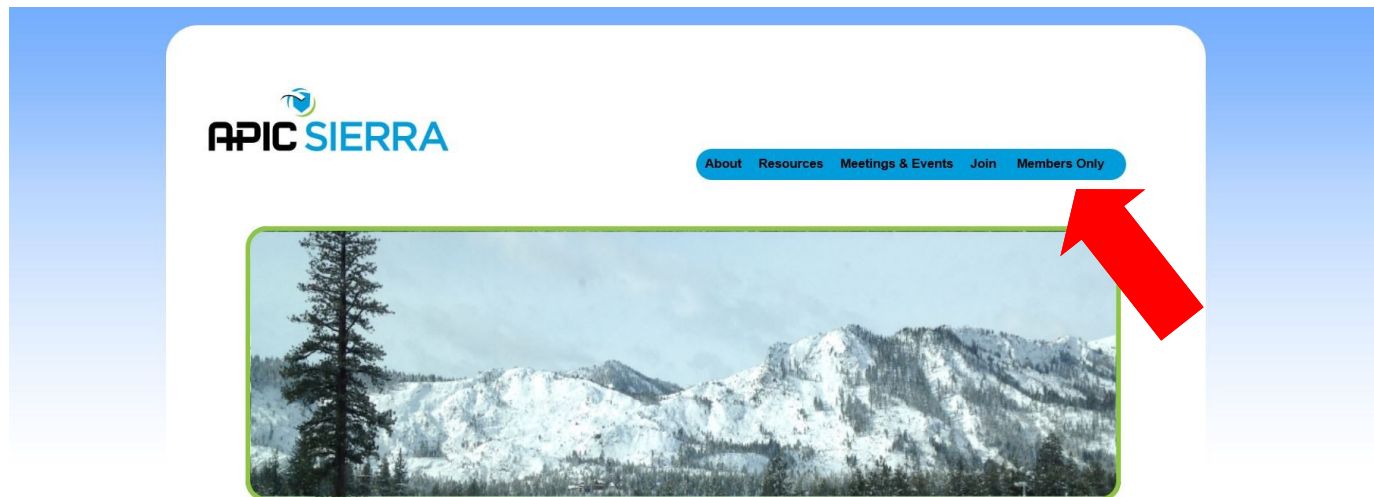


How to Enroll in the APIC Sierra Discussion Board :

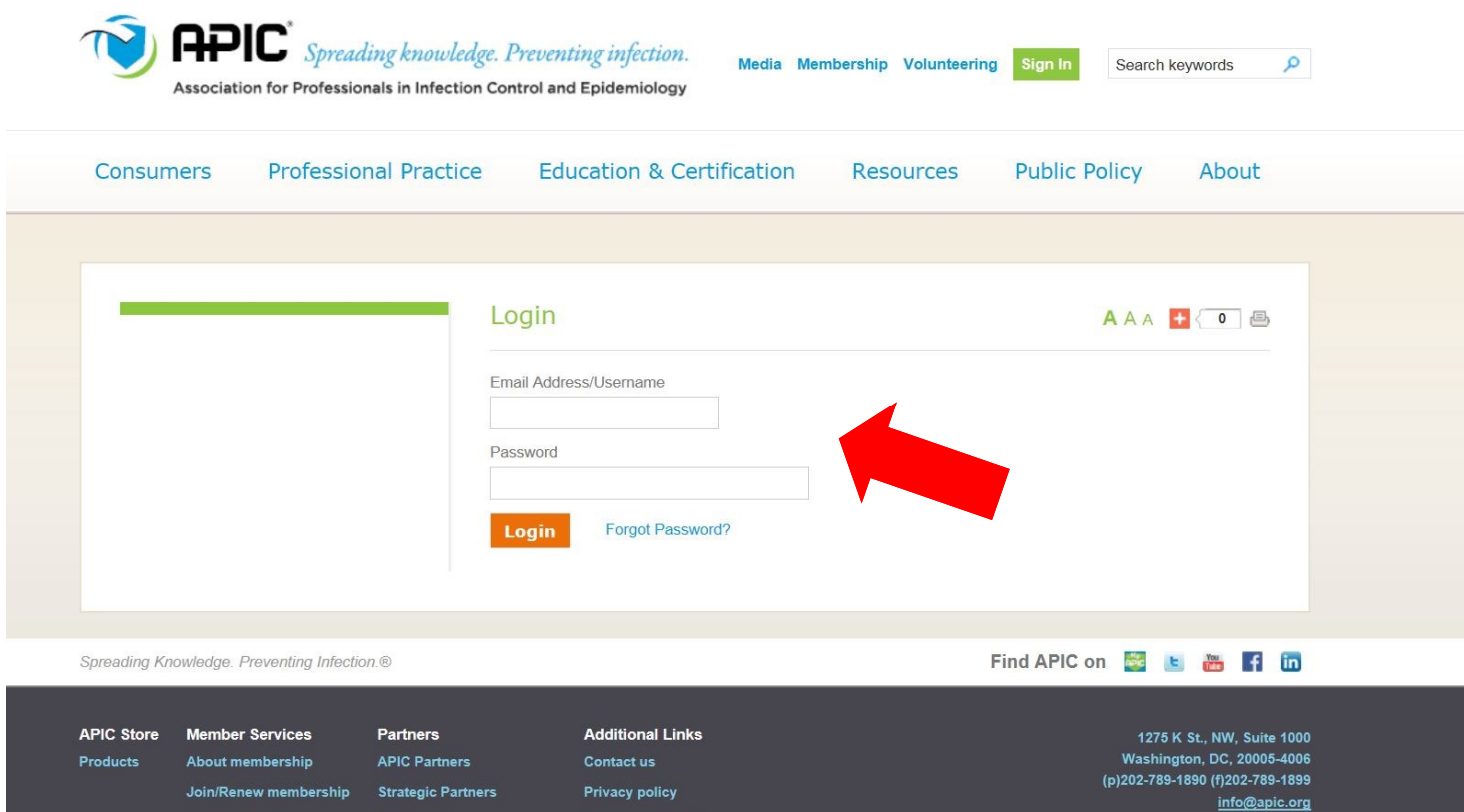
STEP ONE: Open APIC Sierra website – www.apicsierra.org

