# ASHG Connect User Guide

Welcome to ASHG Connect; we are so glad you've decided to participate in our online community! This is where you can actively communicate with ASHG members, staff, and leadership and meet others with similar ideas, interests, and issues. We hope that through regular dialogue and information sharing, you will form new, stronger professional and personal connections within the scientific community.

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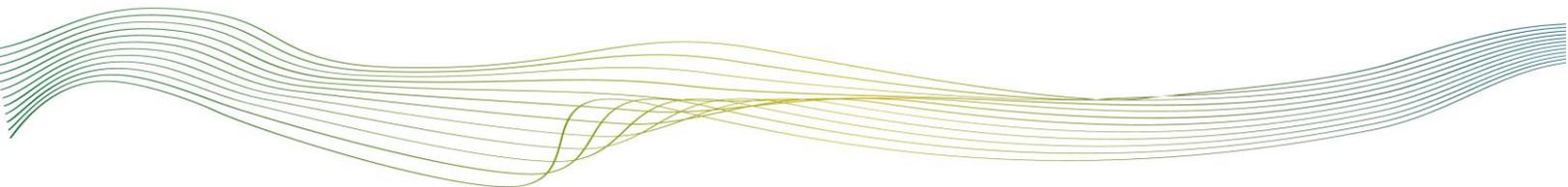
Logging In

Login to ASHG Connect using connect.ashg.org to access this online community:

Enter your username and password. This will be the same username and password you use to login to ashg.org.

NOTE: If you do not know your ASHG username and password, please contact membership@ashg.org
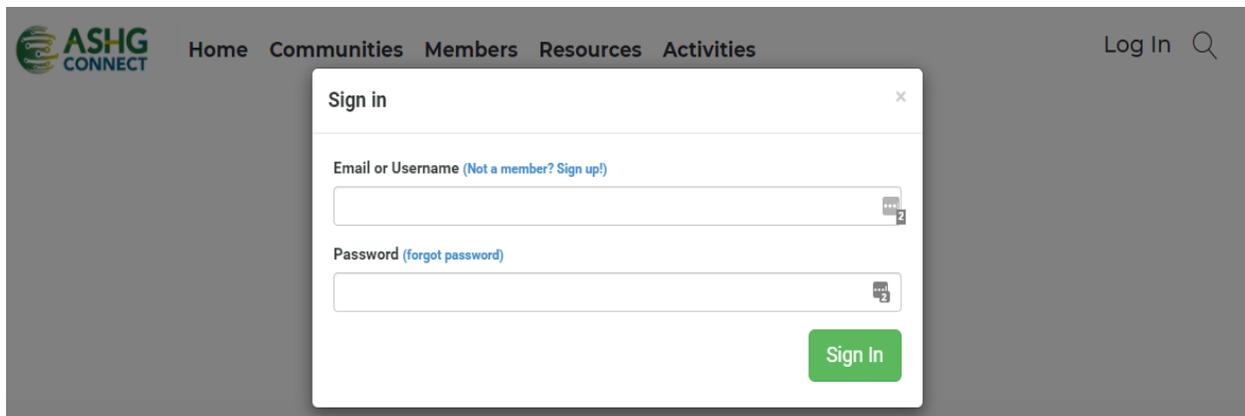
Home

Home is the first page you will see every time you log in. From this page, you can immediately view all recent content that you have permission to view.
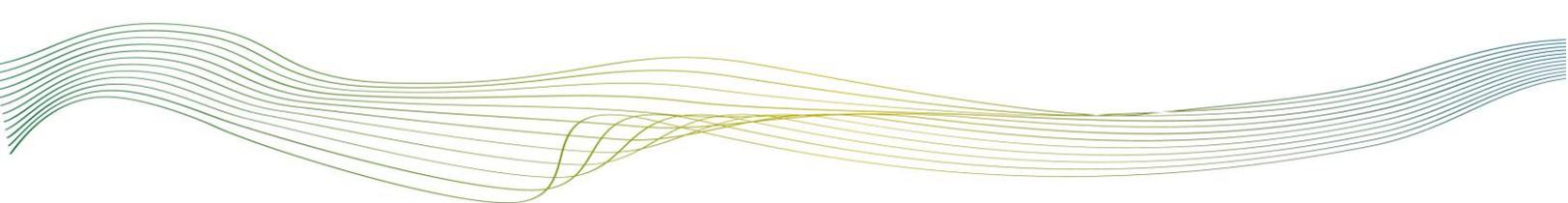
Also note that you will have messages and system notifications at the top that haven't been viewed online since your last login. Click on either icon to view.

