Getting Started Guide
What is my username/password?

• Sign in at: https://connection.sae.org/home

• Your credentials are the same username and password that you use on sae.org (your MySAE Account). If you have trouble logging in, click Forgot your User ID or Password?
Update your profile

- Add or change your profile picture
- Tell us about yourself!
- Add in information such as education
- Link to your social media
Community Notifications

- Go to your profile > my account > community notifications to update your daily email preferences

- You can choose from:
  - Daily digest (1 email containing the previous day’s community activity)
  - No email
  - Real time (receive an email in real time)
  - Consolidated daily (1 summarized email each day)
  - Consolidated weekly (1 summarized email each week)
    - Select No Email and then “Check” Consolidated Weekly or Daily if you would like that subscription!
Update your privacy settings

• Go to your profile > my account > privacy settings to decide what information you would like to share and with who

• You can decide from these elements:
  • Public
  • SAE Members
  • Your contacts
  • Only you
• On the homepage, go to Discussion Groups > Open Forum
• This community is open to all SAE users. Browse recent discussions, uploaded resources, and more!
• Write your own discussion post, or reply to the introduce yourself thread!
  • Go to the Open Forum homepage > click ‘Discussions’ > click ‘Post new message’ to start your own post
  • Or, reply to a thread that’s already been created
    • Reply = Public reply
    • Reply Privately = Privately reply
  • Don’t forget to tag your post and @mention another user
    • Type the “#” and characters after to create your own tag
    • Type the “@” and at least 3 letters to find the user you would like to tag in a post
**Tip: If you attach a file to a discussion post, it will automatically be uploaded to the community library!**
• Navigate to the Participate or Mentoring tab and you will see upcoming events, such as our Chat with an Expert discussion series
Upload a Library Resource

• Locate the community you would like to upload a resource to and select “create new library entry”

• Give your resource a title, select the entry type, and click next to upload!

• Common resources uploaded: Pdfs, videos, Word documents, YouTube videos, pictures, charts, etc.
Volunteer Opportunities

• Navigate to Resources > Volunteer Opportunities to see how you can volunteer with Propel!
Questions?

- Send me a message in Member Connection or email me at communitymanager@sae.org