

HRConnected Getting Up & Running

This Community is for Members of EANE Only as a member benefit. Others who would like to join can become a [Member](#) by contacting us! We are encouraging you to reach out to other members to share ideas, best practices, connect with peers and grow your network.

Mission #1 Sign in!

1. Go to www.eane.org and sign in to **My EANE**.
2. Click on **MEMBER FORUM** which brings you to the EANE Neighborhood Community
3. Take a breath! Do a Happy Dance if you like!

Mission #2 Profile & Account Settings

1. Now it's time to fill in your **profile** page:
 - a. Upload a photo.
 - b. Fill in your bio
 - c. Fill in your interests
 - d. Fill in your Professional Certifications
 - e. Fill in any social media links you would like
2. Go to **My Account** in the tabs and
 - a. Choose which part of your profile page information is visible to others on your **Privacy Settings**
 - b. Go to **Community Notifications** and choose how frequently you would like to be notified of community posts. You can select real time, daily digest, weekly digest or no email. *It may be helpful to default to a weekly or daily digest but adjust to real time when you're involved in a discussion of particular interest.*
 - c. What information do you want your **Discussion Signature** to have?
3. Go to **My Inbox** and see what messages you have.

Mission #3 Communities & Connections

1. While still in your Profile page, go to **My Connections** in the tabs and click on **Communities** to see which communities you can participate in.
 - a. You can click on Discussions to see what folks are sharing
 - b. Clicking on Members lets you see who is in that group.
2. **Connect** with some folks and make them a contact of yours. You can send individual messages to your contacts.

Mission #4 Discussions

Are you ready to start and reply to discussions? There are a variety of ways to do this.

1. **Reply** to one of the discussions in the Staff Community.
2. **Start a new discussion**. It can be something simple.
3. Find a post on the HRConnected home page under the **Recommended For You section**. If someone else's discussion post is in the list, reply to it there with a comment.
4. **Reply to the sender** of a discussion post. Not to the entire group, but just the sender.
5. Look at the daily digest email you receive in the morning. **Reply to a discussion post or post a new message directly from that email**.
6. Don't forget to adjust your **community notification settings** so that you can stay up to date on responses in your discussions. Remember you can do this from your profile page under My Account. You could also do this by clicking on My Profile or My Settings from the Quick Links on the HRConnected home page.

Now, let us know what you think...share any comments, questions, and concerns.

