

Quick Start Guide

Getting Started on CUR Community

Make the most of your CUR Community experience online by taking these steps to allow others to find and connect with you, engage in meaningful conversations about the topics that matter to you, and build your presence in the online community.

Jump to:

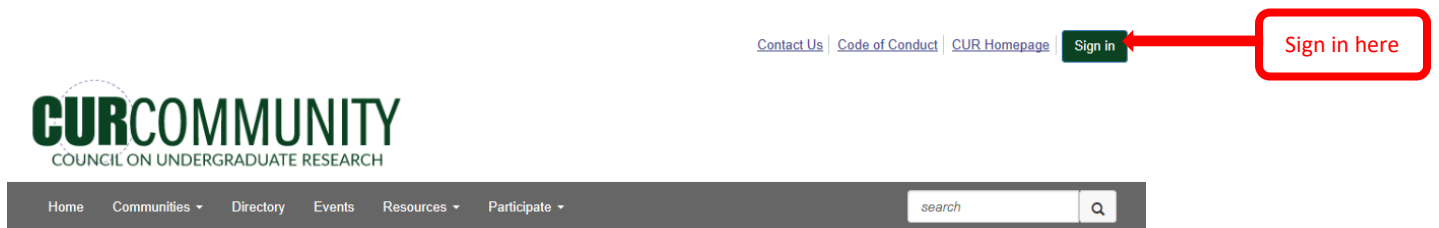
[Setup your Profile](#)

[Manage your Settings](#)

[Build your Network](#)

[Join the Conversation](#)

Sign in: If you haven't already done so by using the upper right hand navigation button.



Having problems signing in? Contact cur@cur.org for help.

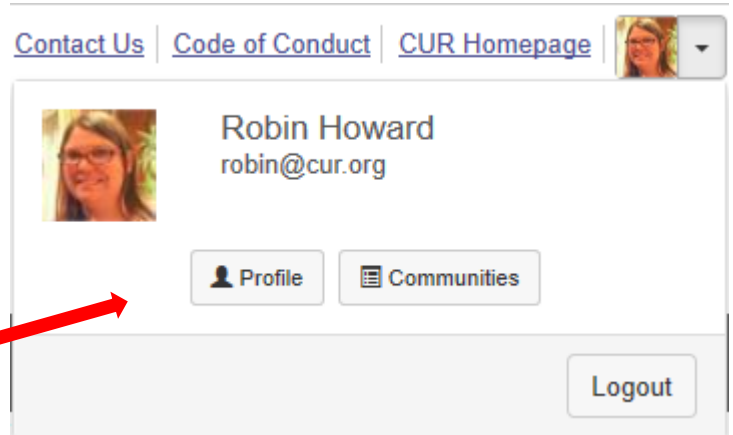
Take a Tour of the CUR Community: In this '[Five in Five](#)' episode, take a tour through the most commonly used aspects of the CUR Community including where to find resources and subgroups, how to utilize the community for networking and problem solving, and much more!

Profile Set-Up

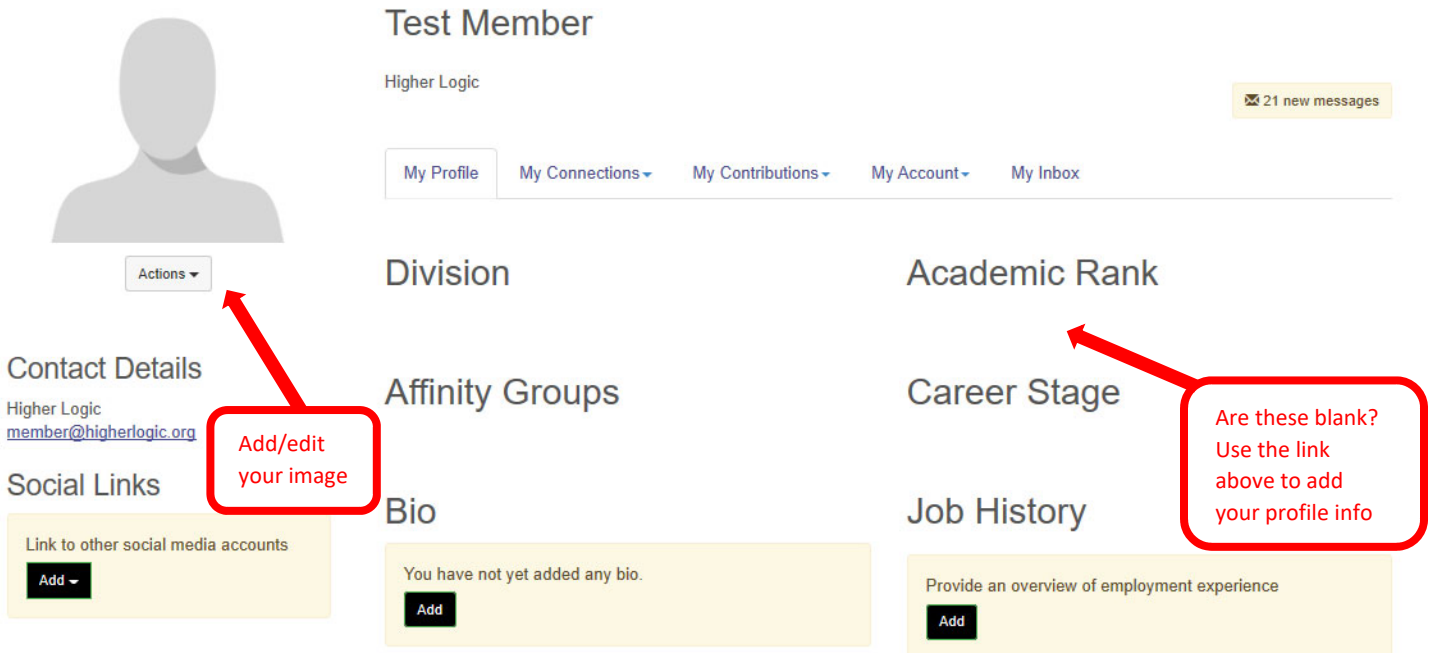
Access your profile: The sign in button turns into your image when you're logged in.

