



PRIVATE NETWORKING PORTAL OVERVIEW

Table of Contents

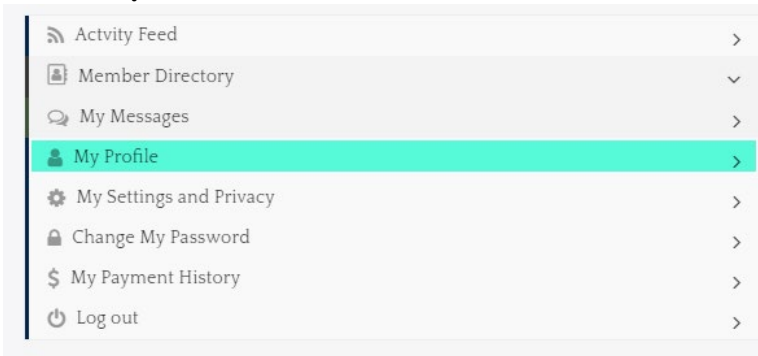
Logging In.....	2
Complete your Profile.....	2
Write a Post.....	5
Connect with Others using the Member Directory	6

Logging In

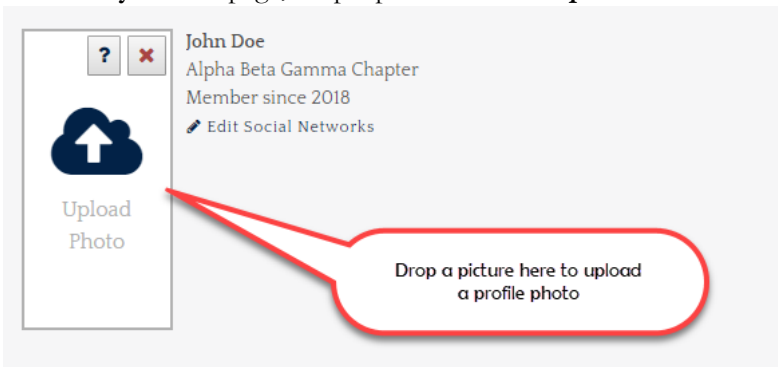
1. Go to <https://ims.omeganulambda.org/login.cfm>
2. Use the email address that you used when accepting the invitation to join and the password the system sent you when you joined.
 - a. Don't remember your password – click the forgot password link to have a new one emailed to you.

Complete your Profile

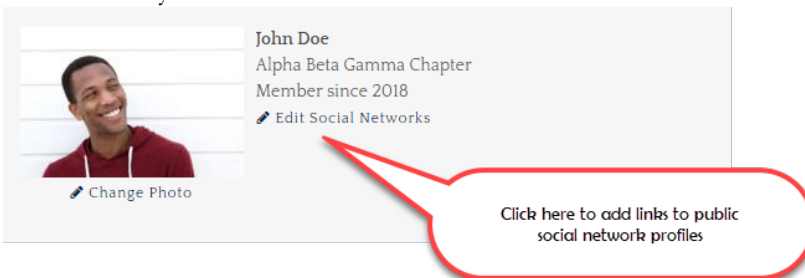
1. Choose **My Profile** from the menu



2. On the **My Profile** page, drop a photo into the **Upload Photo** box to upload a profile picture.



3. Click the **Edit Social Networks** to add links to your public social network profile so others can connect with you there



- Copy and paste links from your public social network profiles into the boxes

EDIT SOCIAL NETWORKS

Link to My Blog or Website	Link to My Facebook Profile
Link to My Twitter Profile	Link to My LinkedIn Profile
Link to My YouTube Channel	Link to My Instagram Page
Link to My Pinterest Page	Link to My Google+ Profile

[Close](#) [Save Social Networks](#)

- Once you click **Save Social Networks** your profile will be update to include links to the sites you specified.



- Add any special skills you may have. Other users can search for people with similar skills or with skills the are seeking to improve to connect with. To add a skill, just begin typing the name of the skill in the **Add a skill** box.

SKILLS

Add a skill...

As you type, skills will be suggested to you and you can choose the skill you want to add.

Add a skill...

Co

- Co
- Coaching Individuals
- Collaboration
- Communication
- Compiling Statistics
- Computer
- Conducting Meetings
- Conflict Resolution

You can add as many skills as you wish and they will appear above the **Add a Skill** box as tags.



The screenshot shows a dark blue header with the word "SKILLS" in white. Below the header, there are six dark blue tags with white text and a small 'x' in the top right corner: "Math *", "Physics *", "Engineering *", "Algebra *", "Calculus *", and "Computer *". Below the tags is a white input field with the placeholder text "Add a skill..." and a small downward arrow on the right side.

