

User
Guide

AIS Communities



ASSOCIATION FOR
INFORMATION SYSTEMS



User Guide

AIS Communities was created in response to AIS members requesting a better way to connect with SIGs, Chapters, and Colleges. This new platform will allow you to create discussion points, share documents, register for AIS affiliated conferences, and stay up to date on all things AIS.

AIS Communities is connected to your AIS membership account to create a seamless sign on and will sync your AIS membership information directly to your AIS Communities profile.

Members are encouraged to respond to and start new discussions in your community. Take a few minutes and use this User Guide as you walk through the steps in getting started. We look forward to watching member participation flourish in each SIG, Chapter, and College while using AIS Communities.

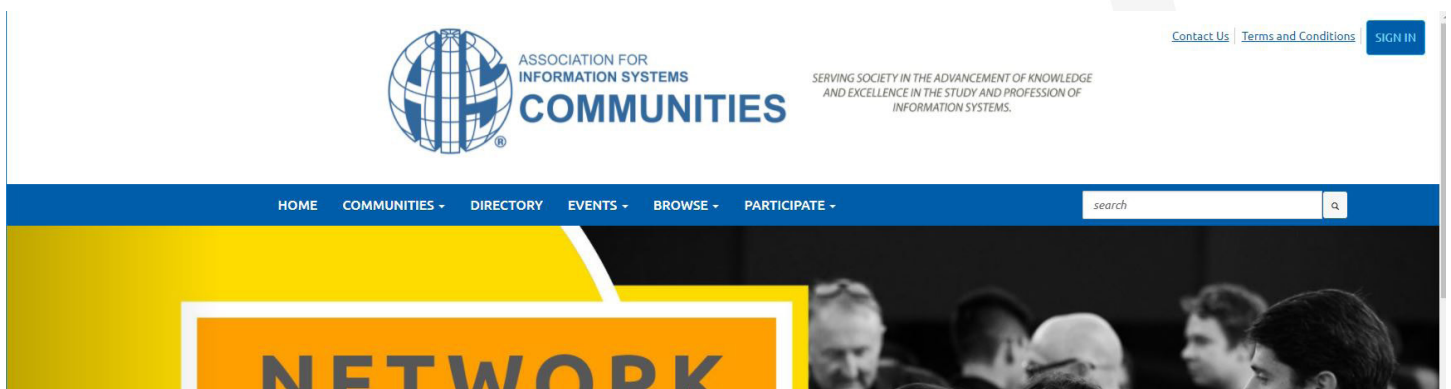
All questions regarding AIS Communities can be directed to the AIS Membership Team by emailing membership@aisnet.org.

How To Log In

The AIS Communities system is connected to your AIS membership account to create a seamless sign on and will sync your AIS membership information directly to your AIS communities profile.

How to Log In

- Visit <https://communities.aisnet.org>
- Select 'Sign In' in the upper right corner in the small blue box
 - Use your AIS member login and password
 - On first sign in you'll be prompted to accept Community Rules & Etiquette and Privacy Guidelines
- Trouble signing in with your AIS member login and password?
 - Email membership@aisnet.org and the AIS membership team can assist you



Your Profile

AIS Communities is connected to your AIS membership account to create a seamless sign on and will sync your AIS membership information directly to your AIS communities profile. Changes in your AIS member profile will be reflected on your AIS communities profile but will not connect in the reverse.

How do I update/add my contact information?

- Click on your photo or the silhouette of a photo found in the top right corner for the page
- Click on Profile
 - Here you can add/edit any of the following
 - Photo
 - Bio
 - Education
 - Social Links
 - Job History
 - Contact Details

How do I control what information is visible in My Profile?

- Click on your photo or the silhouette of a photo found in the top right corner for the page
- Click on Profile
- Click on the My Account drop down
 - Select Privacy Settings
 - From here you can adjust the privacy settings for all profile information

How do I control the frequency of emails I receive from AIS Communities?

- Click on your photo or the silhouette of a photo found in the top right corner for the page
- Click on Profile
 - Click on the My Account drop down
 - Select Email Preferences
- Adjust email preferences on this page

How do I control the frequency of emails I receive that contain community notifications?

- Click on your photo or the silhouette of a photo found in the top right corner for the page
- Click on Profile
 - Click on the My Account drop down
 - Select Community Notifications
- Adjust community notifications from this page
- Options are:
 - Real Time: Sends a community notification email every time a new message is posted
 - Daily Digest: Sends one community notification email to you each day, consolidating all the posts from the previous day
 - No Email: No community notifications will be sent via email

Engage With Others

There are many ways AIS members can connect and engage with each other through AIS Communities. You can search for other members, share files/documents, and create or reply to a discussion post.

How do I search for other AIS members?

- Click Directory found toward the top of the page
 - Basic Search - search for a specific person
 - Advanced Search – broader search including location, area of research, and degree(s)

How do I start a discussion post?

- Click on the Community drop down and select All Communities
- Select the community you'd like to start a discussion post
- Select Discussion
 - Select the blue Post New Message
 - Add your subject and content
 - Add any attachments
 - Select the blue Send button

How do I find the communities where I'm a member?

- Click on the Communities drop down
- Click on My Communities
 - A list of all communities where you have membership
- All AIS members have access to the AIS Member Community

How do I join a community?

- Click on the Community drop down and select All Communities
- Select the blue Join button associated with the community in question

How do I reply to a discussion post?

- Click on the Community drop down and select All Communities
- Select the community that houses the post you'd like to reply
- Select Discussion
- Select the Thread
 - Select the blue Reply to Discussion
 - Add content
 - Add any attachments
 - Select the blue Send button

Engage With Others

How can I search for discussion posts or library entries?

- Enter search word(s) in search bar found on home page
 - Use list of options at left to refine search

How do I upload a file/document to a community library?

There are 2 options for sharing files with your community and uploading a document requires a few steps listed below

- Select the Participate drop down
 - Select Share a File

OR

- In the Library section of your community click on blue Create New Library Entry

- Complete the following steps to upload your file
 1. Choose a title for your file
 2. Add a description (optional)
 3. Select the community library you'd like to upload your file
 4. Select the folder you'd like to upload your file (optional)
 5. Select file type (Copyright Licensed, Hyperlink, Standard File, Webinar, or YouTube Video)
 6. Select Next
 7. Upload your file
 8. Select Finish and your file will be posted in the community library

