

## NACE Community User Guide

The NACE Community is a state-of-the-art professional networking platform built to help NACE members network and exchange information. The new NACE Community site allows our members to:

- Share information in a secure, members-only environment
- Start and contribute to discussions about relevant industry and local topics
- Share useful resources within the NACE member community through an online library
- Search for and bookmark contacts and colleagues with similar interests and backgrounds
- Use a single sign-on to get to NACEWeb or the NACE Community.

### Log In and Set Up Your Profile

Go to [community.naceweb.org/home](http://community.naceweb.org/home) and select the Sign In button at the top right of the page. Your log in and password are the same as the user name and password you use to log into NACEWeb.

Contact Us Community Rules NACEWeb

NACE

SIGN IN

HOME COMMUNITIES DIRECTORY BROWSE search

**WELCOME TO YOUR PROFESSIONAL COMMUNITY—A POWERFUL RESOURCE!**

GET STARTED

LATEST DISCUSSIONS RECENT SHARED FILES ANNOUNCEMENTS

On the next page, you'll see the NACE Community Rules and Guidelines. Please read the rules and click on the "agree" button at the end of the page.

HOME COMMUNITIES ▾ DIRECTORY ▾ BROWSE ▾

**We respect your privacy.**  
Any personal information you provide to us including and similar to your name, address, telephone number, and e-mail address will not be released, sold, or rented to any entities or individuals outside of our organization except as noted below.

**With whom do we share the personal information we collect through this site?**  
*Our Service Providers:* We may share your personal information with companies that perform services on our behalf, for example, companies that help process credit card payments. Our service providers are required by contract to protect the confidentiality of the personal information we share with them and to use it only to provide specific services on our behalf.  
*Business Transfers:* Your personal information may be transferred to another entity (either an affiliated entity or an unrelated third party) in connection with a merger, reorganization, dissolution, or similar corporate event. If such a transfer were ever to occur, the acquiring entity's use of your personal information will still be subject to this Privacy Policy.

*Government and Legal Disclosures:* We may disclose the personal information we collect through this Site, when we, in good faith, believe disclosure is appropriate to comply with the law (or a court order or subpoena); to prevent or investigate a possible crime, such as fraud or identity theft; to enforce our Terms and Conditions or other agreements that govern your use of this Site; or to protect the rights, property or safety of our company, our users, or others.

**External Sites**  
We are not responsible for the content of external Internet sites. You are advised to read the privacy policy of external sites before disclosing any personal information.

**Cookies**  
A "cookie" is a small data text file that is placed in your browser and allows us to recognize you each time you visit this site (personalization, and so forth). Cookies themselves do not contain any personal information, and we do not use cookies to collect personal information. Cookies may also be used by third-party content providers such as newsteeds.

**Remember the risks whenever you use the Internet.**  
While we do our best to protect your personal information, we cannot guarantee the security of any information that you transmit to us and you are solely responsible for maintaining the secrecy of any passwords or other account information. In addition, other Internet sites or services that may be accessible through our site have separate data and privacy practices independent of us, and therefore we disclaim any responsibility or liability for their policies or actions. Please contact those vendors and others directly if you have any questions about their privacy policies.

I AGREE I DO NOT AGREE

HOME COMMUNITIES DIRECTORY BROWSE  
All Communities My Communities Post a New Thread  
Member Directory  
Discussion Threads Library Entries

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Your first step in the NACE Community should be to complete your profile—let your colleagues see the skills and expertise you bring to the community. The goal of the NACE Community is to help NACE members connect professionally and share issues and information.

At the top right corner of the community home page, you'll see a blank image (you can add a photo/picture through your Profile) and a down arrow. Click on the arrow and choose "Profile."



Click this button to go to the profile page.

PROFILE COMMUNITIES 1 UNREAD

COMMUNITIES ▾ DIRECTORY ▾ BROWSE ▾ LOGOUT

Your name will be displayed across the top of the profile page. Your title will appear under your name. Information from the NACE directory will populate a portion of the area under “Contact Details” in the left-hand side of the page. You can also share information through a bio, education, and job history.

[DIRECTORY](#) / [MEMBER DIRECTORY](#) / [PROFILE](#)

Your title and organization will appear here.

The screenshot shows a dark blue header bar. A white arrow points down to a blue rectangular area on the left, and another white arrow points left to a blue rectangular area on the right. The text "Your name will appear here" is positioned to the right of the second blue area. Below the header bar is a white navigation menu with four items: "MY PROFILE", "MY CONNECTIONS", "MY CONTRIBUTIONS", and "MY ACCOUNT", each with a small downward arrow. To the right of the navigation menu is a yellow notification box with an envelope icon and the text "1 NEW MESSAGES".

