

NSBAConnect

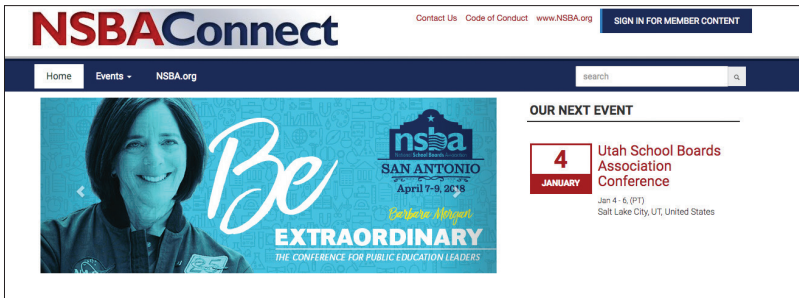
Four Easy Steps to Get Started on NSBAConnect

Quick Start Guide

NSBAConnect helps you:

- Discuss problems and solutions with your colleagues
- Share resources quickly and easily
- Search for and access documents in our member library
- Connect with colleagues through advanced member searches

1. Log in to <http://community.nsba.org/home> with your e-mail address and password.



Trouble logging in?

- For assistance, contact enically@nsba.org or click on "Reset My Password," on the right-hand side of where you enter your credentials.
- If it's your first time logging in, review and accept the Rules & Etiquette guidelines.

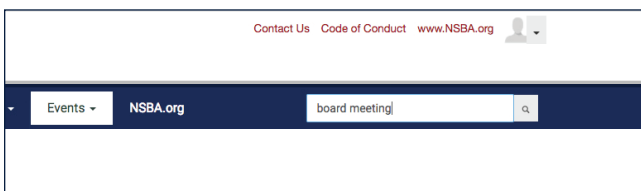
2. Fill out your profile.



Profile Tips

- To view your profile, click on your photo in the top right corner of any NSBAConnect webpage.
- The more complete your profile, the easier it is to connect with colleagues. Add a photo, verify your contact information, and update the other sections of your profile, including jobs, interests, and education.
- Search the directory for other members and send e-mails or add them as contacts.

3. Search documents and discussions on the network.



Search Tips

- Use the search bar to open basic search parameters. You can also filter your search category, community, tags, and date created.
- Try searching for a document in the library. You can search by keyword, author, or posted date.
- You can also rate documents or recommend them to other members. Try it out!

4. Access communities and discussion boards.



Community and Discussion Tips

- Under the Communities tab, select My Communities. Click on a community's name to view discussions and shared files.
- Start a discussion or respond to another member's query in a community. You can also attach resources, forms, and other documents to your discussion messages.
- Be sure to read the e-group rules before posting.