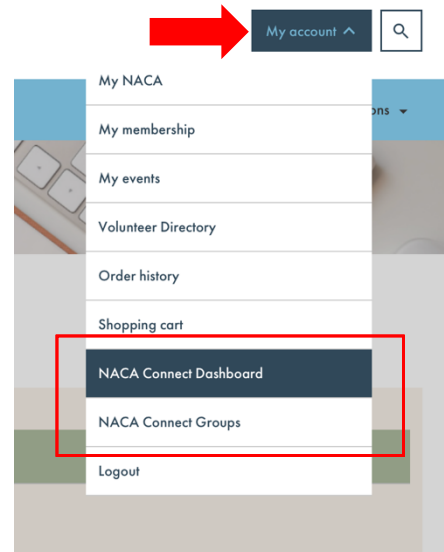


How do I access NACA Connect?

You can get to NACA Connect in a few ways:

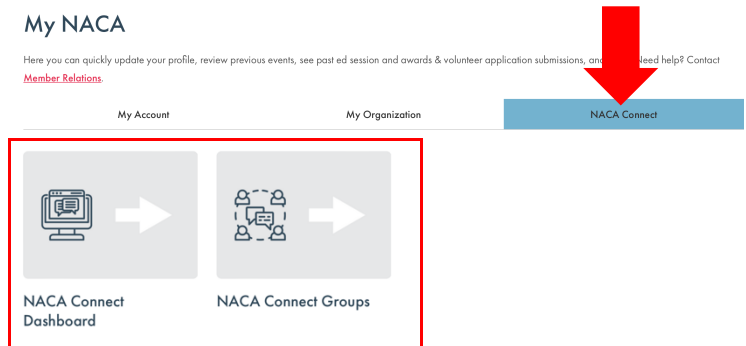
1. My account

After you log in to the website, you will see two NACA Connect options on the **My account** drop down: NACA Connect Dashboard and NACA Connect Groups.



2. My NACA

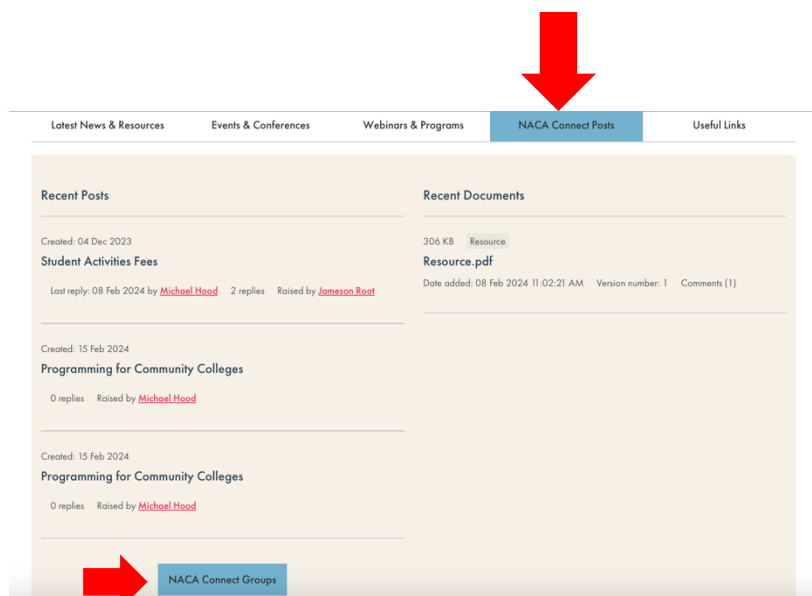
Under **My NACA**, you'll see a new tab called NACA Connect that has two options: NACA Connect Dashboard and NACA Connect Groups.



3. NACA Homepage

If you are already logged into the website, you will see a **NACA Connect Posts** tab that will display the most recent posts and documents conveniently on the main homepage.

You can also select the **NACA Connect Groups** button to go to the Groups page.



How do I join/leave a group?

On the **NACA Connect Groups** page, you can see available "groups", previously known as "communities", you can be a part of. Some groups may require you to have a certain member type, region, or role in order to join. You can use search box or filters to search for groups. Select the **Join group** or **Leave group** button in order to enter that group.

