

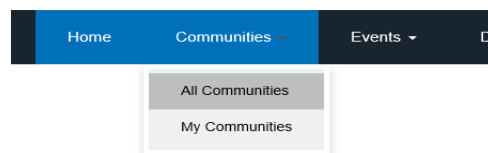
Getting Started with Online Communities

1. Start at IACP Website

Go to the log in for the online communities

<https://engage.theiacp.org/home>

2. Click the “Communities” tab and click “All Communities”



3. Arrive at the log in page

4. Do you have an IACP account?

If Yes:

- a. Enter your email and click log in and move to step 5.
- b. Use the forgot your password link to reset your password

If No:

- a. Click “Don’t have an account”
- b. Fill out the demographics form to create an account, read and agree to the terms and conditions



- c. Send an email to Project Manager Erin Rose Feeley feeley@theiacp.org to inform us you have created an account and would like your access approved

- d. Receive a reply within 48 hours or less and continue to step 5

A login form consisting of a search icon in a grey box, a yellow password input field with seven dots, a dark blue 'Log In' button, and two links: 'Forgot your password?' and 'Don't have an account?'. The links are enclosed in a red rectangular box.

5. ACCESS YOUR ONLINE COMMUNITY

- a. Receive the approval email or after logging in go to the menu bar and **Under COMMUNITIES select ALL COMMUNITIES**

- b. Click **JOIN** next to the community name Opioid Resource Center

IACP Open Forum
last person joined 12 days ago

A dark blue horizontal bar containing three statistics: 'DISCUSSIONS 0', 'LIBRARIES 2', and 'MEMBERS 10'. To the right is a dark grey 'JOIN' button, which is highlighted with a red rectangular box.

6. CONFIGURE EMAIL NOTIFICATION SETTINGS

- a. Choose an option for how you would like to receive messages from the group then click **Yes Join The Community**

IACP Open Forum

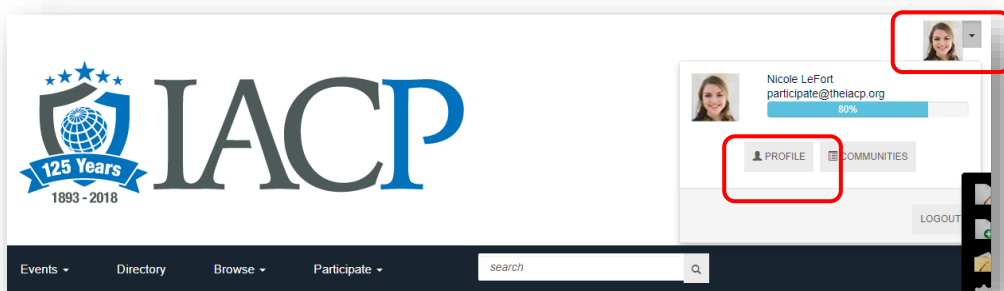
Email Address

Please choose how you would like to receive messages for this Discussion:

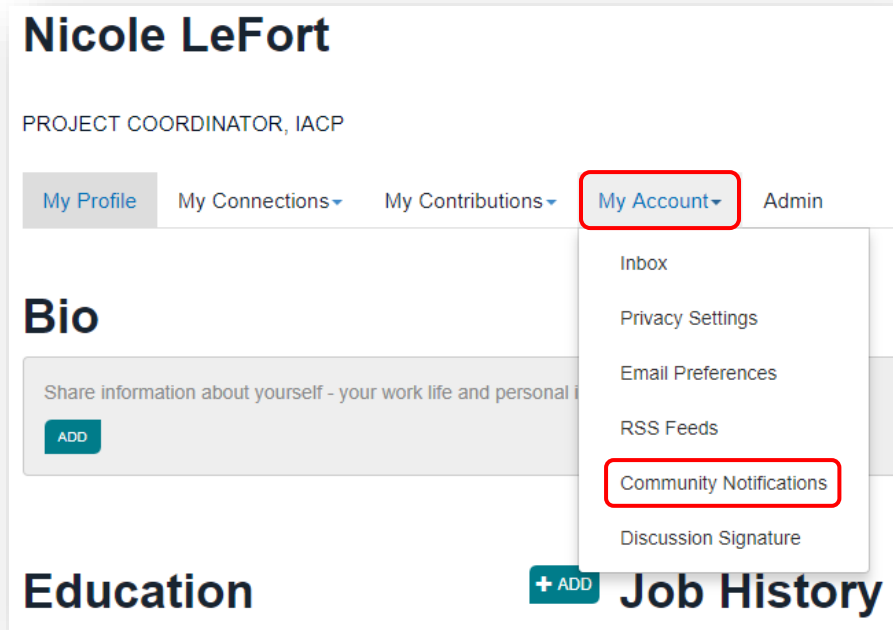
- Real Time - One email for each message
- Daily Digest - One email containing all posted messages from the previous day
- Plain Text - One email for each message with HTML formatting removed
- I would like to opt-out of receiving email messages

