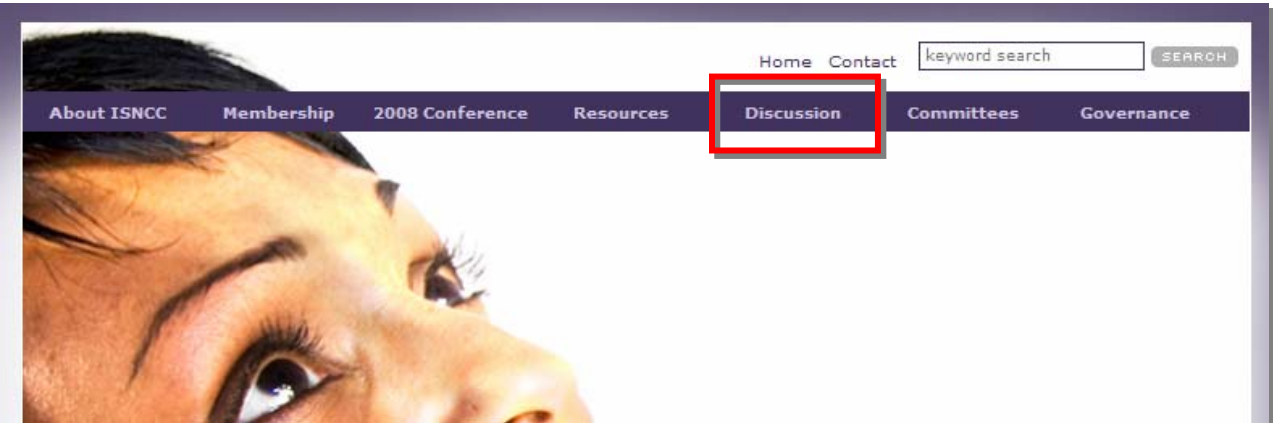


ISNCC Discussion Forum Help Tutorial

1.0 LOGIN

Step 1: Please follow the link: <http://isncc.org/discussion/Web/login.aspx> or click on "Discussion" on the top menu bar from the www.isncc.org website.



Step 2: Please sign in with your username and password as provided by the ISNCC Secretariat. (Please note: all default passwords are set to 123456, please change this once you have successfully logged in.)

A screenshot of the ISNCC login form titled 'Sign in'. The form contains a 'Login' text box, a 'Password' text box, a '(I forgot my password)' link, a checked checkbox for 'Next time automatically sign me in', and a 'Sign in >>' button. Red arrows and text provide instructions: '1. Please enter your username here' points to the Login box, '2. Please enter your password here' points to the Password box, and '3. Click here to sign' points to the Sign in button. Below the form, there is a link: 'Not a member yet? Click here to Join'.