Click on “MEMBERS ONLY”



STEP TWO: You will be redirected to the APIC main website and to the log-in page.

Log in using your APIC log in information. Press “Login” - you will be sent back to the APIC Sierra website.



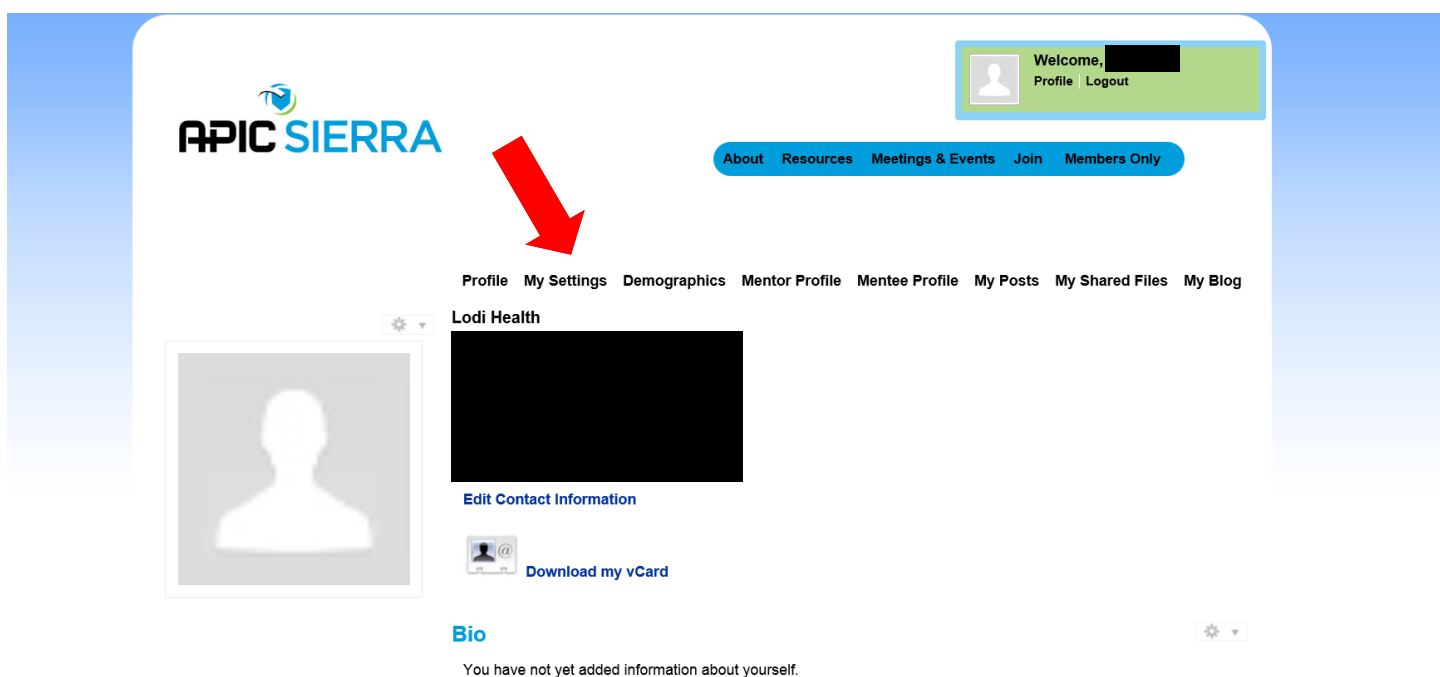
How to Enroll in the APIC Sierra Discussion Board :