To immediately start adding content to ASHG Connect, click on the Create+ button. This will give you the choices of content types you can create.


Discussions
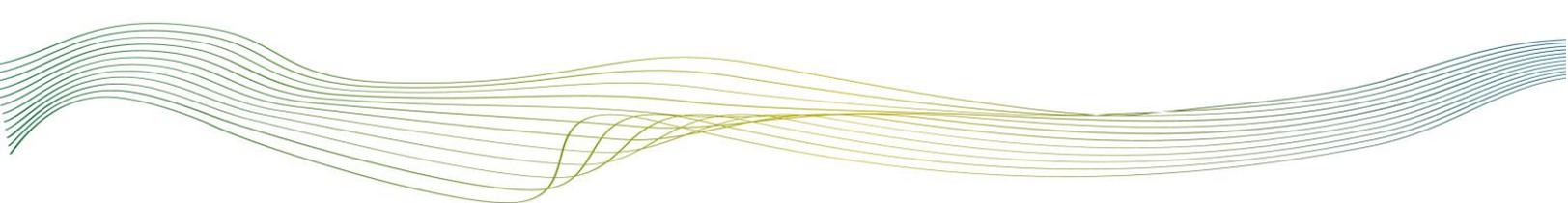
To create a new discussion thread, in the main top navigation, click on **Discussion** under the **Create +** button
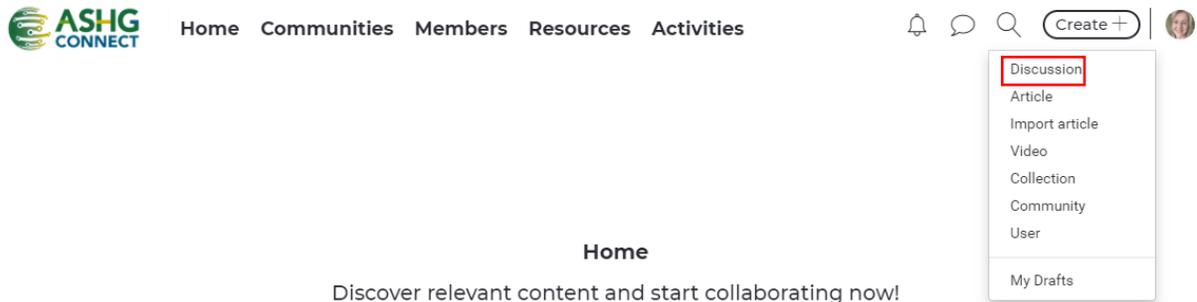
The discussion post is created on the following page:
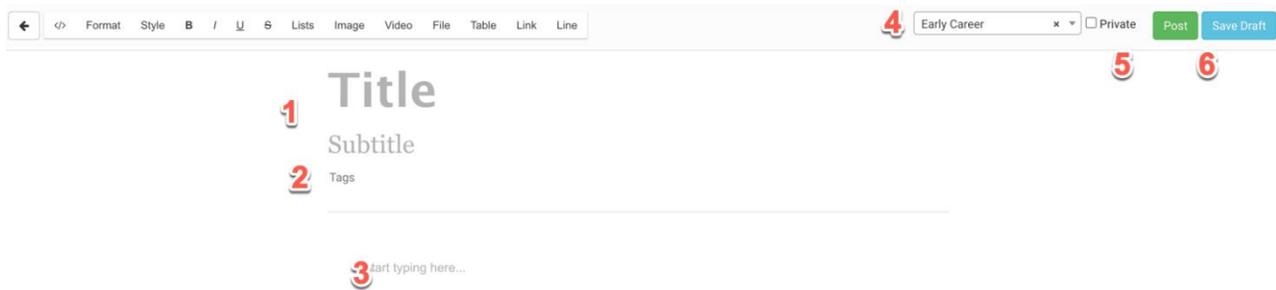
1. Add the title of the discussion as well as subtitle if necessary.
2. Create tags if applicable. Type in each word and hit **Enter** to create each new tag.
3. Type in the text of your discussion in this area.
4. Choose the community that the discussion will be posted to.
5. Click on the **Private** checkbox if you want the discussion to be only viewable to members (Only applicable to public groups. The private checkbox will automatically be checked if the group is private)
6. Click on the **Post** button to make the discussion live or click on the **Save Draft** to save your content for later editing or posting.