Use the dropdown by your image to access your profile.

Access your profile



Tell us about yourself: Is your image and profile information still accurate? Upload a profile picture, edit your contact details and add some profile info to create your online presence and make it easier to connect with other members. Add your social media contacts, bio, and job history to complete your profile.



Profile Settings

Customize your profile settings: While on your profile page, click on the tab for My Account. Here you can set up how you want to receive emails from the community, how much of your profile you want visible to other members, design the signature area that appears under your discussion posts and more.

Email Delivery Options: Your frequency can be in the form of a daily digest—a single email each day summarizing the hottest topics in your community, or stay informed in real time with instant alerts.

Ms. Robin Howard
Council on Undergraduate Research

My Profile | My Connections | My Contributions | **My Account** | My Inbox | Admin

Privacy Settings

Your profile may be accessed through the member directory and on your profile.

I would like to be included in the member directory and community rosters: Yes

Picture: Public

My Networks: My Contacts

Company Information: Public

At-Large

Contact Details

Council on Undergraduate Research
734 15th St NW Ste 850
Washington, DC
Work: (202) 783-4810
Mobile: (703) 801-7373
Fax: (202) 783-4811
robin@cur.org

Ms. Robin Howard
Council on Undergraduate Research

My Profile | My Connections | My Contributions | **My Account** | My Inbox | Admin

Email Preferences

In addition to [community notifications](#), other messages are received via Participation, and Promotional - will always be sent to your preferred email address. Select "no" below to opt-out of receiving certain emails in your profile inbox regardless of these settings.

Email notifications and communications will be delivered to the email address below.

robin@cur.org Change

System Emails Yes

Emails required to confirm user participation. Users cannot opt-out of these emails.

Community Emails Yes

Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out.
[Manage Opt-out List](#)

