



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.

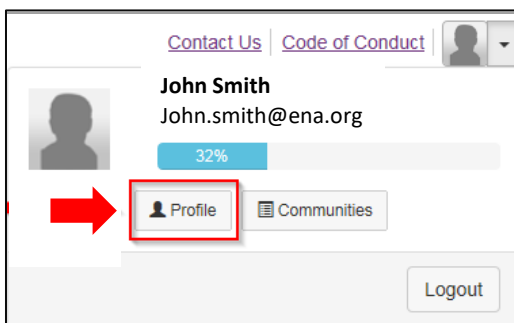
II. FIRST TIME USERS: ACCESS AND UPDATE YOUR PROFILE

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

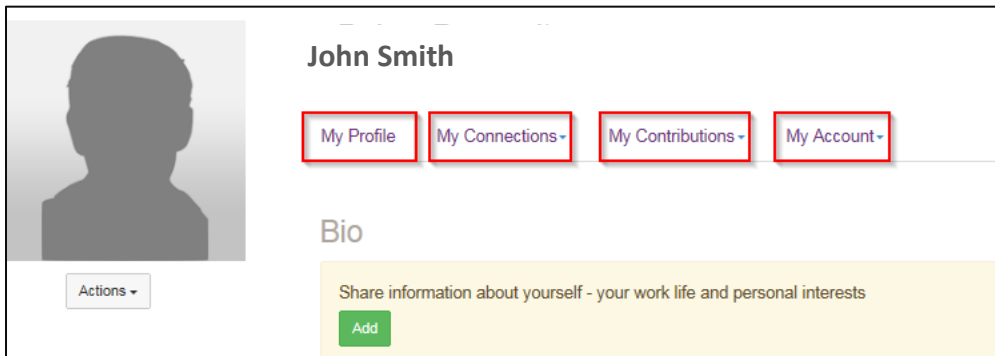
1. To access your personal profile, click on the **Photo image** icon at the top right of the page.



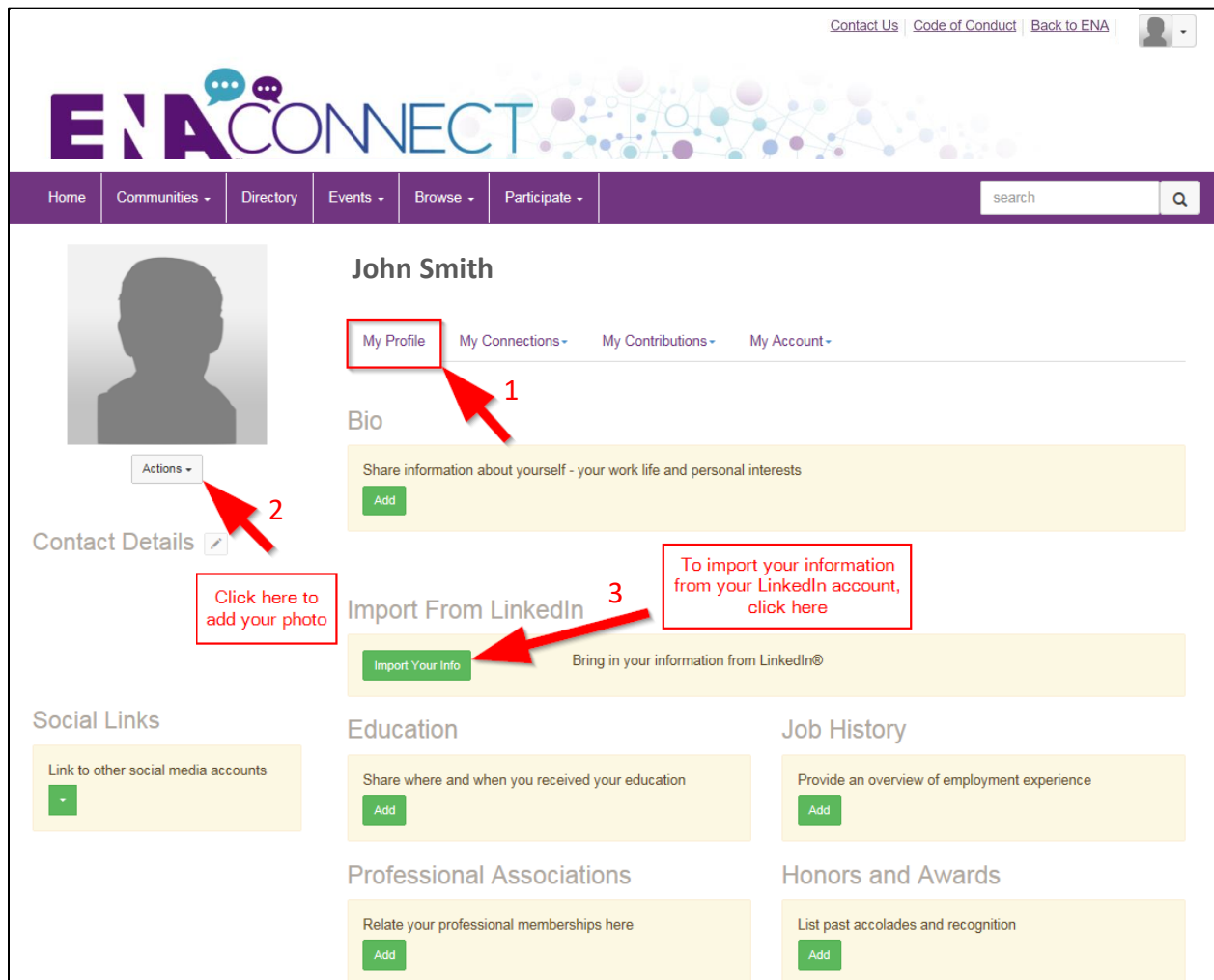
2. A drop down with a status of your profile completion will appear.
3. Click on the **Profile** button. You will be redirected to your profile landing page where you can update your information.
 - Note: Information that is modified in ENA CONNECT will also be modified your ENA profile. Use caution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