YES JOIN THE COMMUNITY CANCEL

- b. Change email options at any time by **accessing your PROFILE** from the top right



Under **MY ACCOUNT**, select **COMMUNITY NOTIFICATIONS**



Nicole LeFort
PROJECT COORDINATOR, IACP

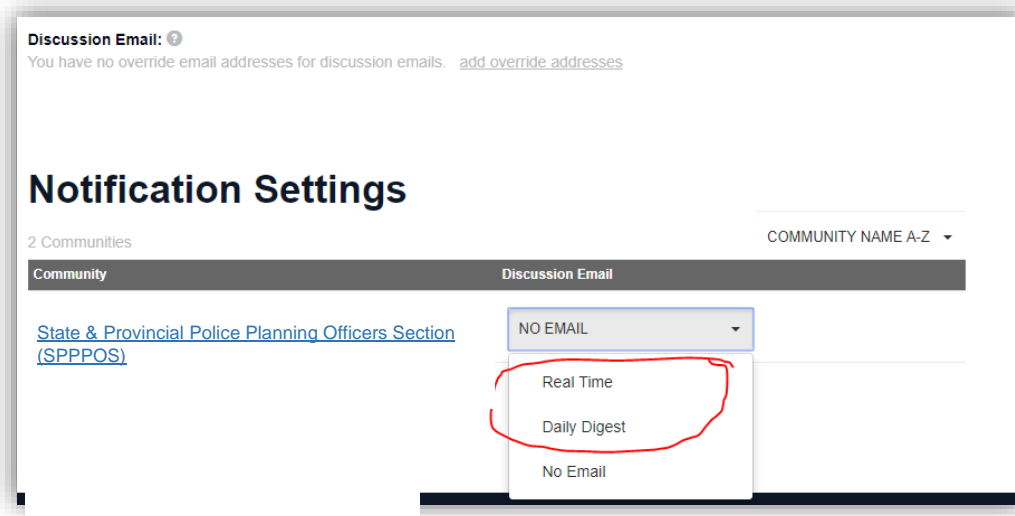
My Profile My Connections My Contributions **My Account** Admin

Bio
Share information about yourself - your work life and personal
ADD

Education **+ ADD** **Job History**

- Inbox
- Privacy Settings
- Email Preferences
- RSS Feeds
- Community Notifications**
- Discussion Signature

Under **NOTIFICATION SETTINGS** adjust the frequency of discussion email



Discussion Email: ⓘ
You have no override email addresses for discussion emails. [add override addresses](#)

