

Welcome to AACTE's new online community AACTE Connect360.

Setting Up Your Account

From the Connect360 homepage, click on the 'Sign In' button in the top right corner of the screen. You will then be taken to the sign on screen.



If this is your first time logging into the system, select the link below that reads "Can't access your account?".

You will then be prompted to enter your email address. Once you submit, you will receive an email with a link to set up your password.

(Be sure to check your spam folder if you do not receive the email immediately.)

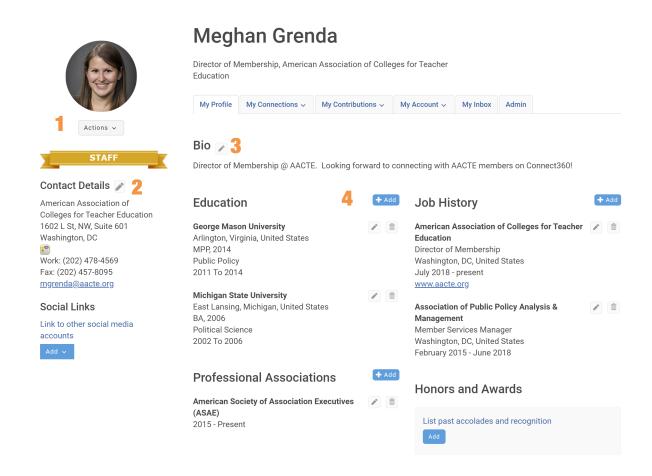
Email	
Password	
Can't access your account?	4
☐ Stay signed in	
Login	
assword	
Please enter your e-mail addro outton below. For security rea I link back to our site. Follow	ess and click the Send Password Link sons, you will be sent an e-mail containing the link in the e-mail to change your
outton below. For security rea	sons, you will be sent an e-mail containing

Setting Up Your Profile

After your first sign in, click on the avatar icon in the top right corner of the page. Then select the 'Profile' button.

From there you will be taken to your profile page where you can add your personal information including:

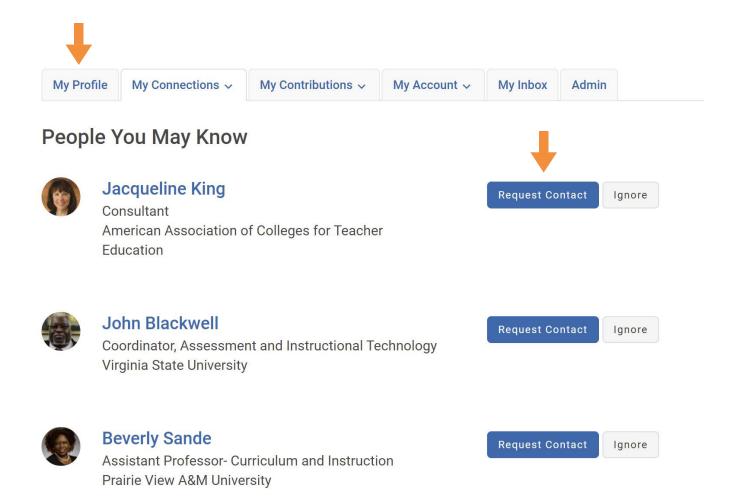
- 1. Profile picture
- 2. Contact information
- 3. Bio
- 4. Additional bio information including education, job history and more.



Making Connections

On your main profile page, there is a tab for 'My Connections'. You can connect with other members from your institution, AACTE staff, as well as other members on AACTE Connect 360.

The system will offer suggestions on users that are likely in your network. You can request to connect with them and they will receive a message so that they can accept the connection request.

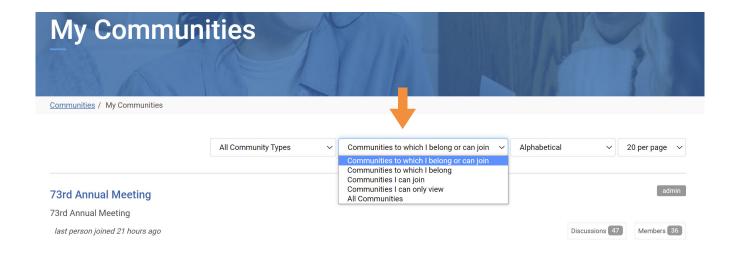


Exploring Communities

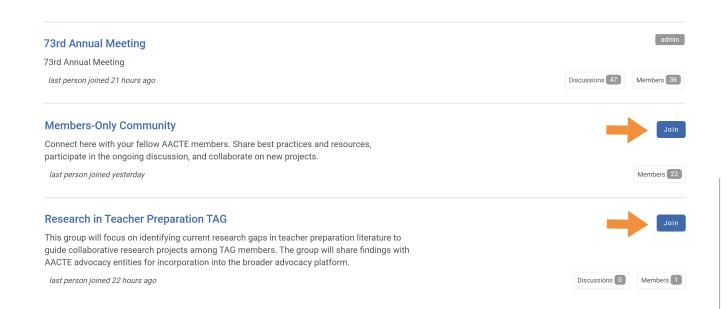
To begin exploring Communities, select 'My Communities' from the drop down menu in the main navigation bar.



