

ALA Connect Guide for New Users

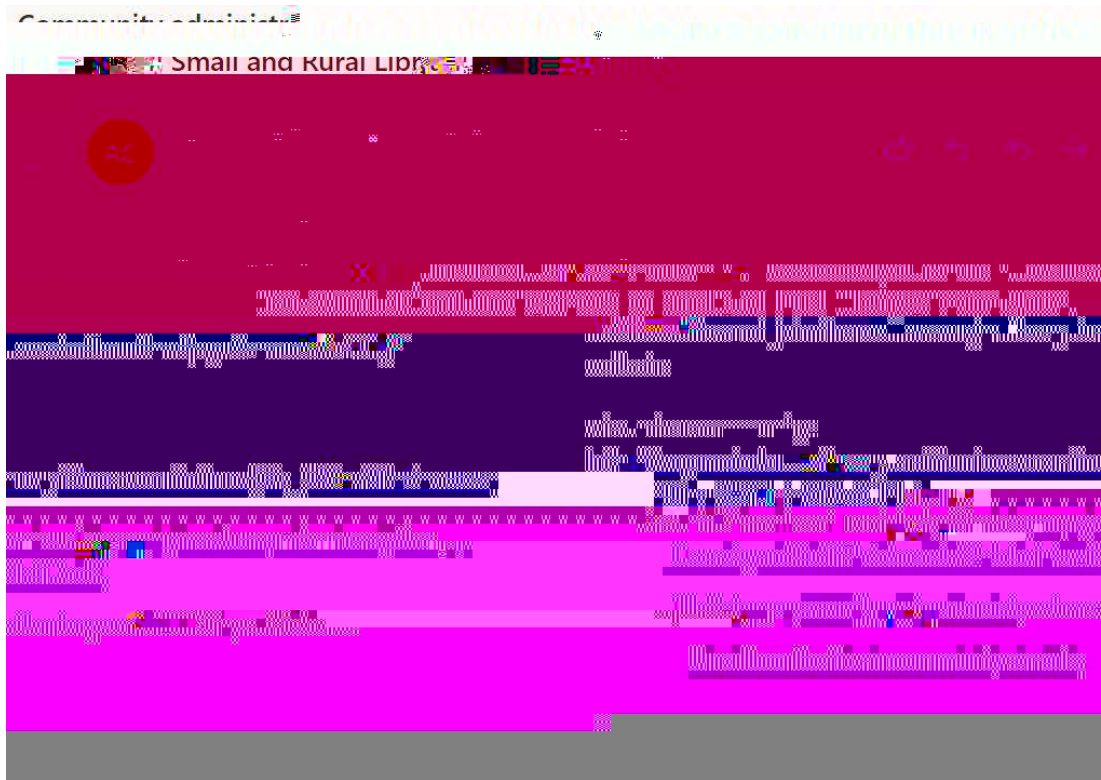
I. How to create an account

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](#)

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



B. Click on the link to “View the Community” and you will be taken to the Libraries

- 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.