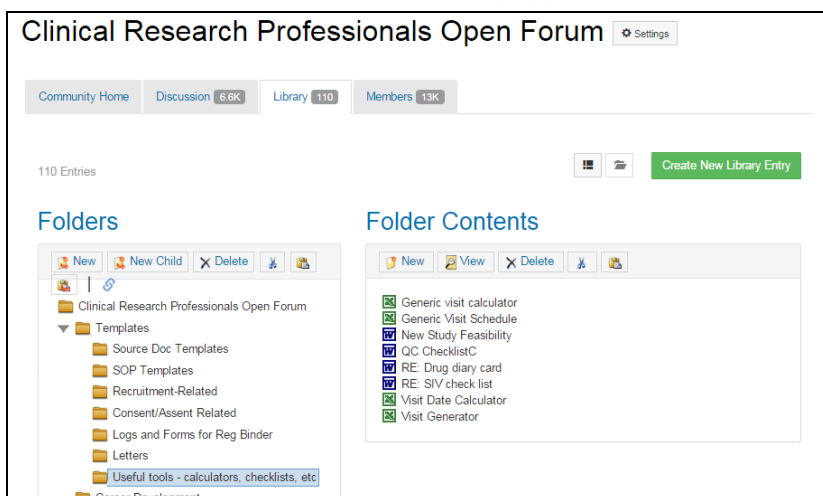
Scroll down to see a listing of libraries to access all documents within a library. There is one library per community.



Within a community, click the Library tab to see all documents within that library.

Use the folder icon to change the view to make it easier to see documents.

*\*Tip:* use the folder icon  to change the view of the library to improve the search.



This is the folder view of a library.

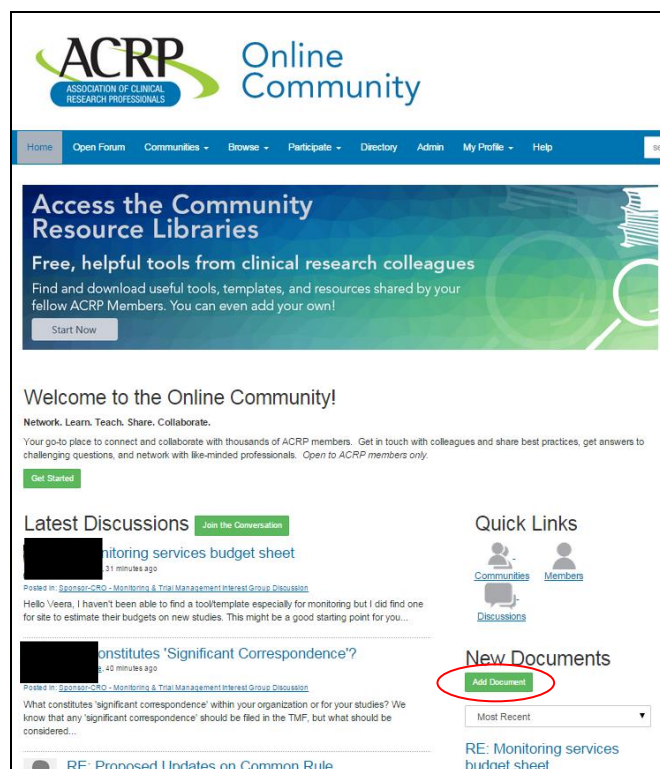
## Contribute a Library Resource

From the home page, click “Add Document”

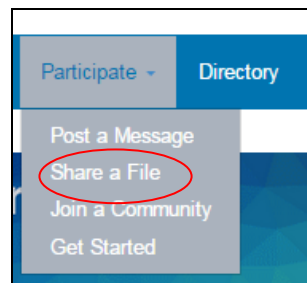
OR

Click “Participate > Share a File” from the menu bar

You can also upload a document to accompany a discussion post you are writing. You will see an “Attach” button at the bottom of the page to add your document to your discussion post (and library) of that particular community.