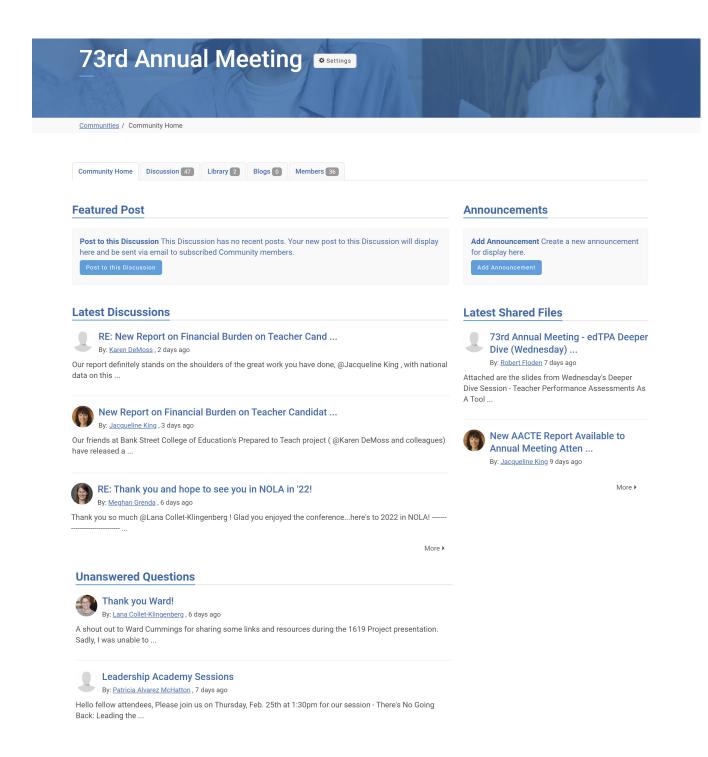
On the communities page, use the second drop down box and select 'Communities to which I belong or can join'.



The page will then be populated with all communities which you are eligible to join. You can browse the list, select your communities of interest, and join.

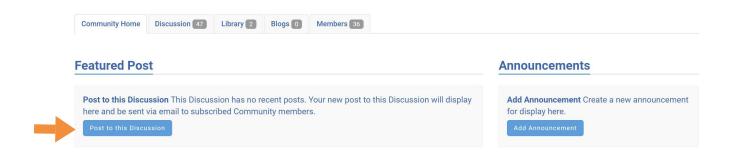


Each community will have a landing page listing featured posts, latest discussions, unanswered questions, announcements, and shared files from the library,

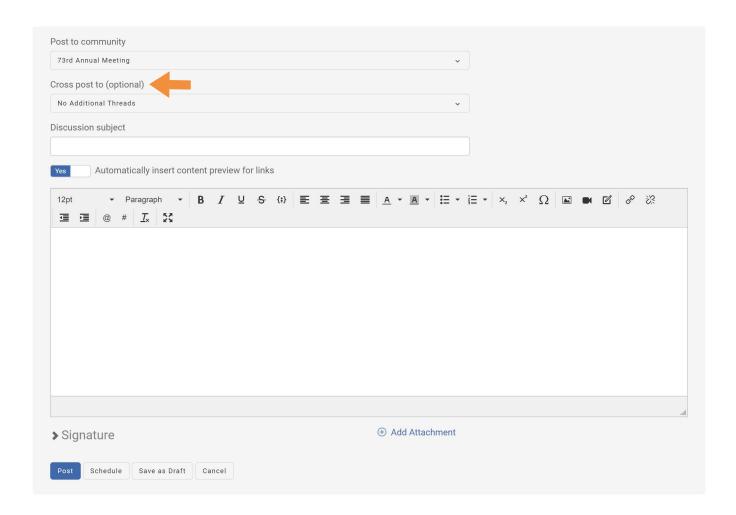


Sharing a Post in a Community

Under the Featured Post section of the community page, there will be a button to post to the discussion.

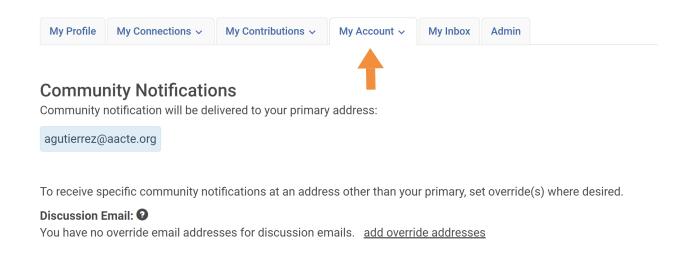


When adding a community post, you have the option to post in one particular community or to cross-post to an additional community.