To view the new discussion, click on the **Open** button on the discussion creation page.

You can also view the new discussion listed on the homepage of the group that it was posted to.

Click on the discussion to view the full discussion thread.

Articles

The article is created on the following page:
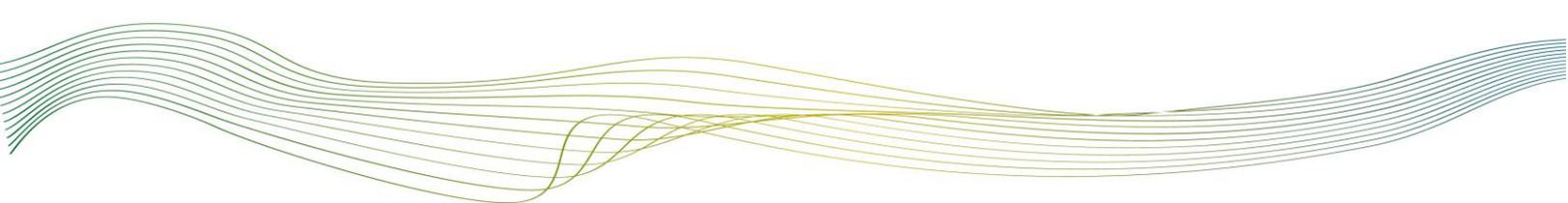
1. Add the title of the article as well as subtitle if necessary.
2. Create tags if applicable. Type in each word and hit **Enter** to create each tag.
3. Type in the content of your discussion in this area. (Please note the formatting tools at the top of the page.)
4. Choose the community that the discussion will be posted to.
5. Click on the **Private** checkbox if you want the article to be only viewable to members (only applicable to public groups)
6. Click on the **Post** button to make the article live or click on the **Save Draft** to save your content for later editing or posting.

To view the article, click on the **Open** button on the article creation page.

You can also view the new article listed on the homepage of the group that it was posted to. Click on the article to view the full content of the article.

Import Articles and Videos

The online community allows the import of videos that are hosted on YouTube and Vimeo only.

To import articles or videos from outside the community, go to the **Create+** button and choose **Import Article** or **Video**

On the next page, add the article or video information.

1. Copy the link of the webpage.
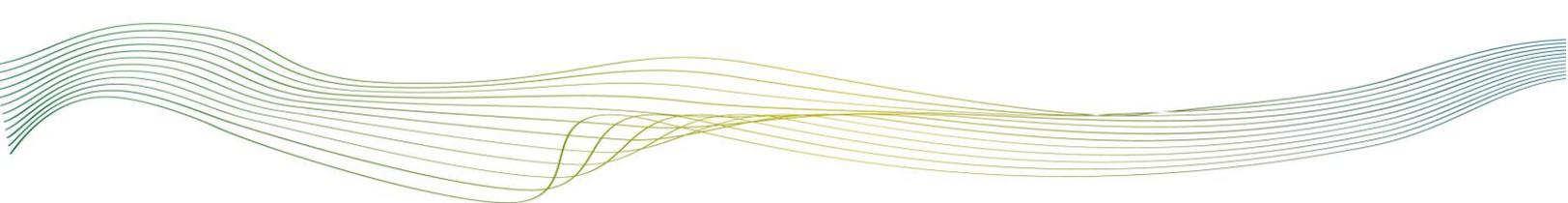
2. Choose the community that the article or video will
   be posted to.
3. Click on the **Private** checkbox if you want the article or video to be only viewable
   to the group members (only applicable to public groups)
4. Click on the **Import** button to make the article or video live on the community.
5. Please note: Creating the video page does not publish the video live.
6. Upon import of the article or video into the community, you can add tags.