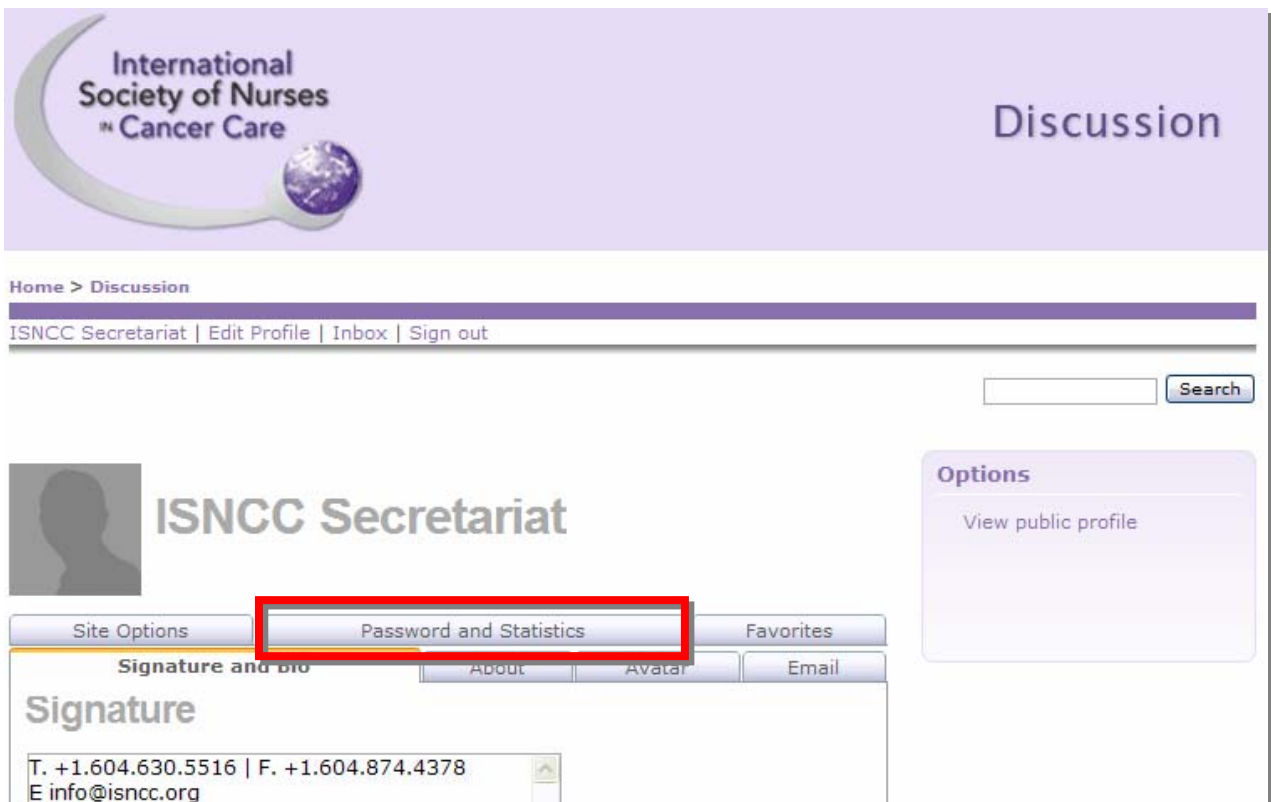
2.0 CHANGE PASSWORD

Step 1: After you have logged in, please click on “Edit Profile” on the top menu:



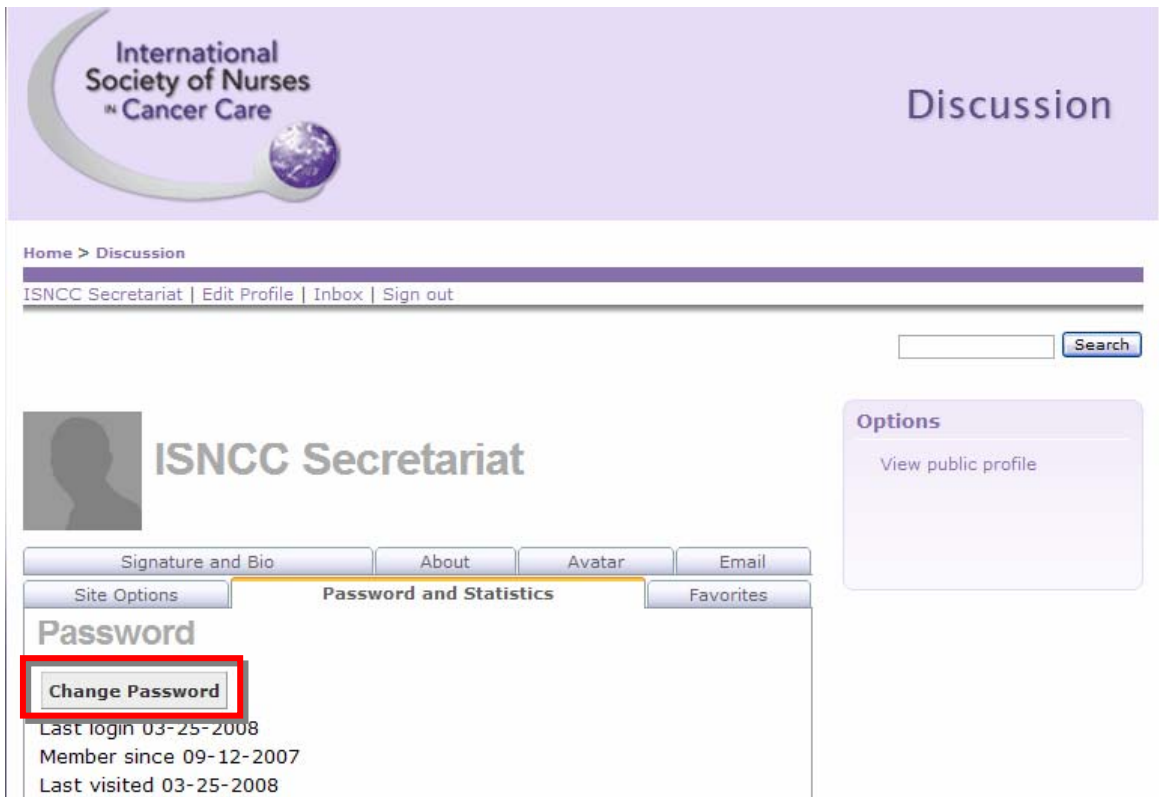
The screenshot shows the top of the ISNCC Discussion forum. The header includes the ISNCC logo and the word "Discussion". Below the header is a navigation bar with links for "Home > Discussion", "ISNCC Secretariat", "Edit Profile" (highlighted with a red box), "Inbox", and "Sign out". A search bar is located on the right side of the page. The main content area is titled "Discussions" and includes a "Personalize" link and a "Shortcuts" section with a "View all users" link.