Notification Settings

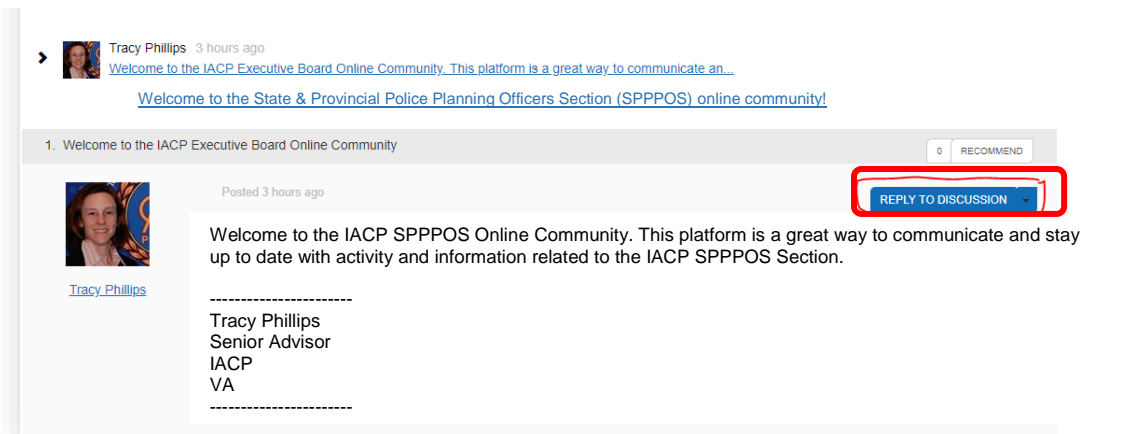
2 Communities COMMUNITY NAME A-Z ▾

Community	Discussion Email
State & Provincial Police Planning Officers Section (SPPPOS)	NO EMAIL ▾ Real Time Daily Digest No Email

7. REPLY TO DISCUSSIONS – VIA THE PORTAL

Double click a thread and click **REPLY TO DISCUSSION**

Welcome to the State & Provincial Police Planning Officers Section (SPPPOS) online community!



Tracy Phillips 3 hours ago
[Welcome to the IACP Executive Board Online Community. This platform is a great way to communicate an...](#)
[Welcome to the State & Provincial Police Planning Officers Section \(SPPPOS\) online community!](#)

1. Welcome to the IACP Executive Board Online Community 0 RECOMMEND

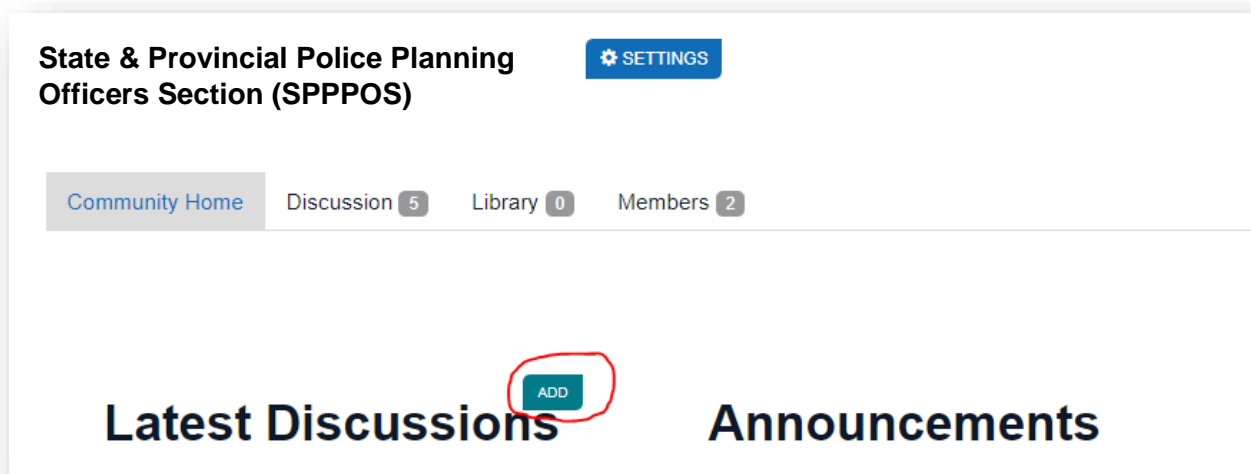
Posted 3 hours ago **REPLY TO DISCUSSION**

Welcome to the IACP SPPPOS Online Community. This platform is a great way to communicate and stay up to date with activity and information related to the IACP SPPPOS Section.