Profile

To view and edit your profile, click on the arrow icon next to your name in the top main navigation.
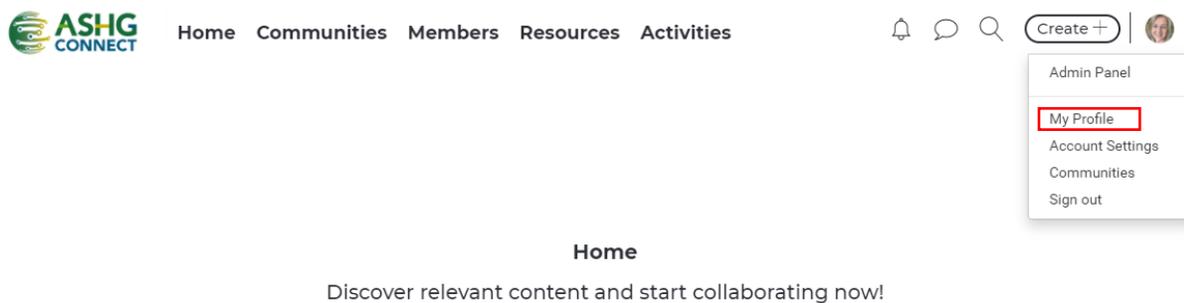
Click "Edit Profile" to fill out any information about yourself. If the section is grayed out, that information can only be edited through your ASHG Profile. Please either change the information there, or contact ASHG staff to have it updated.
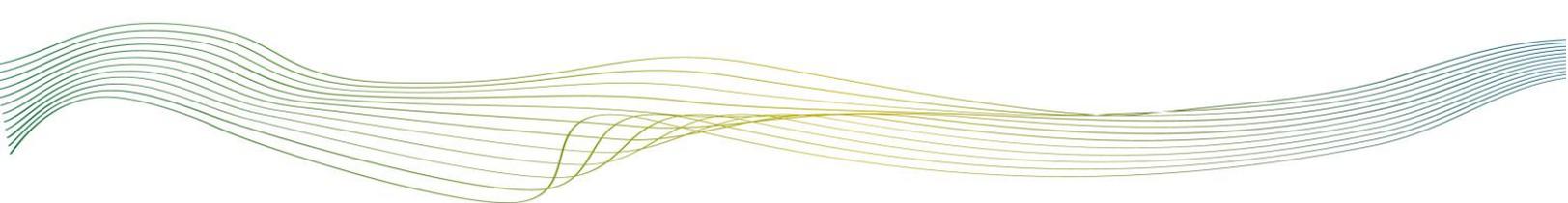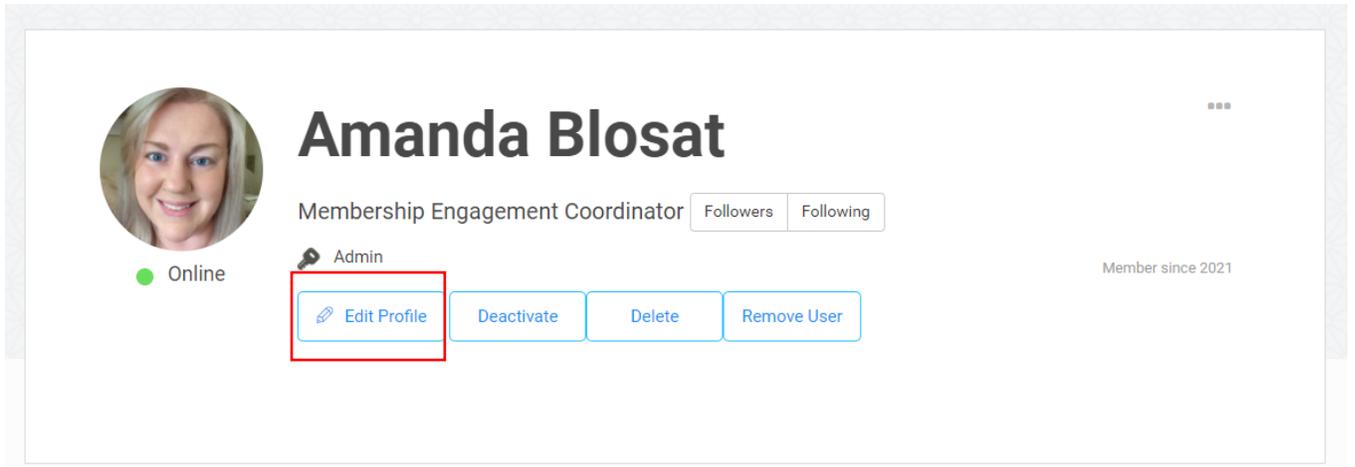
In the below sections, you will find auto-populated tags that you can choose from or they will be filled out according to what you have on file with us already. Once you add a tag to your profile, others will be able to see your profile if they search for that tag in the **Members** section.

