ACRP’s Online Community User Guide

Table of Contents

INTRODUCTION .................................................................................................................. 2
LOGIN................................................................................................................................ 2
INTERNET COMPATIBILITY .............................................................................................. 2
PROFILE & SETTINGS ........................................................................................................ 3
ADD AND UPDATE PROFILE INFORMATION .................................................................. 3
UPDATE PROFILE SETTINGS ............................................................................................ 4
MANAGE COMMUNITY EMAILS......................................................................................... 5
UPDATE SIGNATURE SETTINGS ....................................................................................... 6
GENERAL INFORMATION ON PROFILE VIEW ................................................................. 6
COMMUNITIES ................................................................................................................... 7
DISCUSSION THREADS ...................................................................................................... 8
VIEW DISCUSSIONS ......................................................................................................... 8
CREATE A DISCUSSION POST ......................................................................................... 8
REPLY TO A DISCUSSION ............................................................................................... 10
LIBRARY RESOURCES ...................................................................................................... 11
BROWSE LIBRARY RESOURCES .................................................................................... 11
CONTRIBUTE A LIBRARY RESOURCE ............................................................................ 12
MEMBER DIRECTORY ....................................................................................................... 13
GLOSSARY ........................................................................................................................ 14
CAREERS .......................................................................................................................... 15
SAFE SENDER LIST .......................................................................................................... 15
SEARCH ............................................................................................................................ 15
POINT SYSTEM ............................................................................................................... 16
RIBBONS AND BADGES ................................................................................................. 16
HELP .................................................................................................................................. 16
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
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.
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.

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 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.

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

a. Select the Community to which the discussion will be posted.
b. Give your discussion a subject line just as you would an email – make it direct.
c. 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.
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.

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.
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.

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

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