NACA Connect Groups

20 groups available

Professional Staff
Members (1) Discussions (0) **Leave group**

Associate Members
Members (1) Discussions (0) **Leave group**

Career Opportunities
Members (1) Discussions (0) **Leave group**

My Groups

- Groups I can join
- Groups I'm a part of
- Groups I'm not a part of

Group Type

- Associates
- Schools
- Volunteer

NACA Connect Dashboard →

What is the NACA Connect Dashboard?

The dashboard serves as a quick look at posts you have made in respective groups. You can quickly access those groups and posts by selecting them from this page.

NACA Connect Dashboard

Welcome, Jameson Root

My Posts

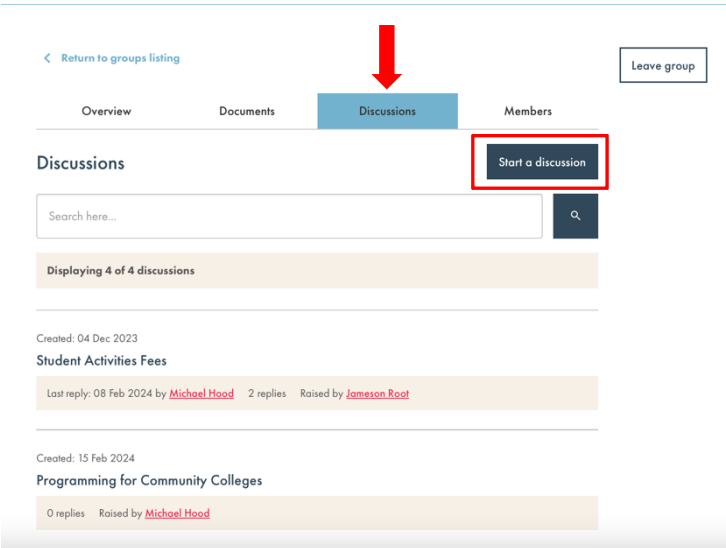
My Posts

Displaying 2 of 1 result

Group	Subject	Date	Time
NACA Staff	Let's talk about programming!	08 Feb 2024	11:02:41 AM
NACA Staff	Student Activities Fees	04 Dec 2023	01:12:01 PM

How do I start a discussion?

In a group, go to the **Discussions** tab and select **Start a discussion** to create a new discussion thread.



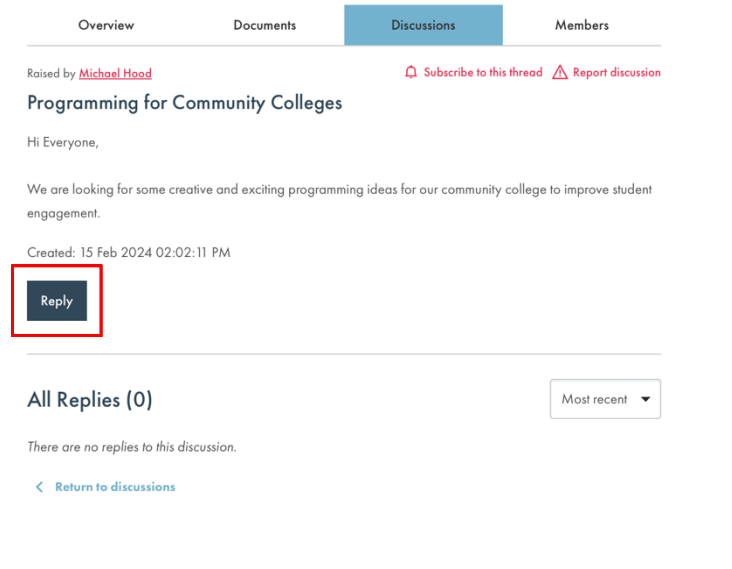
To notify (email) other group members of your new post, select the **Notify all group members about this discussion**. If you do not select this option, you will not send an email notification to group members but the discussion will post in the group.

To ensure you get notifications (emails) about replies to your post, select the **Subscribe to notifications for this discussion**.