To remove a skill tag, just click the **x** in the top, right corner.

7. Add any interests you may have. Other users can search for people with similar interests to connect with. To add an interest, just begin typing the name of the interest in the **Add an interest** box.



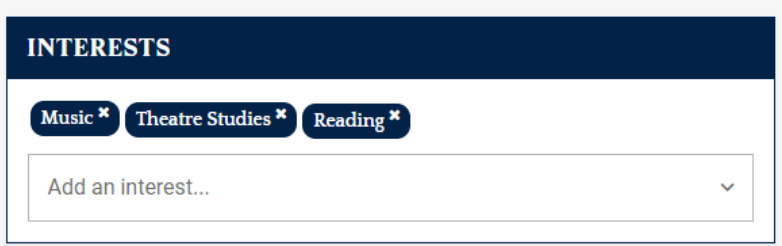
The screenshot shows a dark blue header with the word "INTERESTS" in white. Below the header is a white input field with the placeholder text "Add an interest..." and a small downward arrow on the right side.

As you type, interests will be suggested to you and you can choose the interest you want to add.



The screenshot shows a dark blue header with the word "INTERESTS" in white. Below the header is a white input field with the placeholder text "Add an interest...". A dropdown menu is open, showing suggestions: "Musi|", "Musi", "Music", "Music Technology", and "musical theater". The "Musi" suggestion is highlighted with a dark blue background. Below the suggestions is the same "Add an interest..." input field with a small downward arrow on the right side.

You can add as many interests as you wish and they will appear above the **Add an Interest** box as tags.



The screenshot shows a dark blue header with the word "INTERESTS" in white. Below the header, there are three dark blue tags with white text and a small 'x' in the top right corner: "Music *", "Theatre Studies *", and "Reading *". Below the tags is a white input field with the placeholder text "Add an interest..." and a small downward arrow on the right side.

To remove an interest tag, just click the **x** in the top, right corner.

8. Set your Privacy Preferences by clicking the **Preferences & Privacy** tab and making any changes necessary.

General Contact Preferences & Privacy

My Preferences

Communication Settings

Send me notifications of activity.
Check the box to receive a single email each day with notifications of any messages, follows, likes, or other activity.

Privacy Settings

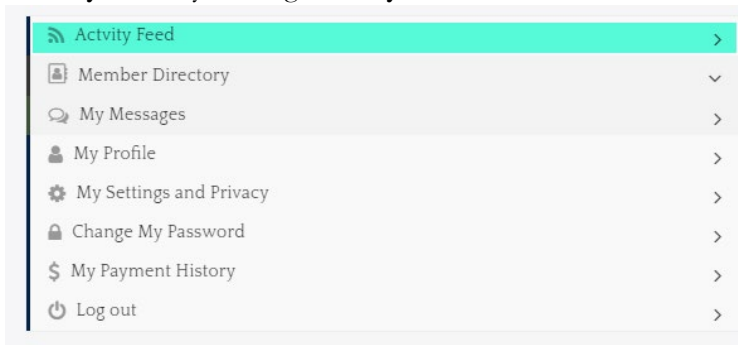
Allow others to find me in the directory
Check the box if you want other members to be able to find and connect with you. Private information (e.g., email address, phone numbers, and physical addresses) are never displayed to other members.

Allows other members to see and connect with you on external social networking sites.
Check the box to allow other members to see your links to external social networks.

Save Changes

Write a Post

1. When you first log-in you will be taken to your **Activity Feed**. You can always get back to your **Activity Feed** by clicking **Activity Feed** from the menu.



2. From your activity feed, you can compose your own post in the **What are you thinking about today** box and clicking the **Post your thought** button.

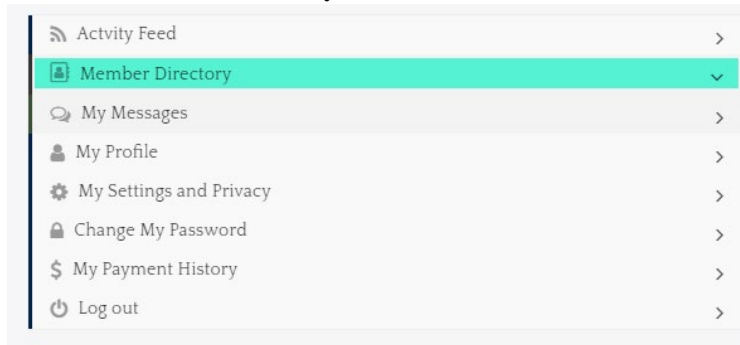
What are you thinking about today?