- Special Interests
- Education
- Major Type of Work
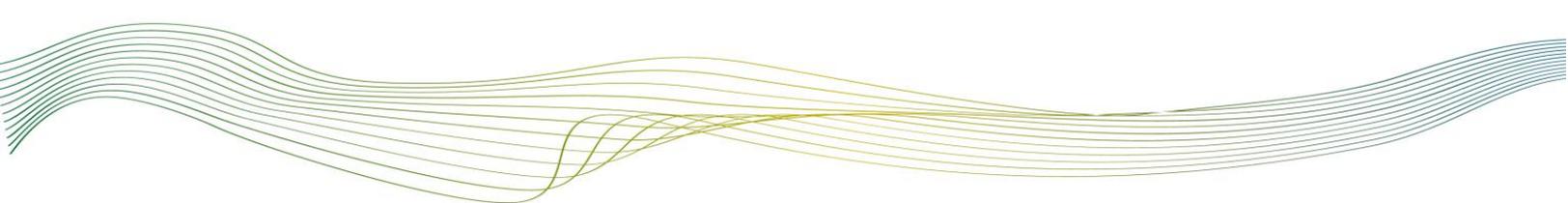
Notifications

Notifications are the emails that you will receive when any content is created, edited, or deleted.

You can also see your notifications by clicking on the bell symbol in the top navigation bar. Once you open your notifications, you can click on any blue section to be taken to the correct place.
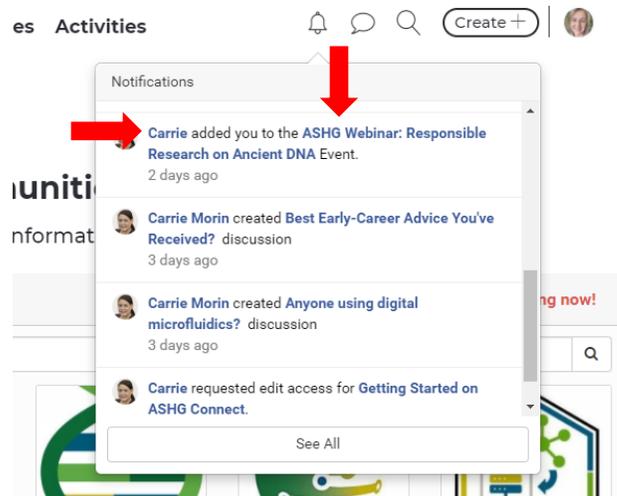
To change the frequency of the notification that you receive, go to the user icon, and choose **Account Settings**.
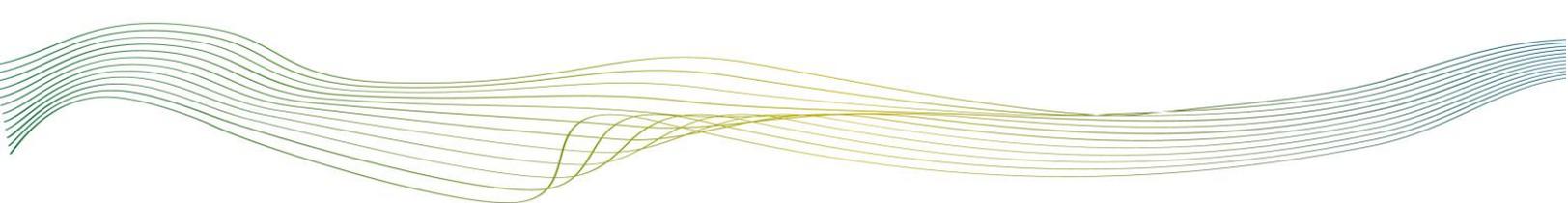
Manage Notifications

Email Digest
Get a summary Email digest of everything that happens in your account.
Choose digest frequency
- Weekly
- Daily
- Hourly

As-it-happens
Get email notification right away.

Turn off Email notifications
You can always turn them back on later!

