

ENA VOLUNTEER GROUP USER GUIDE

ENA CONNECT is a private online community exclusively for ENA members. ENA CONNECT hosts Communities specifically for ENA volunteer groups within ENA CONNECT are an easy way to have discussions with your fellow volunteer group members, share files, view details for upcoming conference calls and much more. Please use this user guide to help you navigate, utilize features, and get involved.

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I. LOGGING IN

- 1. ENA CONNECT supports the following Internet browsers:
 - Internet Explorer (IE) 8/9/10
 - IE11
 - Firefox
 - Chrome
 - Safari
- 2. Go to http://connect.ena.org. (Do not enter the "www" in front of the URL.) Select Sign in at the top right of the page. Your login information is your primary email address and ENA password. This is the same login and password you use for accessing the ENA website.



3. Once you are successfully logged in, read and accept the **Code of Conduct** page. This is a one-time step to make sure you are aware of the community rules, expectations, etiquette and the privacy policy. You will not be able to access ENA CONNECT until the Code of Conduct is signed.



II. FIRST TIME USERS: ACCESS AND UPDATE YOUR PROFILE

If this is your first time logging into ENA CONNECT, please follow the below steps to update your profile.

1. To access your personal profile, click on the **Photo image** icon at the top right of the page.



- 2. A drop down with a status of your profile completion will appear.
- 3. Click on the **Profile** button. You will be redirected to your profile landing page where you can update your information.
 - Note: Information that is modified in ENA CONNECT will also be modified your ENA profile. Use caution when updating information such as mailing address, email, or phone number, as this may affect where your communications from ENA are sent.

Contact Us Code of Conduct	¥
John Smith John.smith@ena.org	
32%	
Profile	
Logout	

- 4. The profile landing page will contain four major tabs:
 - My Profile
 - My Connections
 - My Contributions
 - My Account



	John Smith
	My Profile My Connections - My Contributions - My Account -
	BIO
Actions +	Share information about yourself - your work life and personal interests Add

- My Profile: The My Profile tab by default will serve as a landing page for your profile and will contain the following areas for your completion :
 - Profile Picture (Actions drop down menu)
 - Contact Details (**Note:** Be mindful that changing this information will change your primary contact information for ENA, including all mailings.)
 - Social Links
 - Bio
 - Import From LinkedIn You can opt to import your information from LinkedIn
 - Education
 - Professional Associations
 - Job History
 - Honors and Awards



		Contact Us Code of Conduct Back to ENA								
Home Communities - Directory E	Events - Browse - Participate -	search Q								
	John Smith									
	My Profile My Connections - My Contributions -	My Account-								
	Bio									
Actions -	Share information about yourself - your work life and persona Add	l interests								
Contact Details Click here to add your photo	Import From LinkedIn 3	ort your information ur LinkedIn account, click here								
	Import Your Info Bring in your information fro	om LinkedIn®								
Social Links	Education	Job History								
Link to other social media accounts	Share where and when you received your education	Provide an overview of employment experience								
	Professional Associations	Honors and Awards								
	Relate your professional memberships here	List past accolades and recognition								

- > The **My Connections** tab contains the following:
 - Contacts
 - Networks
 - Communities
- The My Contributions tab will allow you to review your participation within ENA CONNECT. It will contain the following options:
 - Summary
 - Achievements
 - List of Contributions



III. EMAIL NOTIFICATION SETTINGS

- 1. The **My Account** tab will allow you to update your **Community Notification** preferences:
 - By clicking on the **Community Notifications** link, you will see all your communities.
 - Under **Discussion Email**, you are given three options for notifications:
 - Real Time Receive email messages in real time as items are posted.
 - Daily Digest Receive an email with a summary of entries made in your community from a previous day (Default).
 - No Email Do not receive notices, ever. This is not recommended.

Note: Please check with your volunteer group chairperson to understand if there is a preferred digest setting for the group.

Community	Discussion Email						
Institute for Emergency Nursing Advanced Practice Advisory Council	Daily Digest -						
	Real Time Daily Digest No Email						





IV. YOUR ENA VOLUNTEER GROUP COMMUNITY

- 1. To access your volunteer group's community, click on the **Communities** tab.
- 2. From the drop down menu select My Communities.

If you do not see your volunteer group listed under My Communities tab, please contact your volunteer group's staff liaison.



- 3. To open a community from your list, simply click on the community title.
- 4. Within your volunteer group's community landing page, there are four tabs:
 - **Community Home:** This is your community's landing page. This page will highlight all the most recent activities within the community such as the latest discussions, shared files, any announcements, events, and etc.
 - **Discussions** Quick link
 - Library Quick link
 - **Members –** Community's current member list.

Home	Communities -	Directory	Events -	Browse -	Participate -	Help/FAQs 🗸	search	Q	
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Institute for Emergency Nursing Advanced Practice Advisory Council estinas

Community Home	Discussion 7	ſ	Library 11		Events 0	Members 16
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- 5. Community landing page will also feature the following areas for your use:
 - Latest Discussions
 - Announcements
 - Shared Files
 - Events
 - Member Directory



To View/Post a Discussion

1. To participate in the latest discussion post and read discussion threads, select a post to open and view.

Latest Discussion Posts						
Latest Discussion Posts						
Welcome to the Uniformed Services Work Team Virtual Community. Please explore the site and utilize the different options. You will be asked to help develop this site and ensure it is ready to "go live". Thank you for volunteering to be a part of						
More Click to view additional discussions						

2. To reply to the post so everyone can view your response click directly on **Reply to Discussion** button in blue.

1. Welcome USW	T members 0 Recommend
Kathleen Richardson	Posted 02-18-2016 00:54 Welcome to the Uniformed Services Work Team Virtual Community. Please explore the site and utilize the different options. You will be asked to help develop this site and ensure it is ready to "go live". Thank you for volunteering to be a part of this team!! I look forward to working with all of you!! Kathleen
Actions -	Kathleen Richardson Army Nurse Corps Officer US Army University Place WA 253-961-6207

3. Type your response in the text box below the post and click on the **Send** button when completed.



4. Additionally, when you click on the down arrow next to **Reply to Discussion**, there are additional options you may choose from, including Reply to Sender, Forward Message, Print message, Pin post to top and Edit features are available by clicking on the arrow next to Reply to Discussion button.

Reply to Discussion	-
Reply to Sender	
Forward Message	Ч
Print Message	
Pin post to top	
Edit	

To View/Add a Document

1. To open and view the latest shared document, simply click on the document title. To add, click the green **Add** button.

Community Home Discussion 1 Library 2 Members 18	
Latest Discussion Posts Quick link to view all shared documents for your community.	Announcements Add Announcement Create a new announcement for display here. Add Announcement
By <u>Kathleen Richardson</u> , one month ago Welcome to the Uniformed Services Work Team Virtual Community. Please explore the site and utilize the different options. You will be asked to help develop this site and ensure it is ready to "go live". Thank you for volunteering to be a part of	Latest Shared Files
Upcoming Events	2016 Uniformed Services Work Team Roster By: <u>Delma Donecate</u> 8 days ago
	Pfeifer, T 2016, 'Opportunities Abound in Military Nursing By: <u>Detma Donecalle</u> 29 days ago Pfeifer, T 2016, 'Opportunities Abound in Military Nursing' ENA Connection, vol. 40, no. 2, p. 18-19.
	More Click More to view additional documents.



V. HELP/FAQ SECTION

To view Frequently Asked Questions or an overview and tutorial of ENA CONNECT, use the **Help/FAQs** tab.

If your question could not be answered there, please do not hesitate to contact your volunteer group's staff liaison.