## BIO

Share information about yourself - your work life and personal interests

ADD

## EDUCATION

Share where and when you received your education

ADD

## JOB HISTORY

Provide an overview of employment experience

ADD

Click on “Add” under the gray circle and add your photo/picture.

You may also add links to your social media accounts. Click on “Add” and choose the media.



ACTIONS ▾

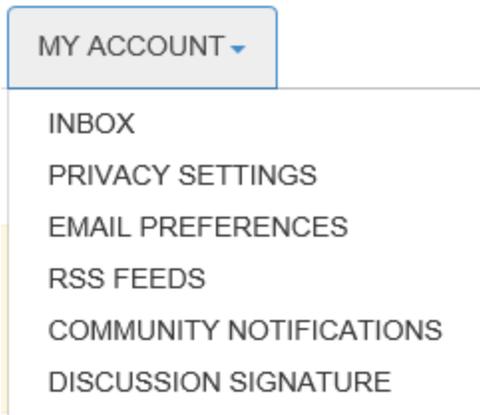
### CONTACT DETAILS

### SOCIAL LINKS

Link to other social media accounts

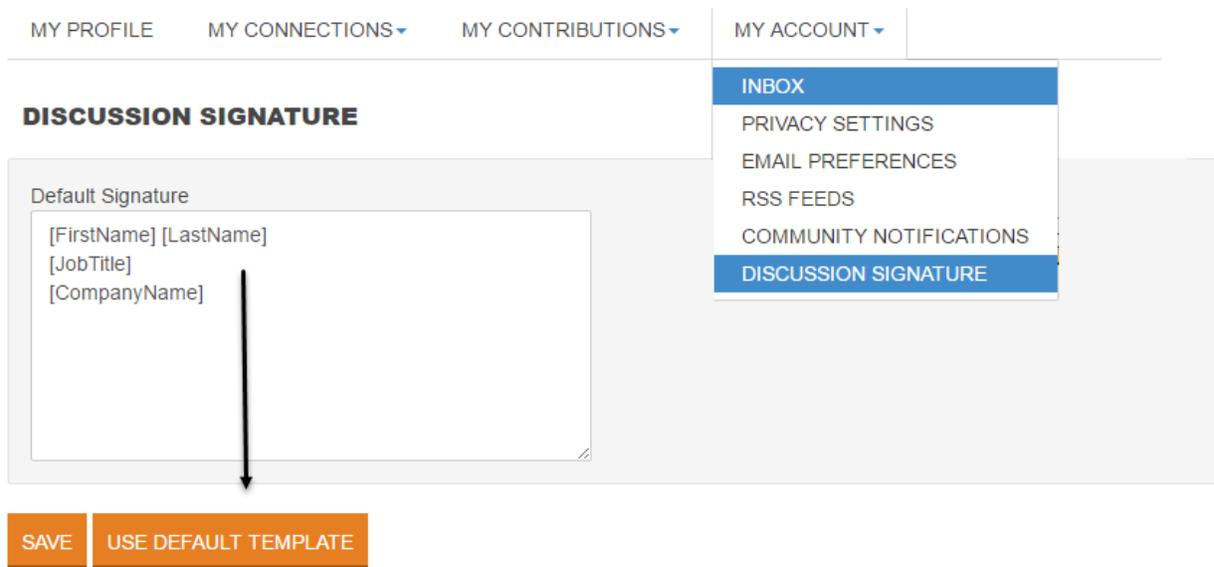
ADD ▾

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Next, go to “My Account” in the navigation bar under your name and click on the arrow. Choose “Privacy Settings.” This is where you’ll decide what information is available to NACE members who view your profile. When you’ve set each of the possible privacy settings, click the “Save Changes” button at the bottom of the page.

A discussion signature—your name, job title, and organization—will automatically be generated from the NACE membership database. You can add fields if you would like.



The default setting on receiving e-mail from the community is a daily digest. You can change that if you’d like. From Profile > My Account, choose “Community Notifications.” Under the “Notification Settings” section, indicate how you want to receive messages from the group.

- **Real Time:** Receive e-mail every time something is posted to the community.
- **Daily Digest:** Receive one e-mail daily with all of the discussions posted to the community.
- **No E-mail:** You receive no mail from the community, but you can still read and participate online. You will receive e-mail if someone sends you a message through “My Connections” > “Contacts.”