Step 2: Please click on the “Password and Statistics” tab:



The screenshot shows the ISNCC Secretariat profile page. The header includes the ISNCC logo and the word "Discussion". Below the header is a navigation bar with links for "Home > Discussion", "ISNCC Secretariat", "Edit Profile", "Inbox", and "Sign out". A search bar is located on the right side of the page. The main content area is titled "ISNCC Secretariat" and includes a profile picture placeholder. Below the name is a navigation bar with tabs for "Site Options", "Password and Statistics" (highlighted with a red box), and "Favorites". The "Signature and bio" tab is selected, showing contact information: "T. +1.604.630.5516 | F. +1.604.874.4378" and "E info@isncc.org". An "Options" section on the right side of the page includes a "View public profile" link.

Step 3: Please click on “Change Password”



The screenshot shows the profile page for 'ISNCC Secretariat' on the International Society of Nurses in Cancer Care website. The page has a purple header with the organization's logo and the word 'Discussion'. Below the header, there is a navigation bar with links for 'Home > Discussion', 'ISNCC Secretariat', 'Edit Profile', 'Inbox', and 'Sign out'. A search bar is located on the right. The main content area features a profile picture placeholder and the name 'ISNCC Secretariat'. Below the name are several tabs: 'Signature and Bio', 'About', 'Avatar', 'Email', 'Site Options', 'Password and Statistics', and 'Favorites'. The 'Password and Statistics' tab is selected, and within it, the 'Change Password' button is highlighted with a red box. Below the button, the following statistics are listed: 'Last login 03-25-2008', 'Member since 09-12-2007', and 'Last visited 03-25-2008'. On the right side, there is an 'Options' box with a link to 'View public profile'.

Step 4: Please input your current password. In the next field, please enter your new password and re-type the new password in the field below and click on “Change Password”:



The screenshot shows the 'Change Password' form for 'ISNCC Secretariat'. The page has the same purple header and navigation bar as the previous screenshot. The main content area is titled 'Change Password ISNCC Secretariat'. Below the title, there is a paragraph of instructions: 'Use this form to change your password. Once changed, your new password will be in effect next time you login.' The form contains three input fields: 'Current Password:', 'New Password:', and 'Re-enter New Password:'. The 'New Password' and 'Re-enter New Password' fields are highlighted with a red box. Below the input fields is a 'Change Password' button, which is also highlighted with a red box.

3.0 POSTING IN THE FORUM

3.1 Create a New Post

Step 1: To create a new post in a discussion under a Committee, please click on the Committee under “ISNCC Leadership Forum” (for example: Awards & Scholarship Committee):

ISNCC Leadership Forum

Forums	Last Post	Threads	Posts
Awards & Scholarship Committee		0	0
Fundraising Committee		0	0
Constitution & Bylaws Committee		0	0
Education & Practice Committee		0	0
Finance Committee		0	0
Influencing Policy Committee		0	0

Most Active Users

1. Petra Fordelmann (0)
2. Sanchia Aranda (0)
3. MMI Admin (0)
4. Patsy Yates (0)
5. Sarah McCarthy (0)
6. Virginia Gumley (0)
7. Wang Qi (0)
8. Sharon Leung (0)
9. Shelley Dolan (0)
10. Carol Tishelman (0)

Step 2: Please click on “Write a New Post”

**International Society of Nurses
"Cancer Care"**

Discussion

Home > Discussion

ISNCC Secretariat | Edit Profile | Inbox | Sign out

ISNCC Discussion Forum » ISNCC Leadership Forum » Awards & Scholarship Committee

in Awards & Scholarship Committee

Awards & Scholarship Committee

Write a New Post

There are either no posts or due to a filter there are no posts to display.

