

New User Guide – Connect ACUA

Connect ACUA (connect.ACUA.org) is your higher education auditing connection. Connect ACUA members can easily connect with each other, ask questions, share expertise, share files and more!

Quick tip: You can reply to discussions from your email without having to log into the Connect ACUA website. Logging in to the website will allow you to upload documents, update your profile and search past discussions. See how below:

1. Logging In

You can access Connect ACUA from www.acua.org or by simply typing in the URL connect.acua.org. To access from ACUA's website, select the Networking drop-down menu, then Connect ACUA.

Your username and password for Connect ACUA are the same as what you use for the ACUA members only website. If you're not sure what your login information is, click on the 'Forgot my password or my username' link and follow the prompts.

If you are already logged into the ACUA members only website, you are automatically logged into Connect ACUA and may visit the community without logging in again.

IMPORTANT: When you log in for the first time, please be sure to read over the E-Group Rules and click on the 'I Accept' box at the bottom of the E-Group Rules & Etiquette page. You will need to accept these rules before continuing to Connect ACUA.

2. Updating Profile Information

You can complete your profile on Connect ACUA by importing information from LinkedIn or simply entering your information on the profile page. To access your profile information, click on the drop down arrow of your profile picture near the top right of the homepage, then click on the Profile button underneath your name.

NOTE: Basic contact and employment information is automatically populated onto your Connect ACUA profile from the Members Only section of the ACUA website. Updating your information there will also trigger the update of that info on your Connect ACUA profile.

3. Creating a Discussion Post

From the Connect ACUA homepage, click on the Participate tab and then "Post a Message".

You can also post a message by clicking on the Communities tab and choosing your desired community. From there, click on the Discussion tab and click on the button at the right that says, "Post New Message". Enter your subject, choose the community you wish to post the message into, type your message, attach any necessary documents and click send.

You can also post a message directly from your email account without having to log in. In one of the emails you receive from Connect ACUA, you will see a link at the top that says, "Post New Message Online". Click on that link, type your discussion post and click send.

Default Email Client Settings

Some users may experience issues with posting new messages or replying directly from Connect ACUA email notifications if your default email client is not set up properly. If you are experiencing issues, please follow these steps:

For Windows 10:

- 1) Open "Settings" and search for "Choose a default email app."
- 2) On the next screen, click "Choose default apps by protocol."
- 3) On the next screen, scroll down the list and select "MAILTO."
- 4) Choose the email client you prefer, then click "OK."

For Windows 8:

- 1) Open "Control Panel" and search for "Default Programs."
- 2) On the next screen, click "Associate a file type or protocol with a program."
- 3) On the next screen, scroll down the list and select "MAILTO."
- 4) Choose the email client you prefer, then click "OK."

4. Responding to a Discussion Post

If you are replying while logged in to Connect ACUA, simply click on the blue "Reply to Discussion" button to post your reply to the entire community, or click on the drop down arrow and then "Reply to Sender" to reply privately to the original sender. We recommend replying to the sender for comments that add little value to the overall discussion (thank you, etc.) and replying to the entire community when you are sharing knowledge, experience, or resources from which others could benefit.

You may also reply directly from the email notification you receive without having to log into the community website. Simply click on the blue "Reply All Email" button at the top right of each message. See ***Default Email Client Settings*** above if you experience issues with this function.

5. Creating a Library Entry

To upload a document to a community, click on the Participate tab and then "Share a File." Enter a title for your library document (description is optional), select the community in which you wish to share the document, choose the document type, and click "next." Browse and upload your file, then click "next" if you want to add tags or "finish" to complete your upload.

You may also upload a document linked to a discussion post by clicking the "attach" button at the bottom of the page and inserting your document. The document will be accessible in the discussion post and in the community library.

6. Finding Members and Building Your Contact List

A great benefit of Connect ACUA is the searchable member directory. Connect with friends, colleagues and fellow members that you met at past ACUA events.