OR



### Share a File

Title

Description

(optional)

Library

[Select Library]

Entry Type: Select the type of library entry you will create

[Select Type]

Owner

(optional)

## Member Directory

### Access the Member Directory

Click “Directory” from the menu bar

The Advanced Search tab allows you to search for connections based on location or common interest (i.e. part of particular communities)

*\*Tip:* Depending on the profile settings someone has customized, you may or may not be able to see certain fields of a member’s profile.

Home

Open Forum

Communities -

Browse -

Participate -

Directory

Admin

My Profile -

### Directory

Basic Search

Advanced Search

Find Anyone (Admin only)

[redirect to members directory](#)

First Name

Last Name

Company Name

Email Address

## Glossary

### Access the Glossary

Click “Browse > Glossary” to view and add to glossary terms.

The screenshot shows the ACRP website's Glossary page. At the top is a navigation bar with links: Home, Open Forum, Communities, Browse, Participate, Directory, Admin, and My Profile. Below the navigation bar, the page title "Glossary" is displayed. A sub-header indicates "Showing 1 to 10 of 182" terms. There are three dropdown menus for filtering: "Alphabetical", "All", and "10 per page". To the right of these is a button labeled "Add Glossary Term".

The first entry is "510(k) Device", marked as "Ready". The description states: "A 510(k) device refers to a device classified under Section 510(k) of the United States Food, Drug, and Cosmetic Act (a.k.a. Premarket Notification). A device that reaches market via a 510(k) notification must be 'substantially equivalent' to a predicate device on...". It was created by David Volante on Aug 27, 2009, and last updated by David Volante on Aug 27, 2009.

The second entry is "Abbreviated New Drug Application (ANDA)", also marked as "Ready". The description states: "An Abbreviated New Drug Application (ANDA) contains data that, when submitted to FDA's Center for Drug Evaluation and Research, Office of Generic Drugs, provides for the review and ultimate approval of a generic drug product. Generic drug applications are called 'abbreviated'...". It was created by David Volante on Aug 27, 2009, and last updated by David Volante on Aug 27, 2009.

The third entry is "ACRP", marked as "Ready". The description states: "Association of Clinical Research Professionals (ACRP) is an organization whose purpose is to provide global leadership to promote integrity and excellence for the clinical research profession. A not-for-profit organization with over 20,000 members globally including...". It was created by Jeremy Olson on Oct 20, 2008, and last updated by Casey Miller on May 18, 2009.



## Careers

### Career Search

Click “Browse > Careers” to be redirected to ACRP’s main website and the Career Center to either post or look for a job.



## Safe Sender List

### Don't Miss out on Community Emails

You may need to “whitelist” our community’s email address to ensure you receive community emails. Add [DoNotReply@ConnectedCommunity.org](mailto:DoNotReply@ConnectedCommunity.org) to your safe-senders list.

## Search

### Search the Online Community

Use the white search box in the Online Community to help find what you are looking for.



## Point System

### Earn Points!

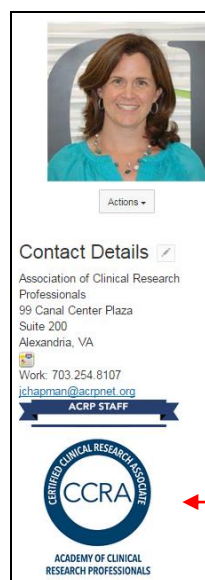
Earn points for every action you take in the Online Community. Actions are weighted and some (i.e. posting a new discussion) will be weighted more heavily than others (i.e. simply viewing a post).

The most active contributing members are displayed on the Online Community Home Page at the bottom.

## Ribbons and Badges

### Digital Recognition for Engagement with ACRP

Digital ribbons and badges are displayed on users' profile pages. Examples include: Academy Certification, Board Member, Committee Member, Conference Attendance.



## Help

### Contact Us

Contact [MembershipEngagementSpecialist](#) for assistance in any activity in the Online Community.

- If you are not seeing what you're looking for
- If you need help navigating
- If you want to pose a question (or response) but want to do so anonymously
- If you have ideas to improve the community

Last Updated 9/3/2015