



CUR's Online Community Quick Start Guide

With over 13,000+ members and multiple communities, the online CUR Community forum can be offer lots of avenues to connect with colleagues. Let us help you break down how to get set up, connected, and ready to dive into the community at your own comfort level. You can view a [quick video tour](#) here. You can also view our step-by-step guide outlined below.

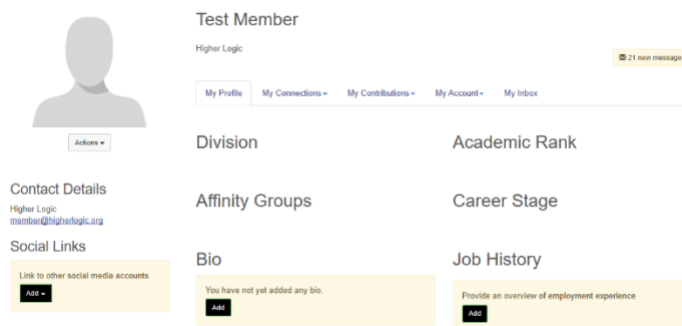
How do I sign into the CUR Community?

There are multiple ways you can access the online CUR Community. Each access point will ask you to sign in using your email address and password linked to your CUR membership. Please click on Forgot Password, to and follow the prompts to update your password.

- Visit www.community.cur.org and click the sign in button found at the top right-hand corner.
- On the CUR main website (CUR.org), choose ENGAGE from the main navigation bar. CUR Community will be a selection option under the Collaborate and Share sub-tab.
- On the CUR main website (CUR.org), you can scroll down to the bottom of the website page to our green banner that says, "Connect with us". The CUR Community is the first option.

How do I set up my profile?

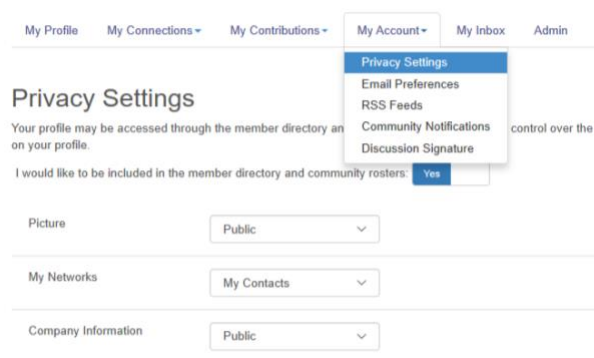
Once successfully logged into the Community, the sign in button turns into your uploaded profile picture, or if no picture has been uploaded yet, a grey figure will fill its place. Use the dropdown by your image to access your profile.



- **Tell us about yourself:** Upload an image. Add your social links and bio. Showcase any honors or awards you have received. You can easily edit or add to these by clicking on "ADD" under each subcategory.

How can I manage my communication preferences?

Under the [My Account](#) tab, you can select from a variety of options to update and choose your communication preferences. You can also view a [tutorial here](#).

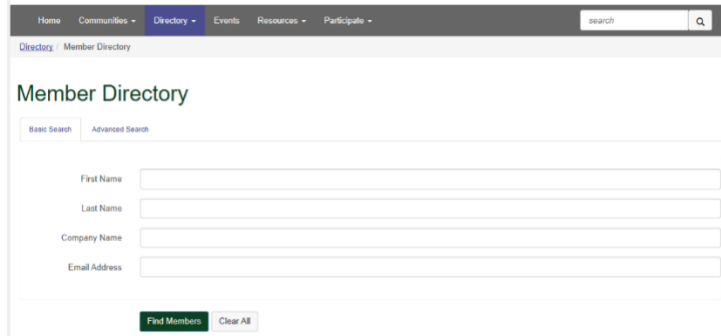


- Under your privacy settings, you can choose how much of your profile you want visible to other members. While under the discussion signature section, you can design the signature area that appears under your discussion posts and more.
- Emails from the community keep you informed on conversations that are happening in all of our

connected communities. Choosing the Community Notifications tab, you can update your email frequency to be anywhere from a daily digest – a single email each day summarizing the latest

topics, real time to stay informed with instant alerts, or a weekly digest which combines all of the week's discussions into one email for easy reading.

How do I build my network and connect with colleagues?

A screenshot of the 'Member Directory' page on a website. The top navigation bar includes links for Home, Communities, Directory (highlighted), Events, Resources, and Participate. Below the navigation bar, there's a search bar with a magnifying glass icon. The main heading is 'Member Directory'. Underneath, there are two tabs: 'Basic Search' and 'Advanced Search'. The 'Basic Search' form includes input fields for 'First Name', 'Last Name', 'Company Name', and 'Email Address'. At the bottom of the form are two buttons: 'Find Members' and 'Clear All'.

From the main navigation bar, select Directory. Click Member Directory to find friends and colleagues that also belong to CUR. Creating a contact list helps identify relationships and build searchable networks. Our Advanced Search option offers different ways to search based on location, discipline, job title or interests.

How can I join in on the conversations?

There are three ways to add a new discussion post described below. Each post allows you to upload attachments that will also be added to that community's library and add your community signature.

1. Select "Participate" from the main navigation bar and select "Post a Message".
 - o This option will allow you to select the community in which you want your discussion to appear.
2. From the homepage, find the latest discussions list and select "More" then "Post a Message".
3. From any sub-community homepage select "Add" next to Latest Discussion Posts.

There are two different ways to reply to a discussion post:

1. By choosing "REPLY", you will nest your reply directly under post you are viewing.
2. By choosing "REPLY TO SENDER", you will send a private response to the member's community inbox.

How do I explore valuable resources?

The CUR Community offers access to the Member Resource Library. You can get to this library by choosing RESOURCES in the main navigation bar and MEMBER RESOURCE LIBRARY. Take a tour of all of our libraries and how to access, upload, and download these resources, [here](#).