STEP THREE: You will now see a “Welcome (your name)” on the top of the page. (1) Click on the “profile” link that is listed below. (2) Alternatively, you can click on “Members Only” and choose “My Profile” from the dropdown menu.



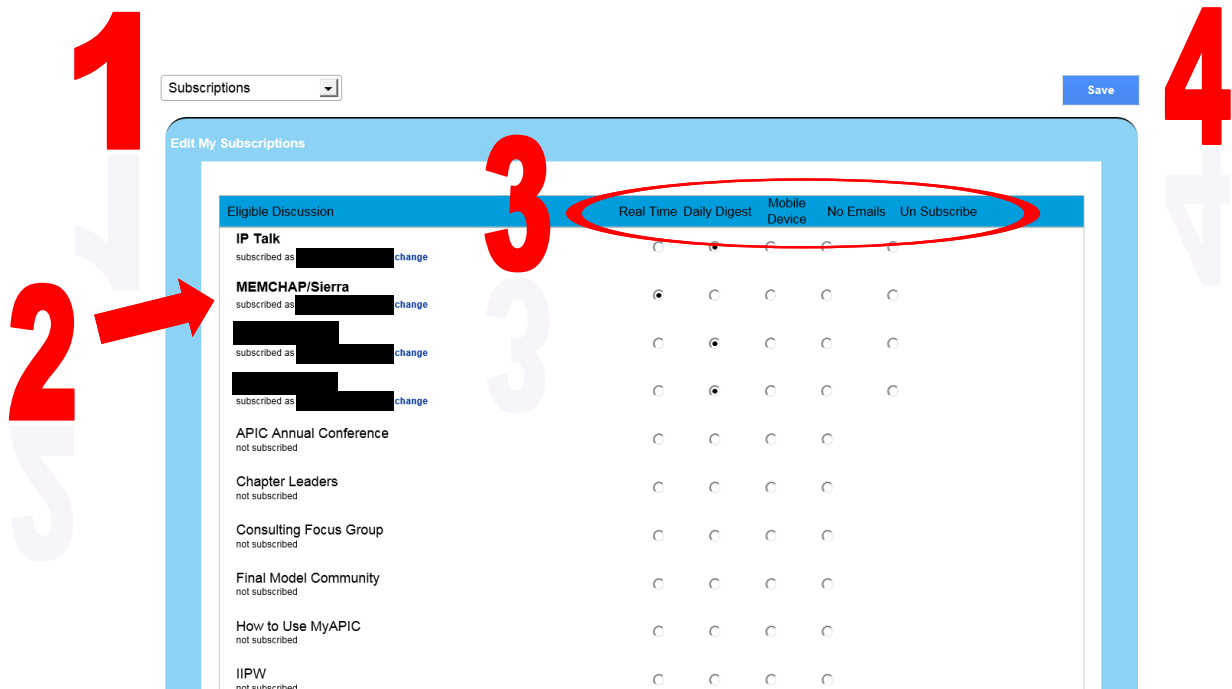
Welcome to APIC Sierra! APIC Sierra serves over 100 infection preventionists in Northern California and Nevada. Our mission is to create a safer community through the prevention of infection by educating,

STEP FOUR: You can now edit your profile settings. Click on “My Settings”.