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



- **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



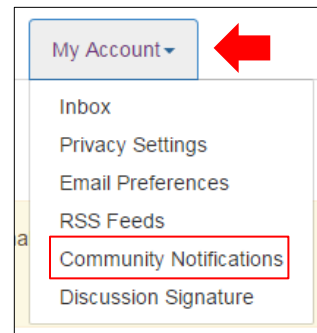
- The **My Connections** tab contains the following:
 - Contacts
 - Networks
 - Communities

- 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

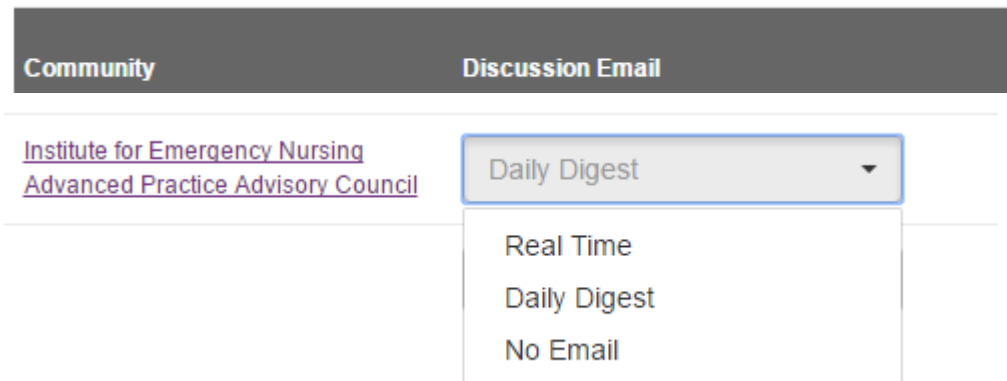
III. EMAIL NOTIFICATION SETTINGS

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.



