NEW USER GUIDE

We are excited to introduce “The Exchange” - NAGAP’s member-only online networking platform! We anticipate many connections to be built and fostered via this community tool. NAGAP members can communicate with each other more often and more easily sharing their most pressing graduate enrollment management problems, tips, and tricks. Ask questions, share expertise, share files, and much more!

Getting Started

1) How to Access

Access “The Exchange” from NAGAP’s webpage, http://nagap.org, by navigating to the upper right corner and clicking on “The Exchange” logo or by typing in the direct URL, which is https://connect.nagap.org/home.

Your username and password are the same as what you use on the NAGAP website. If you’re not sure what your login information is, click “I don’t know my username or password” link and follow the prompts.

If you are already logged-in to the NAGAP members only portion of the website, you are automatically logged into “The Exchange” and can visit the communities without logging-in again.

*IMPORTANT NOTE* When you login for the first time, you must read the Group Rules and click on the ‘I Accept’ box at the bottom of the page. You will need to accept these rules before continuing to “The Exchange.”

2) Updating Your Profile Information

Some basic information from the NAGAP member database will be populated and searchable. You are encouraged to add to it and complete your profile on “The Exchange” so people can get to know you. You can even populate your profile with your LinkedIn account by clicking on My Profile under My Network. You can then link to social media accounts under “Social Links”. Don’t forget to upload a
picture of your smiling self. This really helps add to the community and it is always good to put a face with a name.

To access your profile information, click on the dropdown arrow of the profile picture icon near the top right of the homepage, then click on the Profile button underneath your name.

You can adjust your privacy settings for who can see what type of information by going to My Account and clicking on Privacy Settings.

3) Finding Fellow Members and Building Your Contact List

A great benefit of “The Exchange” is the searchable member directory. Connect with friends, colleagues, and fellow members you have met at past NAGAP events.

When you click on the Directory tab at the top of the homepage, you are taken to the “Find Members” page. You may search by first or last name, company name, or email address on the Basic Search Tab.

Advanced search options allow you to search by geographic location, community membership, years of experience, self-reported interests and areas of expertise, affiliated institution type, and more.
Adding members as contacts creates an organized list in your profile where you can easily access them. To add a member, click on the button at the right where it says “Add as Contact.”

4) Notification Settings

All members are auto-subscribed to the Open Forum, with the Daily Digest community notification option as your default. To update these options, select “Community Notifications” from the My Account tab in your member profile.

You can choose from the following options:

- **Real Time**: You will receive an email each time a new message is posted.
- **Daily Digest**: You will automatically receive one email each day containing all of the previous day’s messages.
- **No Email**: You will not receive any emails in your inbox. You will need to login to “The Exchange” to view and reply to discussion posts.

You can also edit other email preferences on the My Account tab, under “Email Preferences.”

To ensure that you always receive emails from “The Exchange,” please be certain emails are not filtered into your junk or spam folder. “The Exchange” emails are sent from the address DoNotReply@ConnectedCommunity.org. You may need to add “The Exchange” to your email safe list.

If you continue to have trouble receiving emails, please:

- Verify that your email address is accurate on your member profile in the NAGAP member directory. If your email address is inaccurate, please update it and the change will automatically be reflected in “The Exchange.”
- Verify your email subscription level on the “Email Preferences” and “Community Notifications” pages of your profile.
Engage!

Create a Discussion Post

From “The Exchange” homepage, click the Participate tab and then “Post a Message.”

You can also post a message by clicking on the Communities tab and choosing your desired community. From there, click on the Discussion tab and click on the “Post to this Discussion” button.

Respond to a Discussion Post

If you are replying while logged in to “The Exchange,” simply click on the blue “Reply” button to post your reply to the entire community or click on the drop down arrow and then “Reply Privately” to reply privately to the original sender. We recommend replying to the sender for comments that add little value to the overall discussion (thank you, etc.) and replying to the entire community when you are sharing knowledge, experience, or resources from which others could benefit.
Create a Library Entry

To upload a document, video, or other file to a community, click on the Participate tab and then “Share a File.”

Enter a title for your library document (description is optional), select the community in which you wish to share the document, choose the entry type (hyperlink, standard upload file, webinar, YouTube Video, etc), and click “Next.” Browse for and upload your file, then click “Next” if you want to add tags or “finish” to complete your upload.

You may also upload a document linked to a discussion post by clicking the “attach” button at the bottom of the page and inserting your document. The document will be accessible in both the discussion post and in the community library. Additionally, the “search” function will search the documents as well. Keep in mind, this library is reserved for community-based discussion documents, all NAGAP-develop resources remain on the NAGAP members-site.

Earn Ribbons and Badges

Earn ribbons and badges by joining a community or by engaging with your NAGAP peers.

Want to Know More? There is much more to explore! A Help/FAQ area is available with additional information. Access by going to “The Exchange” home page and clicking on the Participate Tab followed by the “Help/FAQs” dropdown.
**Question or issue to report?** Please reach the appropriate NAGAP representation via the Contact Us form accessed in the upper right of “The Exchange” home page.