When you click on the Directory tab at the top of the Connect ACUA homepage, you are taken to the "Find a Member" page. You may search by first or last name, company name, or email address. Advanced search options are also available.

Adding members as contacts creates an organized list in your profile where you can more easily access them. To add a member, click on the button at the right where it says "Add as Contact."

7. Reviewing Your Email Settings

All members are auto-subscribed to the Open Forum, with the *Daily Digest* community notification option as your default. To update these options, select "Community Notifications" from the My Account tab in your member profile.

You can choose from the following options:

- *Real Time*: You will receive an email each time a new message is posted
- *Daily Digest*: You will receive one email each day containing all of the previous day's messages
- *Weekly Consolidated Digest*: You will receive one email per week with all messages posted for that week (To select this option, check the box to the right of the Open Forum community at the bottom of the page, then under "Weekly Consolidated Community Digest" in the middle of the page, select which day of the week you would like to receive your digest email)
- *No Email*: You will not receive any emails in your inbox. You will need to log in to Connect ACUA to view and reply to discussion posts

You can also edit other email preferences on the My Account tab, under "Email Preferences."

To ensure that you always receive emails from Connect ACUA, please be certain that the emails are not being filtered into your junk or spam folder. Connect ACUA emails are sent from the address DoNotReply@ConnectedCommunity.org or Mail@ConnectedCommunity.org, if you need to add Connect ACUA to your email safe list.

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

- Verify that your email address is accurate on your member profile in the Members Only section of www.acua.org. If your email address is inaccurate, please update it. Updates will automatically be reflected in Connect ACUA.
- Verify your email subscription level on the "Email Preferences" and "Community Notifications" pages of your profile.

Filtering Connect ACUA Emails

For Microsoft Outlook:

1. Select a Connect ACUA email that you received in your inbox.
2. Find the "Rules" dialog box in Outlook (in Outlook 2013 it is under the "Home" ribbon).
3. Select "Create Rule."
4. In the dialog box, select "Move the Item to Folder:" then click "Select Folder."
5. You may now create a new folder in your inbox titled "Connect ACUA," or select an existing folder, then click "OK."
6. Click "OK" on the Create Rule dialog box. You should see a "Success" dialog box open with an option to "Run this rule now..."- if you select this option, Outlook should move all of your current Connect ACUA messages to the folder you selected.

For Gmail:

1. Select a Connect ACUA email that you received in your inbox.
2. Click the "More" button, then select "Filter messages like these."
3. At the bottom right of the dialog box, select "Create filter with this search."
4. On the next dialog box, check the "Skip the Inbox (Archive It)" option and the "Apply the Label:" option, then select/create a label or folder for the messages to be sent to.
5. Select "Create Filter."
6. Navigate to the label/file folder selected to view Connect ACUA emails.

8. Connect ACUA Engagement Points

Under the My Contributions tab, "Summary" page, you will see a graph reflecting your activity on Connect ACUA and the number of engagement points you have earned. Points are earned through the following activities:

Activity	Points
Discussion Group Threads Started	8
Discussion Group Posts Written	8
Discussion – Reply to Sender	4
Content Recommended by Other Users	2
Library Entries Posted	8
Library Entries Rated	4
Library Entry Comments	4
Related Links Posted on Library Entries	4
Contacts (Friends)	4
Contact Invitations Sent	4
Contact Invitations Accepted	2
Networks	2
Profile Picture Updated	4
Messages Sent	2
Messages Received	2

The most active users will be featured on the bottom of the Connect ACUA homepage, so start connecting and earn some points! You may also earn ribbons and badges under your profile picture as you reach certain levels of engagement. These items may also be viewed under the My Contributions tab, "Achievements" page.

Need Additional Help?

If you have additional questions or need additional support, please contact the ACUA staff at ACUA-Info@kellencompany.com or call (913) 222-8663.