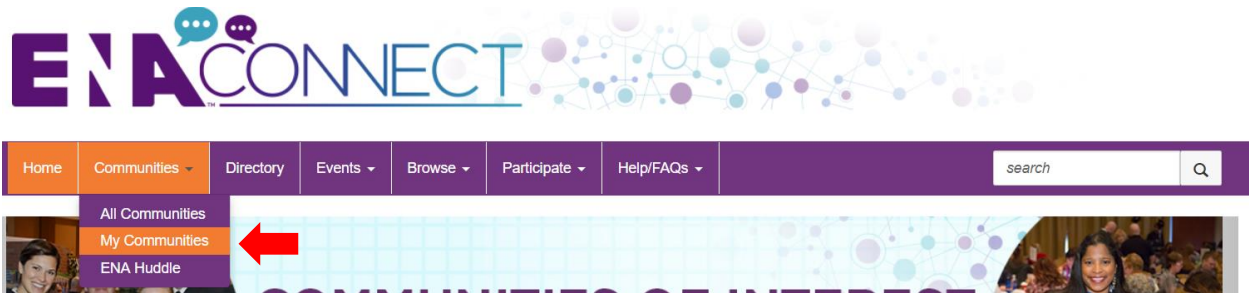
Note: Please check with your volunteer group chairperson to understand if there is a preferred digest setting for the group.



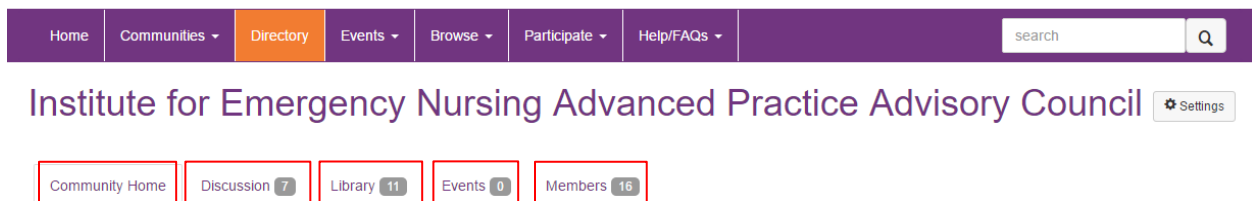
IV. YOUR ENA VOLUNTEER GROUP COMMUNITY

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.



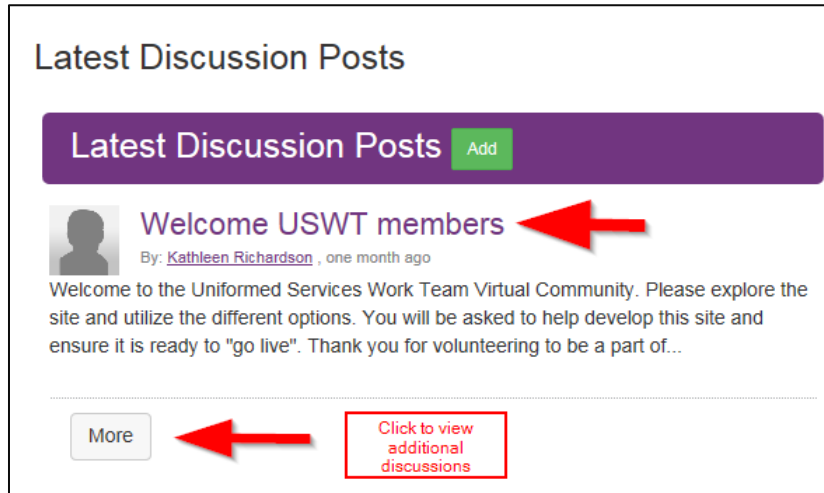
3. To open a community from your list, simply click on the community title.
4. Within your volunteer group's community landing page, there are four tabs:
 - **Community Home:** This is your community's landing page. This page will highlight all the most recent activities within the community such as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