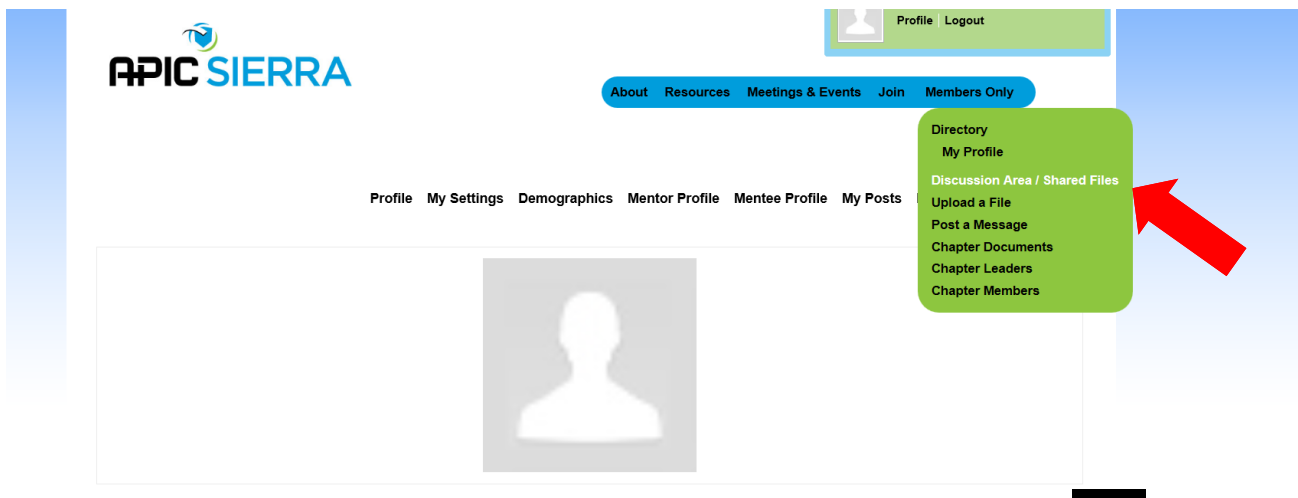


How to Enroll in the APIC Sierra Discussion Board :

STEP FIVE: (1) There will be a drop down menu towards the top of the page that will have “Subscriptions” selected (if it is not selected, change it to Subscriptions). You will see a blue box with the heading “Edit my Subscriptions”. (2) Next, find “MEMCHAP/Sierra” in the menu on the left side (1). You will see IP Talk and other discussion options listed here. (3) Choose the setting on the top row that you would like for the discussion board subscriptions: “Real Time” will send you an email message with a new post as soon as someone posts; “Daily Digest” will give you an email every day with a list of the discussion questions that came up that day, etc. Choose “SAVE” when you are done.



STEP SIX: Go to “Members Only” and choose “Discussion Area/Shared Files” from the drop down menu.

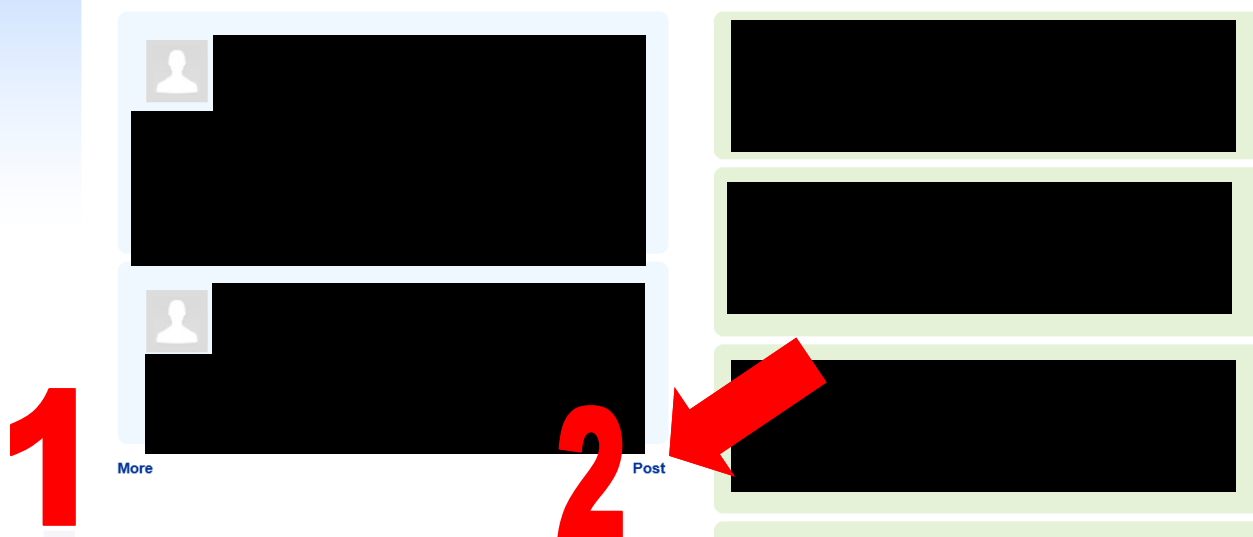


How to Enroll in the APIC Sierra Discussion Board :

