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 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.

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.
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.”
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.

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.
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.
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.

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.
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.)
Questions?

Contact Mimi Collins, mcollins@naceweb.org, or NACE Customer Service at customerservice@naceweb.org.