Mention and messages notification settings

☑ **As-it-happens**
Get mention and messages notification right away.

Save changes

You can choose a digest of all notifications in immediately, hourly, daily, or weekly intervals. Note that As-it-happens will send an email for every new piece of content including comments.

The Mentions and messages notification setting is used if a person is @mentioned in a comment or a chat.

Click on **Save Changes** button to save any edit to the settings.
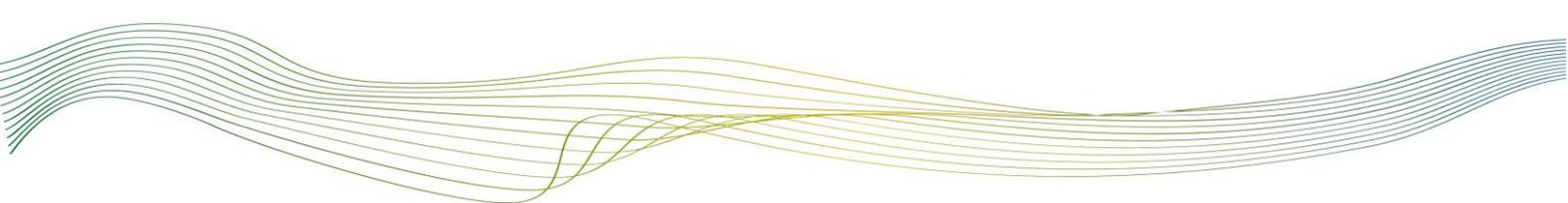
Communities

Communities are the spaces that you belong to or can join. Clicking on Communities in the main navigation will bring you to all the available communities.

To enter the community, click on the **Go to page** button.

In Portal Chat

At the bottom of every page is the in-portal chat box. This shows how many people are currently online in the community that you have chosen to follow and your status.
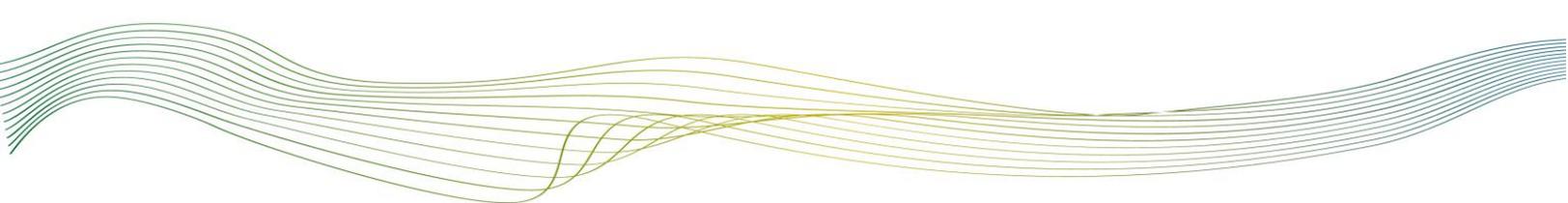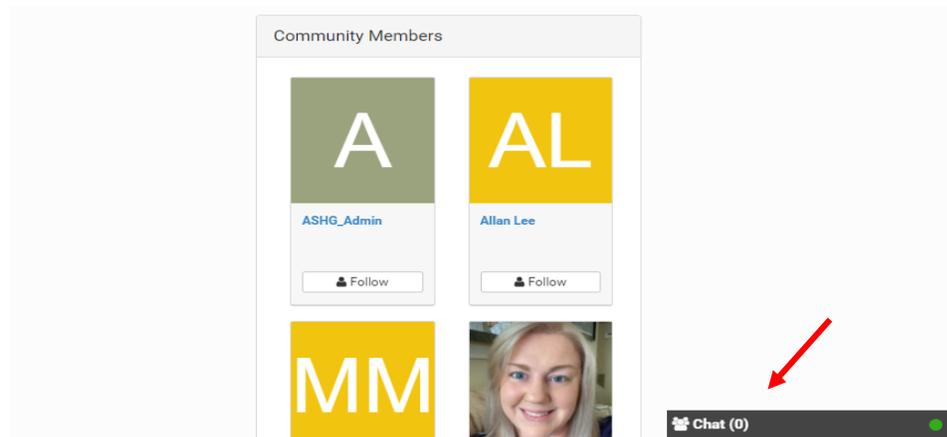
Clicking on the box will expand the box and display users that you have chosen to follow.
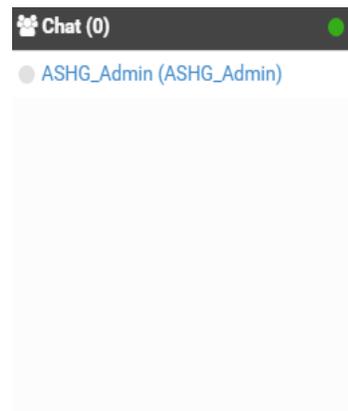
Each person on the list will have a status flag as well.
Green represents they are online and active.
Yellow represents they are logged in but have been inactive in their current session for 30 minutes.

