**Welcome to PSATS Connect,** our new and improved member portal. Here – with a single log-in – you'll find everything you need to connect, share, and learn with PSATS and fellow township officials.

When you go to **connect.psats.org** for the first time, you'll notice that we have a new portal page. Be sure to check in often because new information is added daily. (**Note:** You can access PSATS Connect from www.psats.org, too, by clicking on the "Connect" button on the left side of the home page.)

Features on PSATS Connect include the Connect Portal, which houses your PSATS account and profile, and Discussion, an interactive online group for members. Plus, you also have 24/7 access to information that's only available to PSATS members.

To start taking advantage of the services on PSATS Connect, you will need to reset your password. Go to **connect.psats.org** and click on "Sign in" in the upper right corner. When the log-in page appears, choose the "Reset or Create Your Password" link and follow the prompts.

Not sure if you have an account with PSATS? Email memberservices@psats.org.
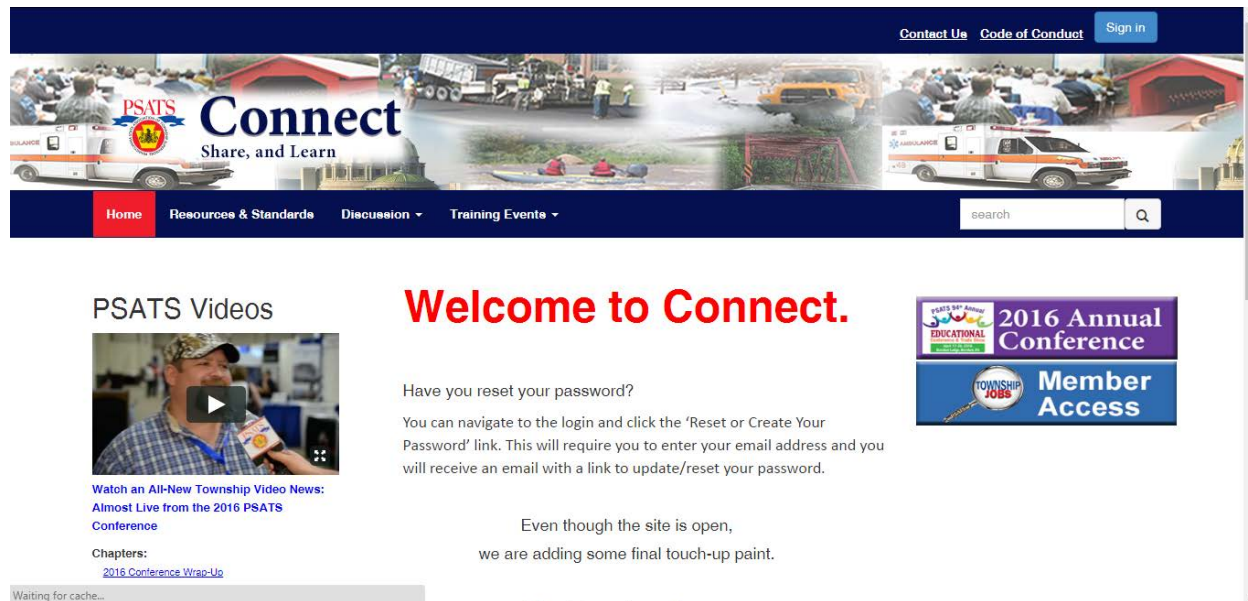
The recent portal upgrades include enhanced security features, which mean that much of the posted information is available to PSATS members only – another good reason to reset your PSATS Connect password or create a personal PSATS account, if you haven't done so already.
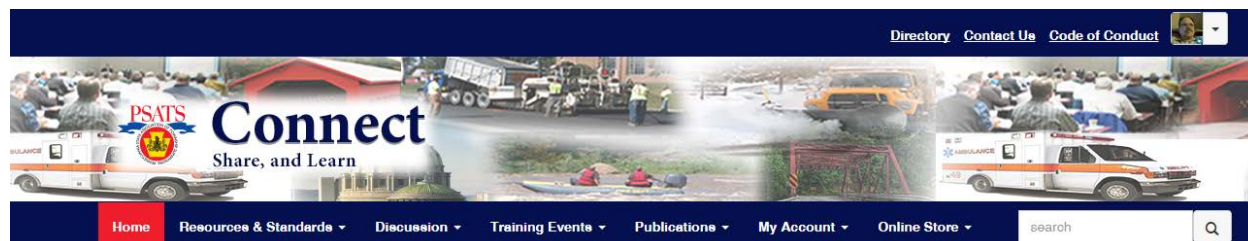
When verified PSATS members log into PSATS Connect, they will have access to the tools/tabs shown above. Here is a description of each:

- **Directory** allows you to search the entire database of PSATS members.

- **Contact Us** automatically creates an email from you to PSATS. Simply fill in your message, click send, and we'll get back to you quickly.

- **Code of Conduct** outlines the terms and conditions of using PSATS Connect. Once a year, users will be required to acknowledge the Code of Conduct.

- **Home**…click on this tab and it will always bring you back to the PSATS Connect home page.

- **Resources & Standards** is where you will find an online version of the Second Class Township Code, PSATS resolutions and bylaws, resources for municipal grants and funding, our new "Township Jobs" service, and much more.

- **Discussion** is your direct link to other PSATS members. Go here to post questions, ask advice, and help other township officials facing similar challenges.

