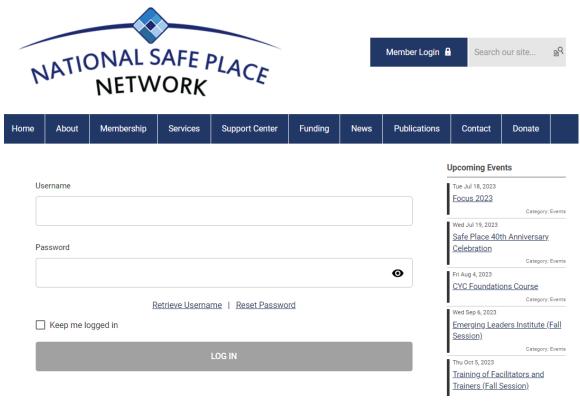


Logging into NSPN Connect

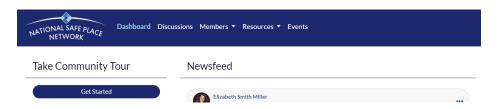
Visit https://nspnconnect.smallworldlabs.com/dashboard and login with the same login you use on the NSPN website. Your username will be your email address. If you've forgotten your password, please hit reset password and follow the instructions in the email you receive.



After logging in, make sure you are on your 'Dashboard".



• Click on the 'Get Started' button under 'Take the Community Tour' on the left-hand side of your screen to take a short tour of NSPN Connect. This tour will show you important highlights of the platform.

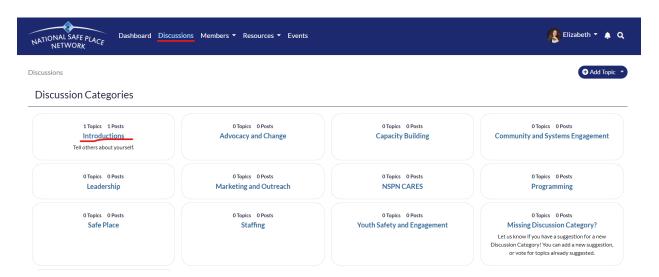




Once you've taken the tour, view and set up your profile. You can add a photo of yourself, include a
biography, and add your preferred pronouns. You may also wish to create and upload a customized cover
photo. The information under the 'organization' tab automatically populates from your NSPN Support Center
profile and cannot be edited on this platform. Visit the quick links under "Resources" to update these details
if needed.



 After your profile has been created, visit the discussions tab and introduce yourself on the introduction thread.

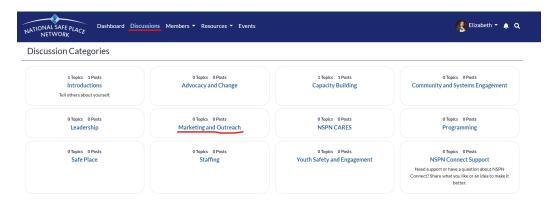


Once you familiarize yourself with the platform and have successfully logged in and set-up your profile, the next step is to visit the discussion thread and begin posting questions and responses in each thread created by others.

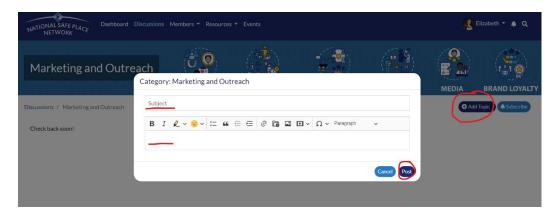


Creating Discussion Topics

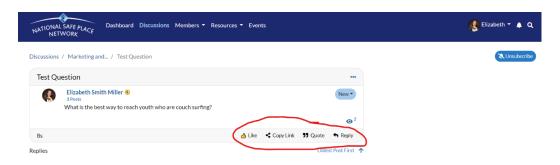
• Click on 'Discussions' in the navigation, then click on the appropriate discussion board.



• Click on "Add Topic" in the right-hand corner to add a question or topic of conversation. Once clicked, add a subject and the content of your post. Click post when ready to publish your question or discussion.



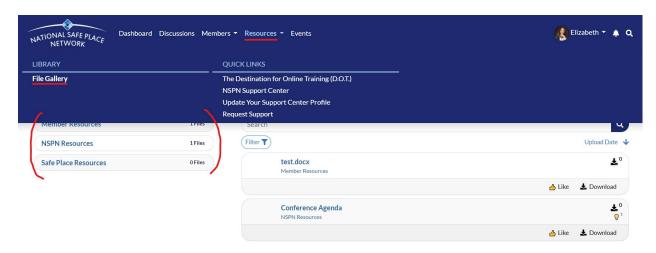
• Engage with others by using the tools at the bottom of each post.



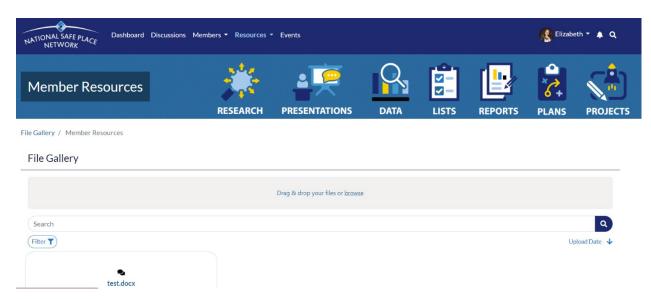


Sharing Resources

• Click on "File Gallery" under the "Resources" in the navigation. You may view or search for resources or add your own by clicking "Member Resources" (or "Safe Place Resources" if you are a staff person of a licensed agency and sharing Safe Place specific resources.).

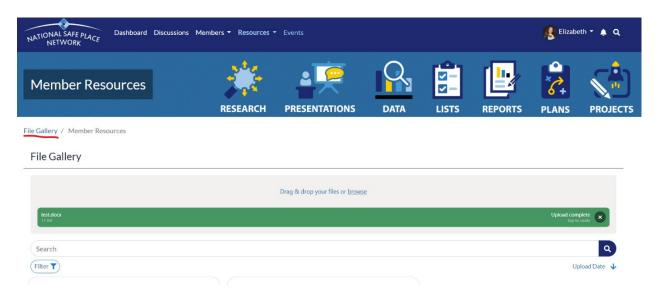


• This will take you to the upload page where you may browse or drag-and-drop your document(s).





• Once you upload your resource, click on "File Gallery" to return to the list of resources.



• View your download by clicking on the upload location. Like or download resources shared by others using the tools provided.