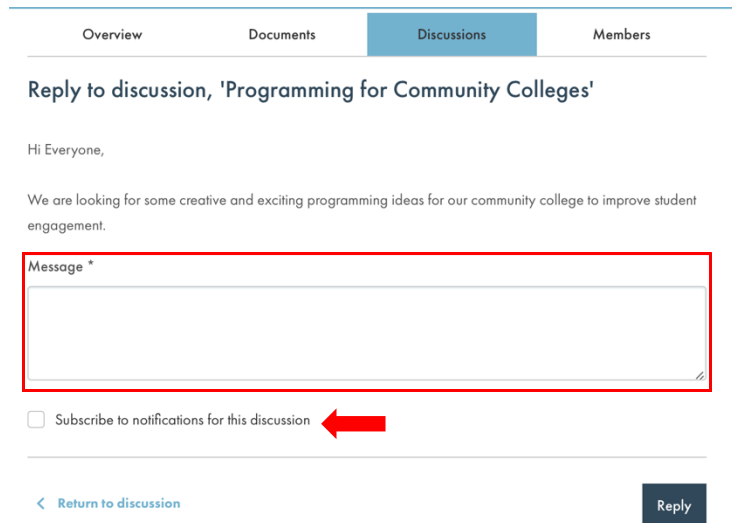
How do I reply to a post?

Select **Reply** on a post.



The screenshot shows a discussion page with tabs for Overview, Documents, Discussions, and Members. The 'Discussions' tab is active. The post is titled 'Programming for Community Colleges' and was raised by Michael Hood. It includes a 'Subscribe to this thread' link and a 'Report discussion' link. The post content says 'Hi Everyone, We are looking for some creative and exciting programming ideas for our community college to improve student engagement.' It was created on 15 Feb 2024 at 02:02:11 PM. A 'Reply' button is highlighted with a red box.

Enter your reply in the **Message** box.



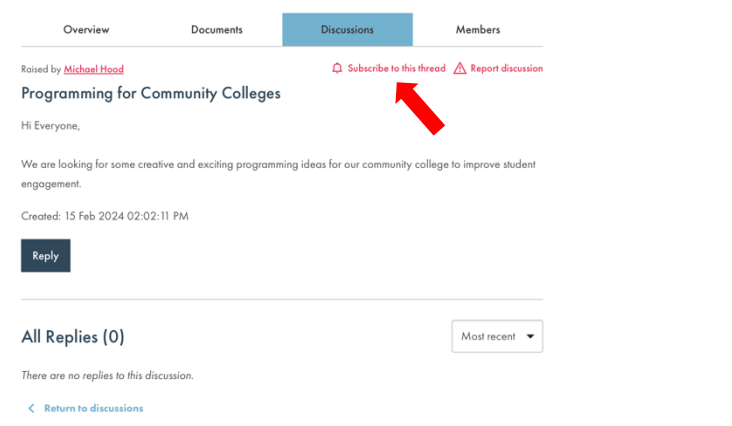
The screenshot shows the reply form for the discussion 'Programming for Community Colleges'. It includes a 'Message *' text area, which is highlighted with a red box. Below the text area is a checkbox labeled 'Subscribe to notifications for this discussion' with a red arrow pointing to it. There is also a 'Return to discussion' link and a 'Reply' button.

To get notifications (emails) to your reply, make sure to select **Subscribe to notifications for this discussion**.

How do I get notifications (emails) about replies to a thread?

Select **Subscribe to this thread**.

You can opt in or out of each discussion thread.

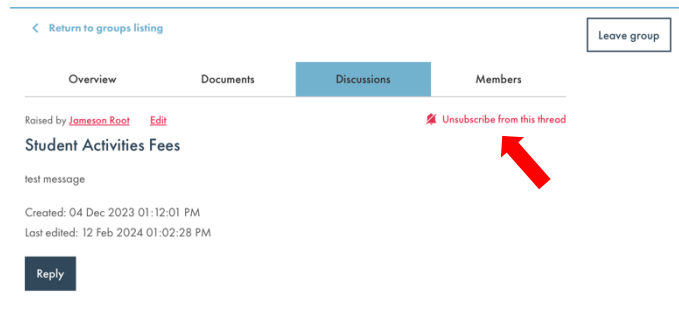


The screenshot shows the same discussion page as before, but with a red arrow pointing to the 'Subscribe to this thread' link. The 'Reply' button is also visible below the post content.

