

ALA Connect Guide for New Users

I. How to create an account

A. If you have a personal membership with the American Library Association (ALA):

Personal ALA memberships include access to ALA Connect. ALA Connect is a digital space where library workers can engage with each other by sharing their expertise, posing ideas, asking questions, and more. 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/organizational 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.** If you are not automatically directed to the terms after creating your account, please be sure to log in to [ALA Connect](#) to accept.

Trouble creating or accessing your ALA Connect profile? Contact publicprograms@ala.org.

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

- A. After the implementation period starts, ALA staff will add you to the LTC community in ALA Connect and you will receive a confirmation email.
- B. Please note that ALA staff will search for/add you using the email address to which we have been sending notifications. If your ALA Connect account is set up using a different email address, please be sure to send an email to publicprograms@ala.org by the start of your implementation period with the email address associated with the account so we can find you in the system.

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?UserKey=ef46fff2-4dec-4373-b4e1-974491417cd4>

Update your [email preferences](#) to choose the types of email you receive

[Unsubscribe from community emails](#)

- B. 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.
- C. You can manage your communication preferences by clicking on the link to update your email preferences.

Congratulations! You are now set-up on ALA Connect and can start talking with fellow grantees and ALA staff.

Additional Resources for Getting Started with ALA Connect

Below are some additional useful tips you can use for getting started with ALA Connect. This includes information on how to update your profile, start a discussion, and share documents.

I. 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.

- d. Note that right now, your ethnicity isn't displayed anywhere on your profile, even to you. We will never share this information about you except in the aggregate.
 - e. To change your photo, click the "Actions" button under the photo and then click "Change Picture".
 - f. Click on the Save button to publish your changes.
- II. 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](#)
- III. 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](#)

For additional support using ALA Connect, please see the FAQs:

<https://connect.ala.org/faq/home>.

You can also view additional tutorial videos here:

https://www.youtube.com/playlist?list=PLQ4y4sO_MF9PF85Z1pvKFsMaHdl8NO_w7.