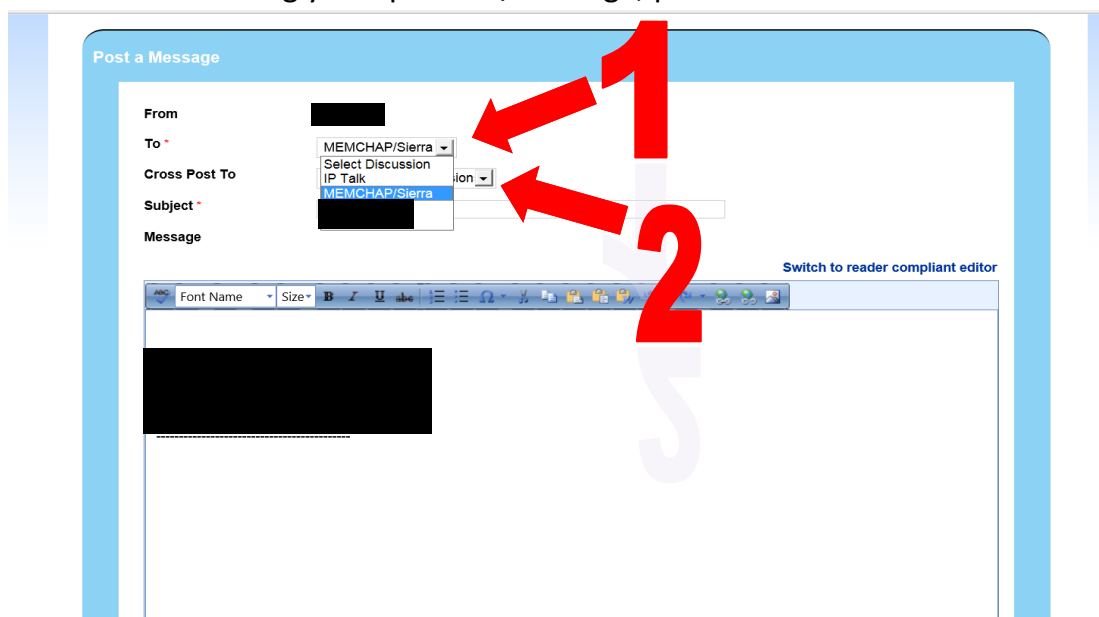
STEP SEVEN: You will see two columns: Discussion Area to the left, and Shared Files to the right. The most recent discussions will be listed on the left side (blacked out in these instructions). (1) You can click on “More” to expand the selection and see all of the discussions, or (2) click on “Post” to post a new discussion (this is where you would go to ask a question of the group). Click on “Post”.

Discussion Area

Shared Files



STEP EIGHT: A window will pop up to “Post a message”. (1) In the “To” section, it will say “MEMCHAP/Sierra” - that means the message will only go members of APIC Sierra. (2) You can cross post the message to IP Talk or another discussion board too—that means it will be posted to all APIC members nationally (or whoever is enrolled in IP Talk, etc). If you don’t want to cross post it, leave the default setting “no further discussion”. You can also attach files to your message if you would like. When done writing your question/message, press send.



How to Enroll in the APIC Sierra Discussion Board :

STEP NINE: Alternatively, if you chose the “More” link from the Discussion Area, you would be able to see all discussions that had taken place within our chapter through the website. You can search for topics too if you cannot find it just from looking. This functions just like IP Talk on the APIC website.

APIC SIERRA

About Resources Meetings & Events Join Members Only

Term / Keyword / Phras Search

Recent Activity Discussions 8 Library 5 Blogs 0 Members 141

Add To RSS Feeds Post New Message

The last message(s) which were posted to this Discussion

1 to 8 of 8 messages Display 10 messages per page

Thread Subject	Replies	Last Post
	0	
	0	
	0	
	0	
	1	
	0	
	0	
	0	

You have now enrolled in the APIC Sierra Discussion board. When questions arise or you need some help, feel free to post your questions through the discussion board. The message will go out to all members, and you will have a greater resource bank to get answers/ input/experience from compared to emailing just the people you know. Also, by using the discussion board feature on our website, we can keep track of questions asked and go back to them when we need a reference, rather than having to ask again.