How do I stop notifications (emails) about a specific thread?

Select **Unsubscribe from this thread**.

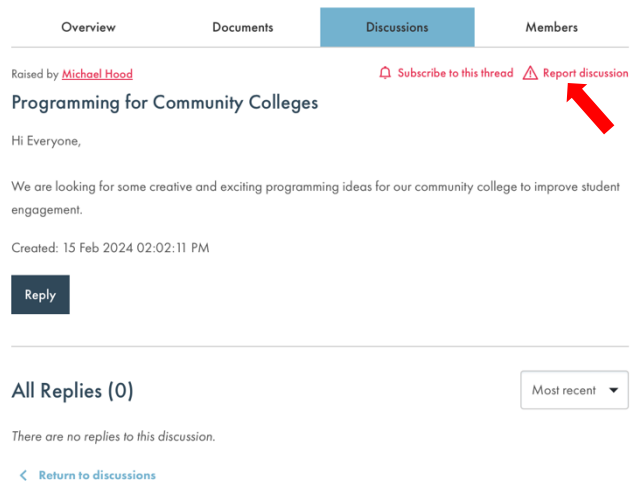
You can come back and change your selection should you wish to receive notifications.



How do I report a discussion for potentially violating the [Community Rules & Etiquette](#)?

Select **Report discussion**. This will notify moderators of the potential violation for further review.

By default, all groups are setup for peer moderation. If you think something may violate the Community Rules & Etiquette, please use the Report function to notify a moderator.



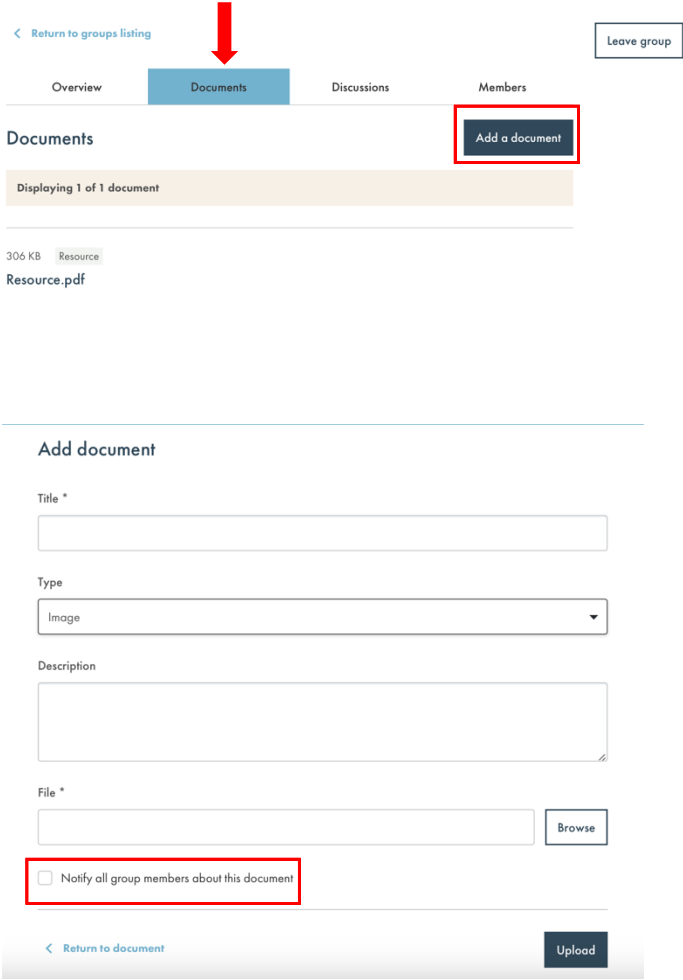
How do I share a document or resource?

In this version of NACA Connect, documents are shared separately from discussion threads. You are not able to attach a document to a discussion thread.

To add a document, go to the **Document** tab and select **Add a document**.

Enter information about the document you are uploading. You can select **Notify all group members** to email group members about the new document you've uploaded.

Similar to discussion threads, group members can reply/discuss Documents posted.



What if I have additional questions?

Contact Member Relations at memberrelations@naca.org.