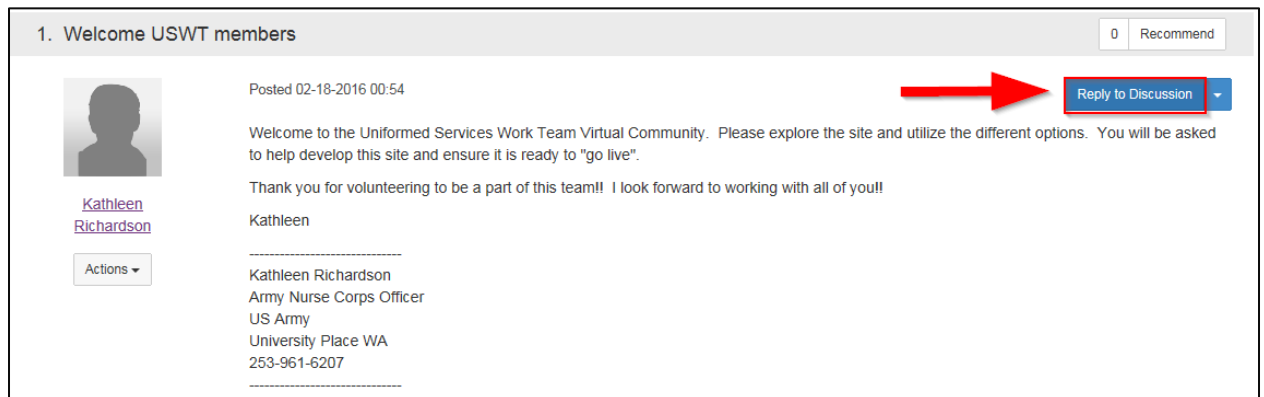
5. Community landing page will also feature the following areas for your use:
 - Latest Discussions
 - Announcements
 - Shared Files
 - Events
 - Member Directory

To View/Post a Discussion

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

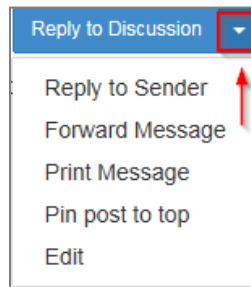


2. To reply to the post so everyone can view your response click directly on **Reply to Discussion** button in blue.



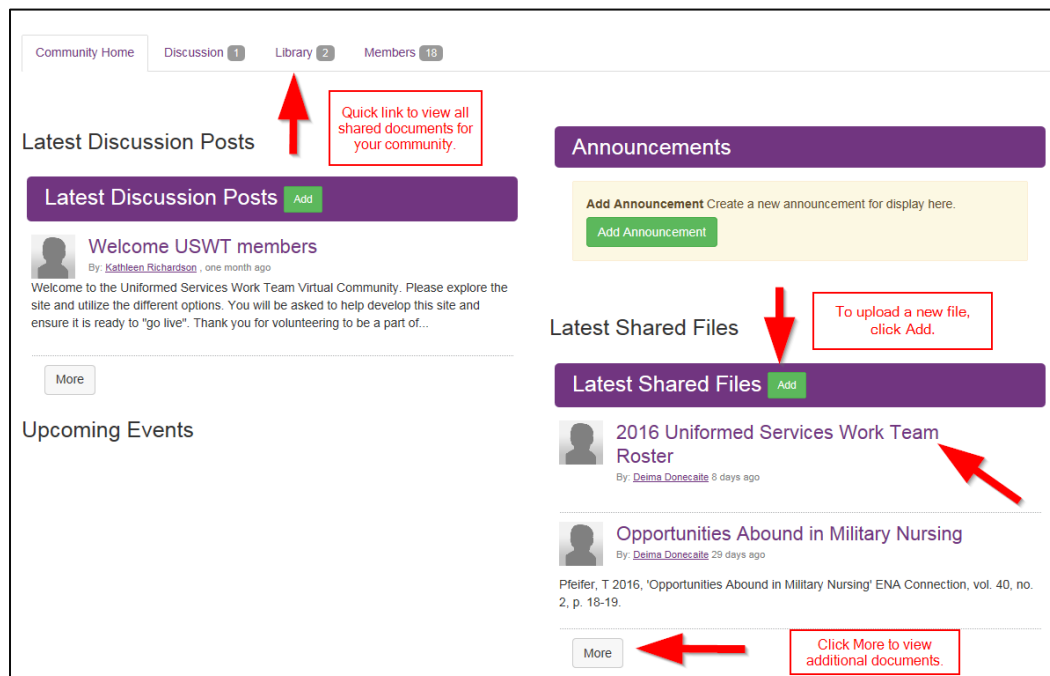
3. Type your response in the text box below the post and click on the **Send** button when completed.

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.



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.





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.

