

# ALA Connect Guide for New Users

## I. How to create an account

- A. If you have a personal ALA membership:** Personal ALA memberships include access to ALA Connect. Your login credentials are the same username and password that you use to log in to the main site.
1. Note that this only applies for personal ALA memberships. If you have an institutional membership or used a colleague's membership to satisfy the membership application requirement, please follow the process in part B.
  2. If you are not sure what your ALA login credentials are, you can confirm that you are in the system by clicking [here](#). You will be prompted to submit your email address and last name - be sure to enter the information that matches your membership. If your submission does not match up with the email/last name of a profile that already exists, you will need to create a new account (refer to the next section).
- B. If you are not an ALA member:** You will need to create a free ALA account in order to access ALA Connect.
1. [Please visit the ALA Connect website and set up an account.](#) **Please note: You will need to agree to the ALA Connect terms in order to complete your account creation process.**

Trouble creating or accessing your ALA Connect profile? Contact [publicprograms@ala.org](mailto:publicprograms@ala.org).

## II. How to be added to the Libraries Transforming Communities: Focus on Small and Rural Libraries discussion group on ALA Connect

- A. Once you have confirmed that you have access to your ALA Connect profile, please notify ALA at [publicprograms@ala.org](mailto:publicprograms@ala.org) with the email you used to create your account, and you will be added to the discussion group.
- B. You will receive an invitation to join the Libraries Transforming Communities: Focus on Small and Rural Libraries discussion group via email.

## III. How to manage your communication settings

- A. When you receive an invitation to join the community, the email will look like this:

Community administrator has added you to the "Libraries Transforming Communities: Focus on Small and Rural Libraries" community



ALA Connect <Mail@ConnectedCommunity.org

>

Tue 1/5/2021 9:38 AM

To: B.B. Browne



The community administrator, David Sheffieck, has added you to the "Libraries Transforming Communities: Focus on Small and Rural Libraries" community.

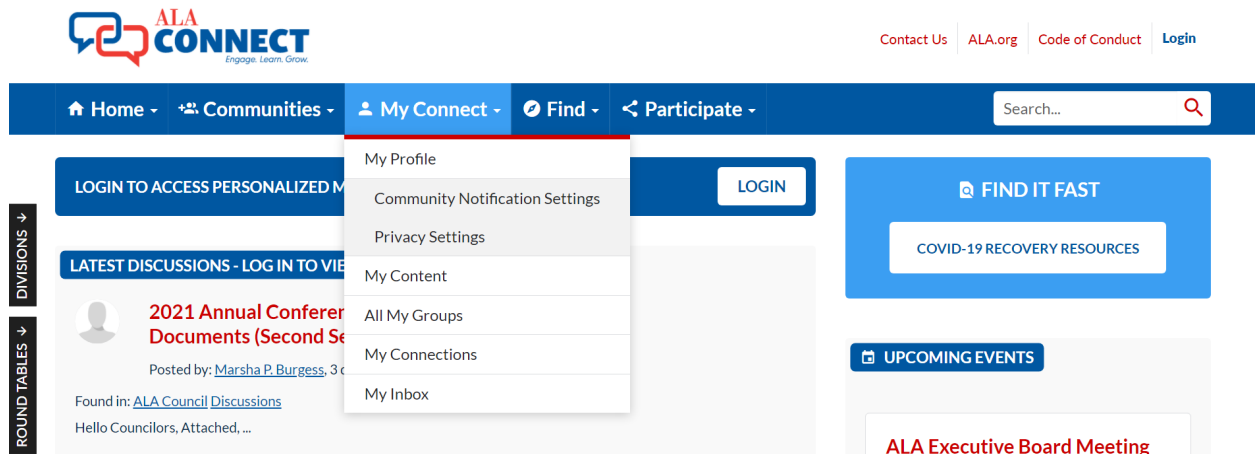
Please come and join the community I have just created on the <http://connect.ala.org> website

View the Community:

<http://connect.ala.org/communities/community-home?CommunityKey=94ce153c-79b5-401e-9964-4cf78b1f19b1>

View the Profile of David Sheffieck: <http://connect.ala.org/network/members/profile?>

1. Click on the link to “View the Community” and you will be taken to the Libraries Transforming Communities: Focus on Small and Rural Libraries discussion group on ALA Connect.
  2. You can manage your communication preferences by clicking on the link to update your email preferences.
- B. You can also adjust your communications by clicking “Community Notification Settings” under the My Connect tab on the Home Page.



#### IV. Update your profile (photo, description, etc.)

- A. Log in to Connect
- B. Click the photo next to your name in the upper right corner, then select **Profile** to go to your profile page.
- C. Click the **Add** buttons to share other information about yourself in the available fields. Please note that anything in the “Edit Address and Communication Settings” and “Edit Name, Title and Organization” widgets on your Connect profile will write back to ALA’s central database. Other profile widgets/fields do not – they’re only in Connect.
  1. Note that right now, your ethnicity doesn't display anywhere on your profile, even to you. We will never share this information about you except in the aggregate.
- D. To change your photo, click the “Actions” button under the photo and then click “Change Picture”.
- E. Click on the Save button to publish your changes.

#### V. Use the Discussion Function

- A. Select the Discussions tab from the community home page. In the resulting display select Post New Message OR from the home page of any group you belong to, select the Add button, in the Latest Discussions block.
- B. Fill in the Subject field.

- C. Type in (or post unformatted text) to the Body field of the discussion. Use the HTML editor to add links, images, formatting as needed.
- D. Adjust your signature, if needed.
- E. Add any attachments.
- F. Click the Send button when finished to submit the post to the community. This will generate an email notification to all of the members of the community. Any attachments will be saved into a Library Entry under the Library tab (in case you need to edit the attachments).
- G. [Click here for a video overview of using Discussions](#)

**VI. Use the Library Function**

- A. Every group within Connect has a Library, which can be used to share files and resources with other members of the group. The system supports dozens of file types including hyperlinks, standard files (Word, Excel, PowerPoint), webinars, images and YouTube videos.
- B. [Click here for a video overview of using Libraries](#)

**VII. Additional Support**

- A. For additional support using ALA Connect, please see the FAQs:  
<https://connect.ala.org/faq/home>.
- B. You can also view additional tutorial videos here:  
[https://www.youtube.com/playlist?list=PLQ4y4sO\\_MF9PF85Z1pvKFsMaHdIt8NOw7](https://www.youtube.com/playlist?list=PLQ4y4sO_MF9PF85Z1pvKFsMaHdIt8NOw7).