- **Training Events** connects you with PSATS training scheduled near your township. Go here to find out more about the PSATS Municipal Government Academy and the PSATS Sewage Enforcement Officer Training Academy, too. A handy **Event Calendar** outlines all of our upcoming training by month and date.

- **Publications** puts several brochures, including the "Do's and Don'ts of Liquid Fuels Funding," at your fingertips. You'll also find links to recent issues of the **PSATS NewsBulletin** and **Townships Today** along with the **Pennsylvania Township News Archive**.

- **My PSATS Account** allows you to manage account information. Go to "**My Profile**" to update your personal information. If you are a township secretary or your organization's primary contact, choose the "**My Organization/Township**" link to update related information and contacts. **"My Invoices"** allows you to review your personal transactions with PSATS.

- **"Online Store"** is where you can shop for PSATS gear and other items, such as minute books.

Updating Your Personal Profile

In the upper right corner of the PSATS Connect home page, you may see your photo. If you don't, you have the option of adding an image plus other personal information you'd like to share with fellow PSATS Connect users. Your photo and profile information will be linked to the PSATS Connect Discussion community and will help identify you when participating in a conversation there.

To update your PSATS Connect profile, click on the drop-down arrow next to your photo in the upper right corner of the home page and choose the "Profile" button. From here, you can complete your profile by importing information from LinkedIn or by entering your information directly on the profile page.

Note: Basic contact and employment information is automatically populated in your PSATS Connect profile from your PSATS account.

To update your PSATS account through your PSATS Connect profile, do the following:

⦿ Click on the drop-down arrow next to your profile photo in the upper right corner of the PSATS Connect home page

⦿ Choose the "Profile" button, go to "Contact Details" in the left column of your profile page, and click on the pencil icon on the right. This will take you to your PSATS account, where you can update and save information.

Participating in PSATS Discussion

Joining a Community:

New members of PSATS Discussion are automatically subscribed to the PSATS Members Discussion Community. You can also find and join additional communities by going to **connect.psats.org**, choosing the "Discussion" tab at the top of the page, and clicking on "All Communities." Simply browse the communities that are available and click "Join" to start participating in the conversations.

Starting a New Discussion:

Go to **connect.psats.org,** choose "Discussion," click on "Post a Message," and select the appropriate group. Enter your subject, type your message, attach documents, if necessary, and click the "Send" button.

You can also post a message directly from the emails you receive from PSATS Discussion. At the top of these emails, you will see a link that says, "Post New Message Online." Click on the link, type in your message, and click the "Send" button.

Responding to Discussion Posts:

There are three ways to reply to a post on PSATS Discussion:

•**"Reply to Discussion"—** choose this option to reply to everyone in the group. This blue button appears next to every posted message.

•**"Reply to Sender" –** choose this option to reply privately to the original sender. Go to the blue "Reply to Discussion" button and click on the drop-down arrow to choose this option.

•**"Reply by Email" –** choose this option to reply directly from the email notifications you receive from PSATS Discussion. To do this, click on the blue "Reply All Email" button at the top right of each message.

Note: We recommend replying to the sender for simple comments that add little value to the overall discussion (i.e. "thank you," "I agree"…) and replying to the entire community when you are sharing knowledge, experience, or resources that will benefit others.

Sharing a Document:

To upload a document to a community, go to **connect.psats.org,** click on "Discussion," and choose "Share a File." Using the form, enter a title for your document, add a description, select the community (or library) you wish to share the document with, choose the document type, and click the "Next" button to upload it.

You can also include a document with a message you are posting. At the bottom of your message screen, you will see an "Attach" button. Click on it and insert your document. That document will then be linked to your message.

Setting Up Your PSATS Discussion Options

Notifications:

When you join a community, you will automatically be notified when messages are posted. To review and change your notification settings, go to the PSATS Connect home page, click on the "Discussion" tab, and choose "Settings." Scroll down to "Notification Settings." Here, you can choose one of the following options:

⬜ **Real Time:** You will receive an email each time a new message is posted to a community that you have joined.

⬜ **Daily Digest:** You will receive one email each day that includes all of the previous day's messages.

⬜ **No Email:** You *will not* be notified when messages are posted to a particular community. You will need to log into PSATS Discussion to view and reply to any of these posts.

Planning Assn. Members	Real Time	Daily Digest	No Email ✔
PSATS Staff	Real Time ✔	Daily Digest	No Email
Solicitors Assn. Members	Real Time	Daily Digest	No Email ✔

Choose a notification option for each community you have joined. *Note:* Keep in mind that PSATS will be distributing newsletters for the Planning, Solicitors, and Engineers Associations through their respective communities. By checking "No Email" for these three communities, you will not be notified that a newsletter has been posted.

Email:

To ensure that you always receive emails from PSATS Discussion, please be sure that the emails are not going into your junk folder. Follow the directions in this link, http://blog.simplyhired.com/how-to-whitelist-an-email-address.html, to add PSATS Discussion to your email safe list.

If you continue to have trouble receiving emails from PSATS Discussion, please do the following:

☐ Verify that your email address is accurate in your PSATS account. If your email address was entered incorrectly, please update it. Any updates will automatically be reflected in your PSATS Discussion account.

☐ Verify your email notification level by going to the PSATS Connect home page, choosing "Discussion," and scrolling down to "Notification Settings."