Social Links

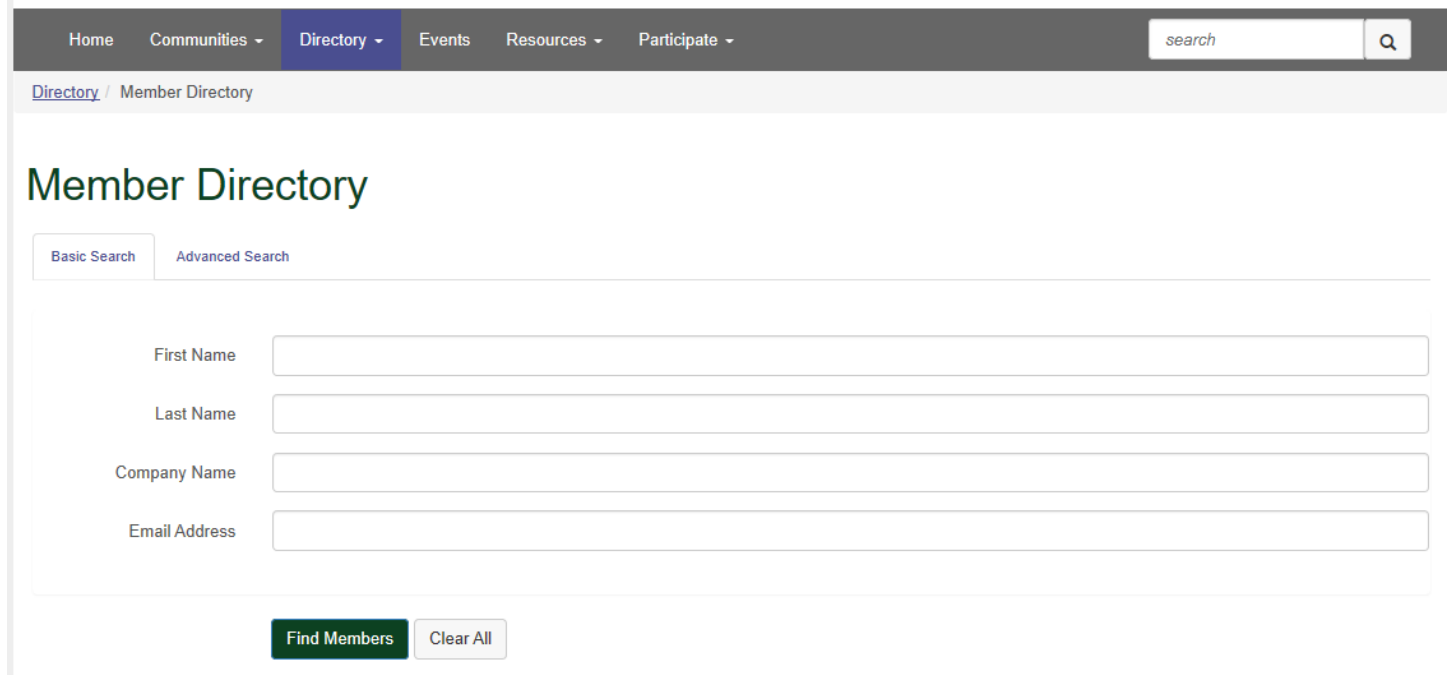
Link to other social media accounts

NOTE: Discussion and consolidated digest settings are on the [Community Notifications](#) page.

Callouts:

- Modify privacy settings here
- Choose who can see what
- Set email preferences here.

Build your network: Select Directory from the top navigation bar. Click [Member Directory](#) to find friends and colleagues that also belong to CUR. Creating a contact list helps identify relationships and build searchable networks. Our [Advanced Search](#) option offers different ways to search based on location, discipline, job title or interests.



The screenshot shows the top navigation bar with links for Home, Communities, Directory (selected), Events, Resources, and Participate. A search bar is located on the right. Below the navigation bar, the breadcrumb trail reads 'Directory / Member Directory'. The main heading is 'Member Directory'. There are two search tabs: 'Basic Search' (selected) and 'Advanced Search'. Below the tabs are four input fields: 'First Name', 'Last Name', 'Company Name', and 'Email Address'. At the bottom of the form are two buttons: 'Find Members' and 'Clear All'.

Join the Conversation:

Posting a Message:

- There are three ways to add a new message.
 - Select Participate from the main navigation bar and select “Post a Message.”
 - From the homepage, find the latest discussions list and select “More” then “Post a Message”
 - Or from any sub-community homepage select “Add” next to Latest Discussion Posts
- If you are creating a new post from the home page you will need to select the discussion where you would like the post to appear.
- You can upload attachments (attachments will automatically be added to the specified community library).
- Be sure to hit Send to post your message.
- You can also schedule your message to send later, or save a draft of the post. The system will also automatically start saving your message once you start adding content
To access your drafts go to your profile and select the “my contributions” tab then the List of Contributions

Post a Message

To: CUR Member Forum

From: Lindsay Currie

Subject:

Yes Automatically insert content preview for links

11pt Paragraph **B** *I* U ~~S~~ (i) [List Icons] [Color Icons] [Link Icons] [Media Icons]

Signature

Edit Your Default Signature

Lindsay Currie
Executive Officer
Council on Undergraduate Research

Attachment(s)

Attachments will be automatically added to the library

Not ready to send now schedule your post of later or save as a draft

Reply to a Discussion:

- **Reply:** Will nest your reply directly under post you are viewing.
- **Reply to Sender:** Sends a private response to the member's community inbox.
- **Mark as Inappropriate:** If a members post clearly violates the CUR Community Code of Conduct you can flag it to be review by the CUR community management team.

What now?

- **Let us know you're here:** Say hello and share what you are hoping to gain by participating.
- **Ask questions:** What do you want to know more about? Have a question about anything from professional development to everyday problems? There's someone out there with the answer.
- **Search:** Use the search bar to look for past discussions.
- **Share ideas:** What's happening on your campus right now? How about a new program you recently launched or a success story from a student? That "A-ha" moment you just experienced might help your fellow members. Start a discussion thread to give others a peek inside your world or to demonstrate your expertise on a topic.
- **Give feedback:** Use your knowledge and experience to answer other members' questions. Just click Reply to Discussion to the right of any discussion post, or comment underneath a library entry.
- **Check out the 5 in 5 blog:** Recent topics include moving symposia to virtual, tips for online teaching, and how to up your social media game when promoting undergraduate research.
- **View the Member Resource Library:** CUR brings you resources from all over. This list is updated daily and includes topics such as podcasts, virtual events, and resources by discipline.