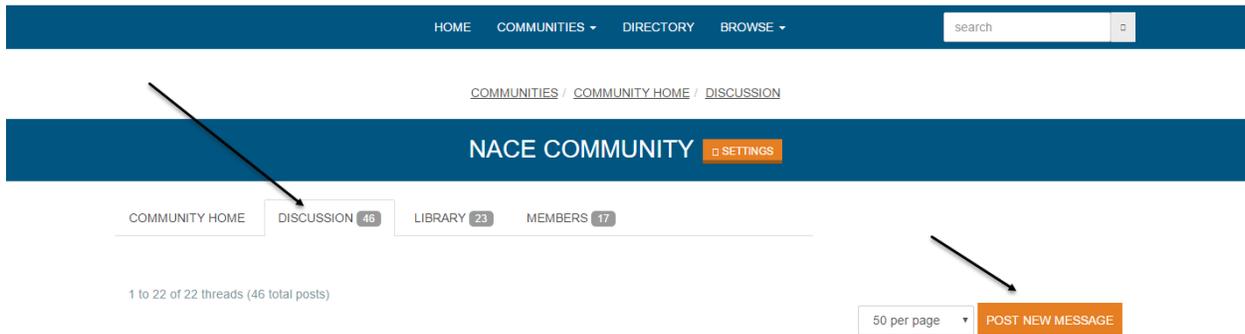
### Community Terms

**Community:** Participate in discussions and share resources with NACE colleagues.

**Discussion Thread:** A group of linked messages that share a topic or theme.

**Post:** A message from a user within a discussion thread.

## Start a Discussion, Join a Discussion



**Q:** How do I start a discussion?

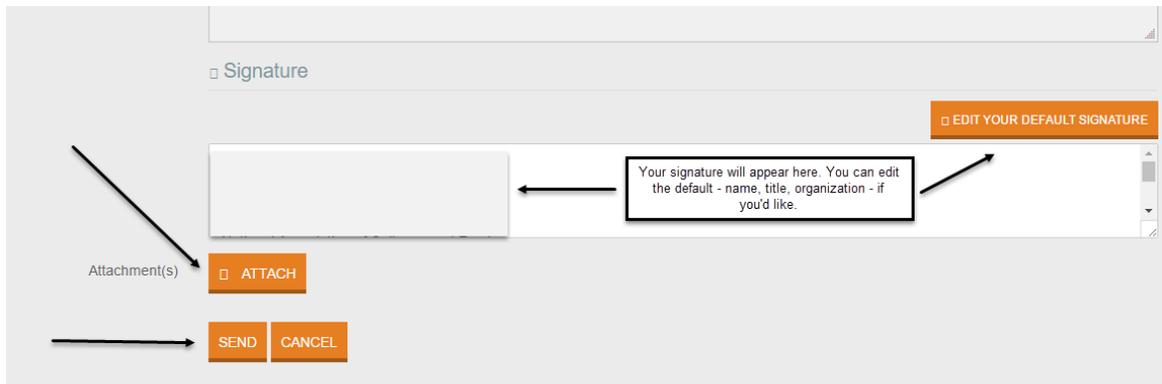
**A:** Go to Communities > My Communities and click on NACE Community. Click on the "Discussion" tab in the navigation bar and then on the "Post a New Message" button at the right side of the screen.

Fill in a descriptive subject line, so colleagues will know what you're discussing. Then, use the online form below to post your message. Be as descriptive of your situation as possible.

The screenshot shows the 'POST A NEW THREAD' form. The title 'POST A NEW THREAD' is centered in a dark blue bar. Below the title, the form has a 'To' field with a dropdown menu set to 'NACE COMMUNITY'. The 'From' and 'Subject' fields are empty text boxes. Below these is a checkbox labeled 'Yes' with the text 'Automatically insert content preview for links'. The main content area is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, and other editing functions. The text area below the toolbar is empty.

You can attach a document to your post using the "Attach" button. Your document will automatically be added to the Community Library.

Click on "Send" to send your message to the full community.



**Q:** How do I respond to a post?

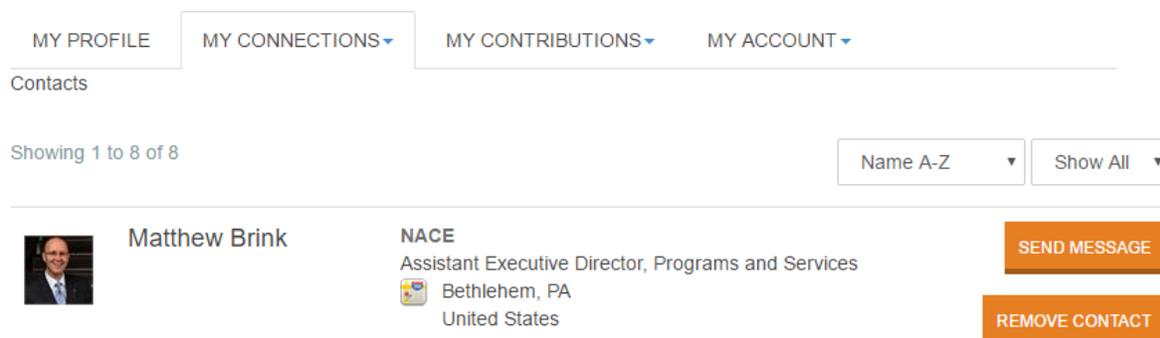
**A:** Navigate to the Communities homepage to see the latest discussion threads or click on the Discussions tab in the upper navigation bar to see a list of discussions. Click on the discussion you want to join. Use the "Reply to Discussion" button on the right side of the screen to add your reply. This will pull up a reply form that works like the "Post a Discussion" form except that it adds your reply to the topic thread.