To begin a chat, just click on the username and another box will open to start your chat. If the person is not currently online and you send them a chat, they will receive a notification email alerting them to your chat.
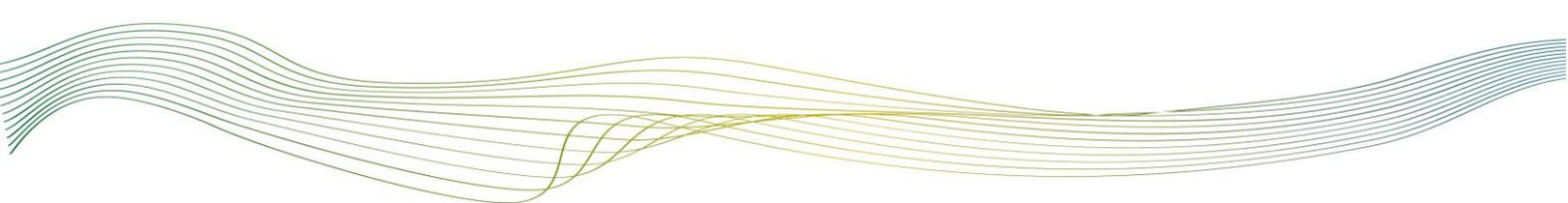
Upload Files

To upload a file, you must go to the community that you want the file to reside. Once in the correct community, scroll down the page. There is a module on the right for uploading files.
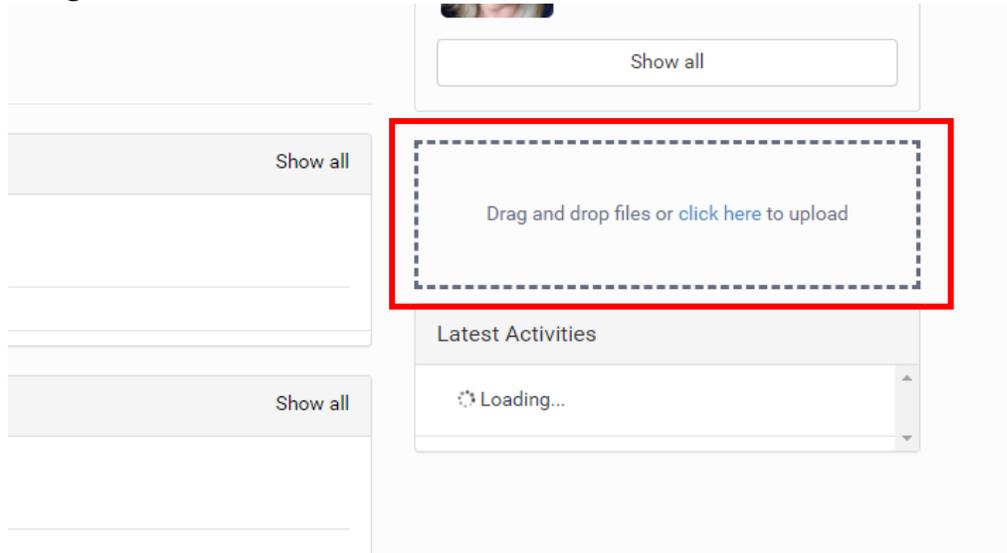
You can drag and drop a file into the module or click on the link to find the file on your computer. Once uploaded, the system will present your file in the window.

Please note: The system is capable of previewing PDF and image files but Word, Excel, Powerpoint document are not viewable in portal. You must download the file to your computer to be able to view those file types.