Post your thought

Followers will be notified by email that you have posted a thought and will be able to log-in and react to your post by either liking it or replying.

Connect with Others using the Member Directory

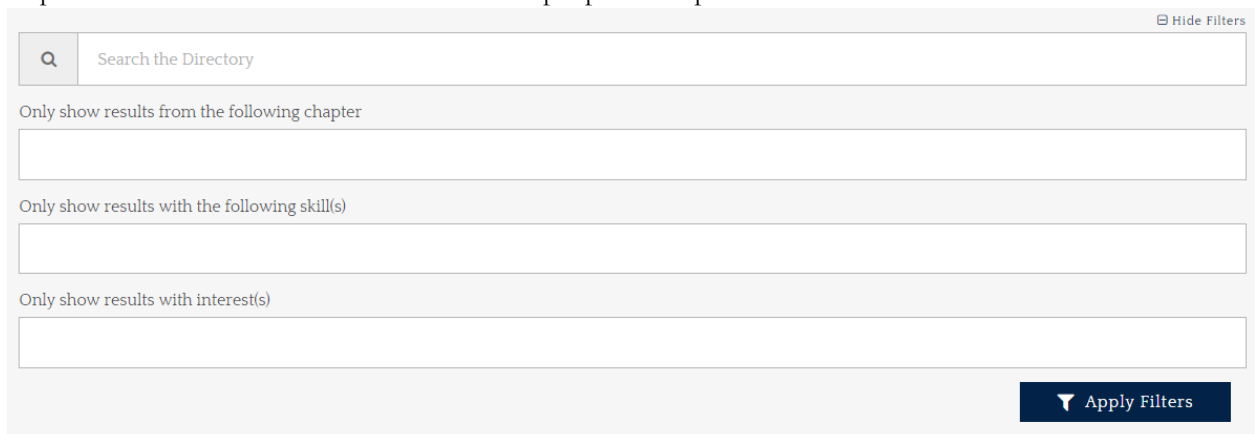
1. Choose **Member Directory** from the menu



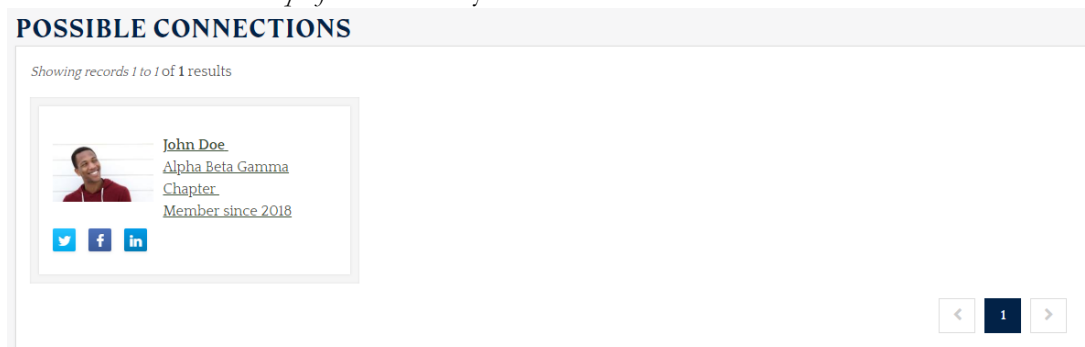
2. On the **Member Directory** page you can use the **Search the Directory** box to find who you are looking for.



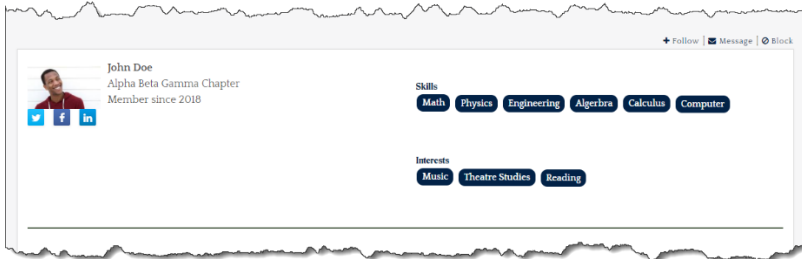
3. Expand the **Show Filters** button to search for people with specific skills or interest.



4. Results of your search will be displayed in the **Possible Connections** box that will appear after the search. You will see the *profile card* for any matches to the search and filter conditions.



5. Click on the *profile card* to view the person's full profile, to message them, or to follow them by clicking the appropriate buttons.



6. You can also read and react to the person's posts from their profile page.