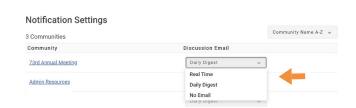


Community Notifications

If you would like to receive digests of community activity, you must set up community notifications in your profile. Go to your profile and select the 'My Account' tab. You will then see your email preferences as well as a list of the communities to which you belong.

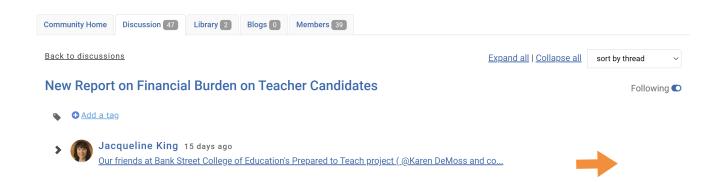


You can choose your notification preferences for each community. Users can opt to receive real time notifications, a daily digest email or no email notifications for that community.



Following a Discussion Thread

If there is a thread in which you have a particular interest, you can choose to follow that thread to stay on top of thread activity. In the top right hand corner of the thread, you will see a 'Follow' button. From there, you can edit your settings.



Exploring the Library

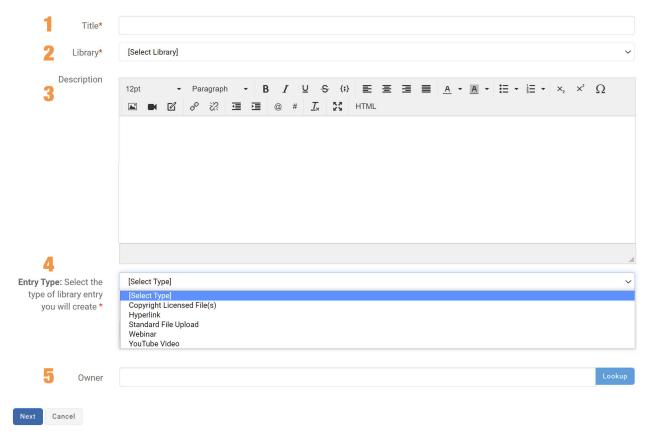
AACTE Connect360 features a library which houses shared resources.



Members can browse uploaded resources as well as upload new resources to share with the AACTE Connect360 community. To upload a new library resource, click on the 'Create New Library Entry' button. You will then be directed to upload your resource.

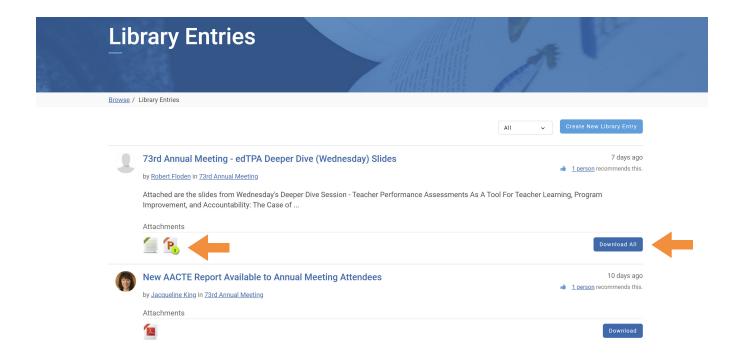


- 1. Enter the resource title.
- 2. Select which community library you are posting in.
- 3. Input the resource description.
- 4. Select the entry type.
- 5. Designate an owner of the resource by entering your email address or the address of another member.



Downloading Resources

You have the option of separately downloading individual files within each entry or downloading them simultaneously as a zip file.

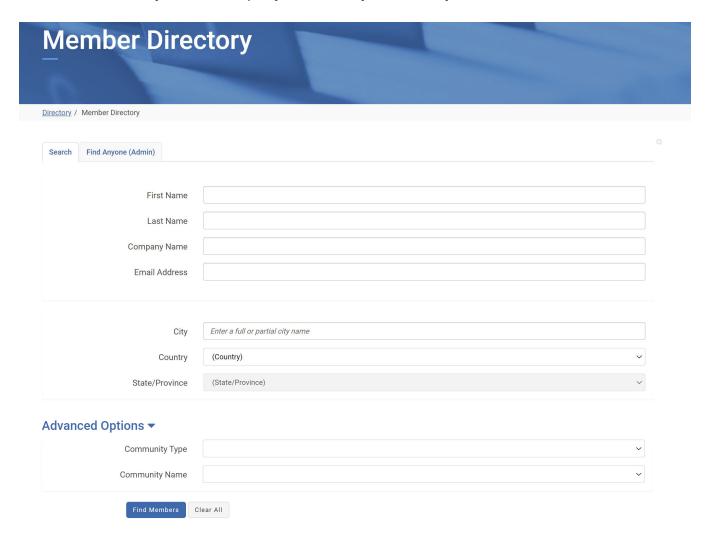


Searching the Member Directory

Find and connect with other members using the AACTE Connect360 Directory.



Search members by name, company, email or by community.



Once you locate a member, you can send them a personal message or add them as a personal contact.

