• How to
  • Log in
    • Update your profile (privacy & notifications)
  • Make discussion posts
  • Share resources
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Your login credentials are the same username as your registered email with CFRE. If this is your first time logging into the site, you MUST click on "First time logging in?" on the sign in, and set your password for CFRE Central. This is the link to set your password: https://central.cfre.org/HigherLogic/Security/ResetPassword.aspx
Update your profile

Choose profile from your desktop, computer, or social Media & manually update your bio OR Import your profile from LinkedIn

Option 1) upload your profile picture by clicking on the “Actions” dropdown arrow and click “change”. Manually add your bio, job history, and education by clicking on “Add”

Option 2) Click on “Import your Info” from LinkedIn
Adjust your **privacy settings** - You can control who sees what

Profile > My Account > Privacy Settings

You can choose which piece of information you want to share to who. Pick from **Public, My Contacts, Members Only, or Only Me**

**Remember to Save Changes at the end**
Control how often you want to be notified via email of community activities. You will not be notified if there is no activity. Your default is set to Daily Digest, and you will receive 1 digest for EACH community you are in.

Profile > My Account > Community Notifications> Pick your settings
Make a discussion post or reply to a thread
Starting a new thread:
Latest Discussions > More > Post New Message
What does this star mean?

When the star is filled in, it means that you will receive real time notifications to that thread. It will be automatically filled in if you started the thread, or you can click on it to subscribe to a thread that is really interesting to you. Anytime you want to unfollow, simply click on it to unfollow.
Enter your subject > add your message > option: add an attachment to your post> Send

Tip: attaching a document to your post will automatically add the file into the community library
Tip @mention other users!

• Did you know you can use @mentions in this community? @Mentions work the same way they do on other social platforms, simply type the "@", followed by the first name of the person you would like to mention.

• Some great ways to use @mention:
  • When you want to reply to a specific person within a thread.
  • When you want to notify another community member of a discussion, file or resource he or she may be interested in.
Reply to an existing post:

Click on the post you wish to reply to
> Reply Inline

**Tip, if you click on “Reply to Sender,” it will send a private message to the author of the post**
Share Resources using libraries

✓ Recent Shared Files > Create New Entry
✓ Give your file a name, choose the community,
✓ Write a description (optional)
✓ Choose the entry type (most will be standard upload) > Next
✓ Drag and drop your file or choose from desktop/cloud > Finish
✓ Your file will then appear in the library
Connect with your peers using the directory.
Find a member or colleague by using the basic search, or narrow down with advanced search.

To make a connection, click on their name and “add as contact”.
Questions?

Contact your community manager, Veronique Nguyen at cfrecentral@cfre.org