Simply copy the message below into an email to *Invite a Friend* to join the NSF INCLUDES National Network.

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Dear [name],

I would like to invite you to be a part of the NSF INCLUDES National Network. The NSF INCLUDES Network is composed of over 1,000 members—representing various types of institutions, professional associations, funders, and businesses who are committed to broadening participation in STEM—who participate in the Network to learn about and share best practices, strengthen their capacity and that of others, and advance the national movement to achieve equitable access to STEM education and career opportunities.

I encourage you [and your team members] to join the NSF INCLUDES National Network website and online community to help foster connections and gain access to a rich collection of resources and discussions on Broadening Participation in STEM. Please find instructions below on how to join the Network; feel free to pass along these instructions to your team.

If you have any questions, please reach out to the NSF INCLUDES Coordination Hub at NSFINCLUDESHub@sri.com. The NSF INCLUDES Coordination Hub serves as the connective tissue of the Network and supports the Network in achieving its collective success.

I look forward to connecting with you on www.includesnetwork.org!

[Name]

**Instructions to Join the NSF INCLUDES NETWORK Website https://www.includesnetwork.org**

ACTIVATE AN EXISTING ACCOUNT
If you have received an email from the NSF INCLUDES Network or Coordination Hub within the past month, it means you are in our database and you need to "activate" your existing account.
**Here's how:**
- Click this sign in link and click on the "Confirm Your Email" button, located under the "Accessing an account for the first time or need to create a password for a new account?" header.
- Enter your email and click "Send Password Link."
- You will receive an email from Mail@connectedcommunity.org titled "Forgotten password on www.includesnetwork.org."
- Follow the embedded link to create your password and activate your account.
- Check your spam or with your IT department if you do not receive one!

CREATE A NEW ACCOUNT
If you have never received an email from the Coordination Hub, it means you need to create a new account and register to become a member of the Network.
It's a quick 2 step process:
**Step 1:**
- Visit this Create an Account page.

- Enter your name and email id and click "submit."
- Your account will be approved within 1 business day. You will NOT receive a confirmation email.

**Step 2:**

Visit the Sign In Page on the site after a few hours or 1 business day.

- Click on the "**Confirm Your Email**" button, located under the "Accessing an account for the first time or need to create a password for a new account?" header.
- Enter your email and click "Send Password Link."
- You will receive an email from Mail@connectedcommunity.org titled "Forgotten password on www.includesnetwork.org."
- Follow the embedded link to create your password and activate your account.
- Check your spam or with your IT department if you do not receive one!