Tracy Phillips
Senior Advisor
IACP
VA

8. START A NEW DISCUSSION

Click **ADD** above Latest Discussions



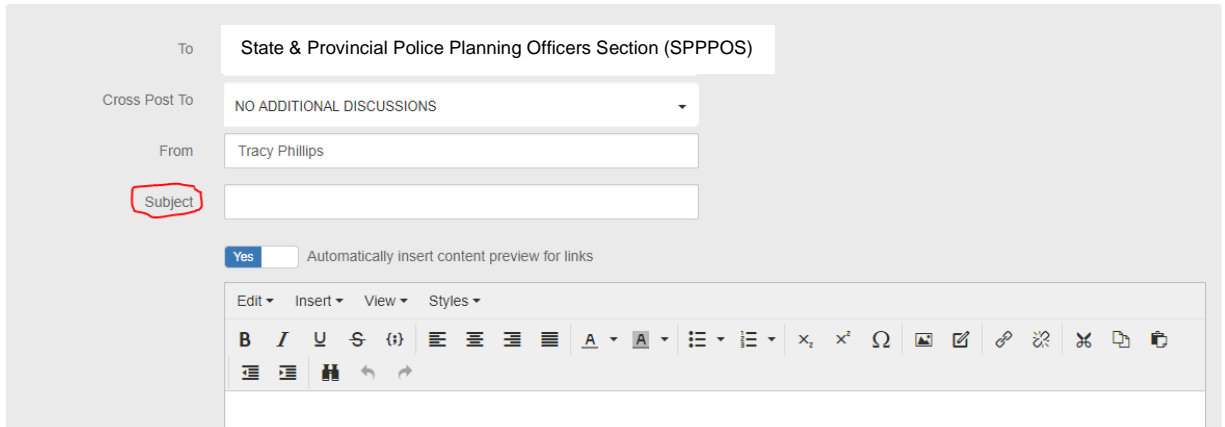
State & Provincial Police Planning Officers Section (SPPPOS) SETTINGS

Community Home Discussion 5 Library 0 Members 2

Latest Discussions **ADD** **Announcements**

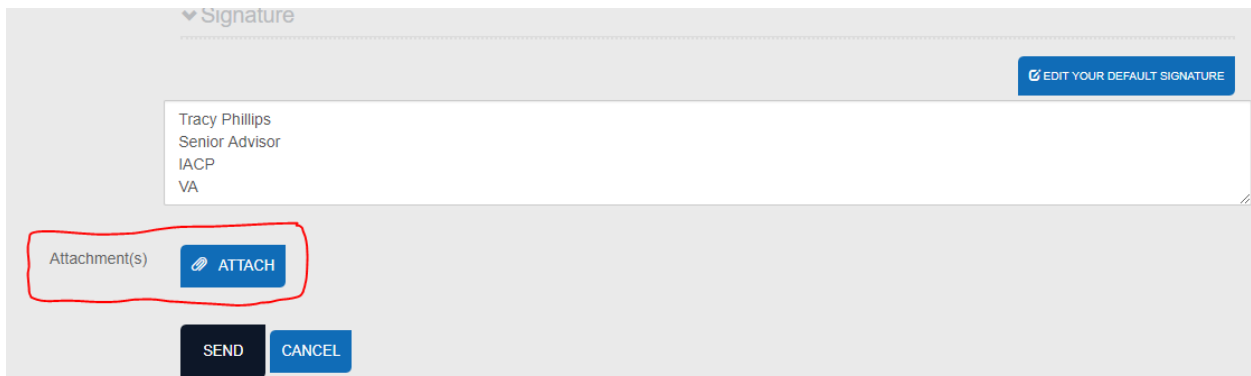
Create a brief, captivating **SUBJECT** and add content

Post a Message



The screenshot shows a 'Post a Message' form. The 'To' field is filled with 'State & Provincial Police Planning Officers Section (SPPPOS)'. The 'Cross Post To' dropdown is set to 'NO ADDITIONAL DISCUSSIONS'. The 'From' field is 'Tracy Phillips'. The 'Subject' field is empty and highlighted with a red circle. Below the subject field is a checkbox labeled 'Yes' for 'Automatically insert content preview for links'. A rich text editor toolbar is visible below, containing options for bold, italic, underline, strikethrough, link, unlink, list, and text color.

Use the **ATTACH** button to include an attachment. Browse your computer and select the file you want to add, then click “Upload.” Doing this will link and store the attachment in your community’s Resource Library.



The screenshot shows the signature and attachment area of the form. The signature field contains the text: Tracy Phillips, Senior Advisor, IACP, VA. To the right of the signature field is a button labeled 'EDIT YOUR DEFAULT SIGNATURE'. Below the signature field is an 'Attachment(s)' label and a blue button with a paperclip icon and the text 'ATTACH', which is highlighted with a red circle. At the bottom of the form are two buttons: 'SEND' and 'CANCEL'.