Shortcuts

- View all users
- Posts you have not read
- Forum Subscriptions

Popular Tags

Step 4: Please enter in a title for your posting under "Subject" and type in the posting that you would like to submit in the text box provided:

Write a New Post

Write a New Post

Compose Options Video Poll Related Preview

Subject 1. Please enter subject here:

Test

Message

B I U ABC [Icons for bold, italic, underline, text color, background color, link, unlink, list, list, link, unlink, image, video, audio, calendar, print, copy, paste, insert, HTML, ABC]

This is a test posting from the ISNCC Secretariat

2. Please type in your text for the posting here.

Tags

Post

Explanations of tabs:

Options: Click the options tab. Note that you may have more or less options depending upon your user rights within the forum as determined by your administrator.

File attachment: If you are allowed to attach a file to the post and you wish to do so click the "Add/Update". Currently the community only supports a single attachment per post. If the administrator has allowed you this functionality, you will be only able to upload files of certain types and up to a certain size. Contact your administrator for details

Do not allow replies: If you select this option then no one will be allowed to reply to your post. This causes the thread to become locked

Email me replies to this post: Select this option to be emailed copies of any replies to the post if you so wish. Clear it to disable any email replies

Stickiness: If you have the rights to mark a thread as sticky then select the period that the thread should remain at the top of the forum. This will pin the post so that it will be displayed as the first post of the forum for that period of time. If a newer post is created and marked as sticky it will appear above the post you are creating. The final option in the drop down list is "Announcement", select this to pin the post permanently

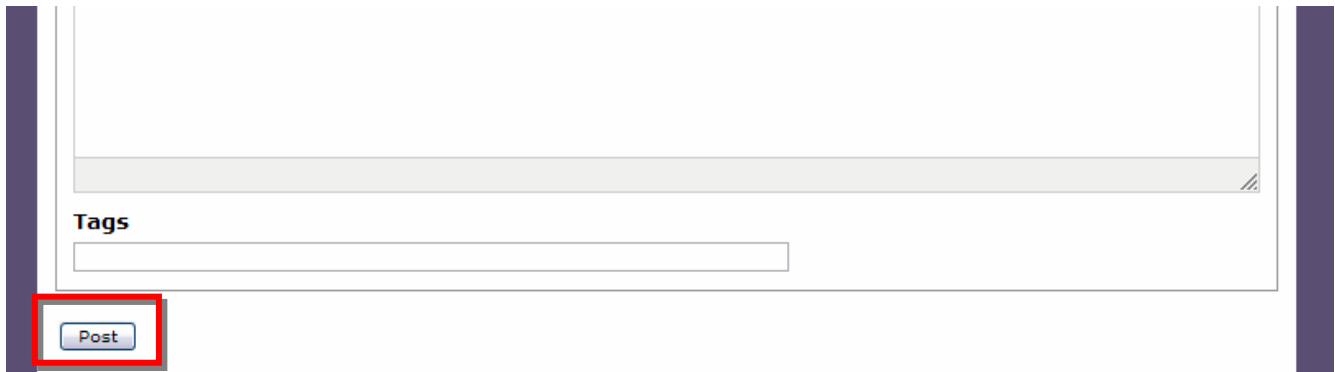
Post Icon: Allows you to insert an emoticon from the displayed list into the subject title

Poll: You can add a Poll if you have permission. Click the Poll tab (if there is no tab, you do not have permission). Click "Include a Poll in this Post". Enter the poll question. You can

also optionally enter a poll description. Add each answer or option for members to vote for by entering the answer and clicking "Add Answer". You can alter the order the options appear in the post by using the up and down arrows. Finally you can cause the poll to expire by entering the number of days that members can vote and participate in the poll.

Preview: The Preview tab will allow you to see how your actual post would look like once you have submitted it.

Step 5: Click on "Post" under the text box to submit your posting to the forum discussion:



3.2 Reply to a Post

Step 1: Please click on "Reply" to begin responding to an existing post:



Step 2: Please follow Steps 3-4 in section 3.1 "Create a New Post"