**Q:** How do I search for topics or posts?

**A:** Enter a keyword in the search box in the upper right of the Communities web page.

**Q:** Can I send a message to one contact—not to the whole community?

**A:** Yes. Go to Profile > My Connections > Contacts. Use the "Send Message" button on the right side of the screen to open a window to send your message. Your message will be available through the community. The recipient will get an e-mail that a message is waiting.



## Having a problem replying to a discussion through e-mail?

If you can't post a response to a discussion thread through the Daily Digest, the problem may be that you are trying to respond using an email address that is different from what is in our records. You can handle this in two ways: 1) go to your NACE profile in MyNACE and change your "official" e-mail address (if you do this, all messages from NACE will go to your new address); OR 2) change the address where the Daily Digest is delivered: Go to NACE Community > Profile. Select the "My Account" tab > Community Notifications. In the "Discussion Email" area, select "add override addresses" and enter the address where the Daily Digest should be sent.

## Your Professional Resource Library

Under "Browse" in the upper navigation bar, you'll find direct links to the list of discussion threads. You'll also find a link to "Library Entries."

This is where you can download resources shared by colleagues or upload a resource you find valuable that you want to share.

To download, find the resource you want and click the "Download" button next to the item.

You can also search by content type, author, file type, and when content was posted to the community.

To upload a resource, click on the "Create New Library Entry" button. Give your entry a title and then choose what type of file you're uploading. *(Please do not upload copyrighted files unless you own the copyright.)*

At the next screen, you'll upload your file. Then you'll decide whether the upload is available for use (beyond personal use) or you grant a Creative Commons license. If you grant a Creative Commons license, you'll decide whether the upload can be altered in any way.

Click on "Next" and give your upload a descriptive title and a description.

Click on "Finish."

## Connect With Your Colleagues

Set up contacts and connections with your NACE member colleagues.

The screenshot shows the top navigation bar with links for HOME, COMMUNITIES, DIRECTORY, and BROWSE. A search bar is located on the right. Below the navigation bar, the breadcrumb path is DIRECTORY > MEMBER DIRECTORY. The main heading is MEMBER DIRECTORY. The search interface is divided into BASIC SEARCH and ADVANCED SEARCH. The BASIC SEARCH section contains four input fields: First Name, Last Name, Company Name, and Email Address. At the bottom of the search form are two buttons: FIND MEMBERS and CLEAR ALL.

Click on the Directory link in the navigation bar. This is where you'll search for other community users based on:

First and/or last name

Organization

E-mail address

An advanced search allows you to include location to find contacts—city, state, and country.

The next screen will show information about the person you are looking for. You can click on "send a message" to contact that person or you can click on "contact" to add that person to your list of contacts.

## MEMBER DIRECTORY

[BACK TO SEARCH OPTIONS](#)

Showing 1 to 1 of 1

Name A-Z

Show All



Nancy Sheely  
(419) 772-2147 phone

Ohio Northern University - Office of Career Services  
Assistant Director of Polar Careers

Your message will be sent to your contact in

[SEND MESSAGE](#)

[REMOVE CONTACT](#)

### Using My Connections

Return to your profile (click the down arrow at the top right of the page, next to your picture).

Choose My Connections.

Click on Contacts and you'll see a list of people you've connected with.

Click on Networks and you'll see:

- The total number of people who have joined the community. (Click on the box with the number of members and you'll get a list.)
- The people from your organization who have joined. (Click on the box for the list.)
- The people who are located in your state. (Click on the box for the list.)

MY PROFILE

MY CONNECTIONS ▾

MY CONTRIBUTIONS ▾

MY ACCOUNT ▾

Networks **3**

**CITY**

BETHLEHEM PA

**51 MEMBERS**

**PRIMARY COMPANY**

NACE

**35 MEMBERS**

**STATE**

PENNSYLVANIA

**746 MEMBERS**

**Questions?**

Contact Claudia Allen, NACE Community Manager, [callen@naceweb.org](mailto:callen@naceweb.org) or NACE Customer Service at [customerservice@naceweb.org](mailto:customerservice@naceweb.org).