

# NJCH Communities of Practice - Online User Guide

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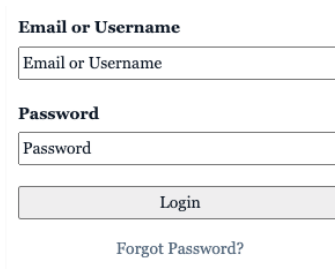
## Information for Users (Participants)

### Registration

- Existing members of the COP groups will have user profiles created for them by the program administrator.
- Login information will be emailed to all users when their user profiles are created.
- New members seeking access should email the program administrator, Sylvester Cruz, at [scruz@njhumanities.org](mailto:scruz@njhumanities.org).
- Users may reset their password any time using the “Forgot Password?” link available on the login page.

### Login

- Visit [njhumanities.org/cop](http://njhumanities.org/cop) to log in and visit the COP Member Forums.
- Enter your username and password.
- After logging in, users will be directed to the user dashboard.

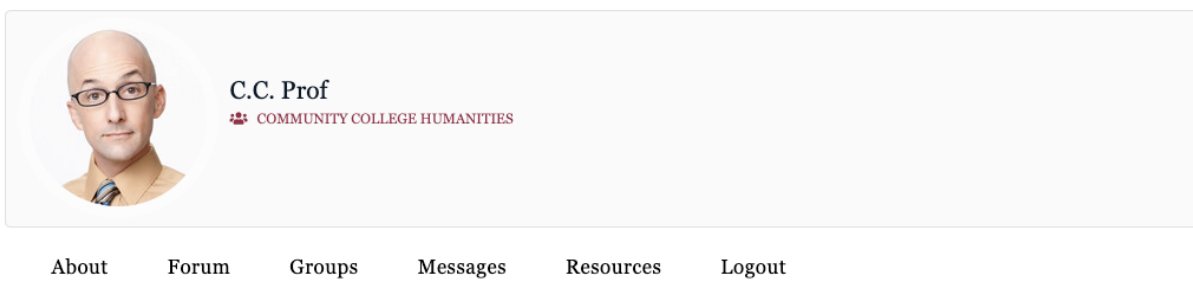



**Email or Username**

**Password**

[Forgot Password?](#)

### User dashboard



 **C.C. Prof**  
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- The user dashboard displays the user’s photo, personal details, and links to the user’s group(s), forum(s), resource sharing page(s), and messaging function.
- Users can update their profile image and personal details by clicking “Edit Profile”
- The “Forum” tab displays the user’s recent forum activity. Clicking topics/replies posted here will lead to the full forum.
- The “Groups” tab displays basic info and a link to the group(s) to which the member belongs. Clicking on the group name/link leads to the group homepage.
- The “Messages” tab allows users to privately message other members of their group(s). Start typing the name of the individual until they appear in the dropdown list. Click the user, type your message, and click the send button. Messages and conversation will display in this interface. (Alternatively, messaging is available on the Group’s Page)
- The Resources tab provides a link to the group’s Resource Sharing page.

## Resource Sharing Page

- This is a dedicated page for sharing files and links with other members of the COP.
- To upload a file, click the “Share your Resource” link at the bottom of the page (screenshot, right).
- Upload a file or enter a URL for your resource.
- Select a relevant category.
- Complete the remaining fields and click the Submit button.
- Submitted files will be immediately viewable to group members.
- To view uploaded files, browse via the category accordion interface on the group’s Resource Sharing Page.

**SHARE YOUR RESOURCE**

Upload your file or paste a URL, using the form below.

No file chosen

Maximum file size: 50 MB

Or enter URL

**Categories**

Oral History & Story Gathering COP Resources

Example (Non-member) Projects

Other

Tools & Resources

Training Opportunities

**Title**

**Description**

## Forum

- This is a classic members-only forum.
- Create topics and replies to get the conversation going!
- Use the “Subscribe” link in the upper right corner and/or the “Notify me of follow-up replies via email” to ensure you don’t miss any of the action.
- Attachments are allowed.

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This forum has 1 topic, 1 reply, and was last updated 3 months, 1 week ago by C.C. Prof.

Viewing topic 1 (of 1 total)

Topic	Voices	Posts	Last Post
Welcome Marked by:  Dan Armstrong	2	2	3 months, 1 week ago C.C. Prof

Viewing topic 1 (of 1 total)

Create New Topic in "Community College Humanities"

**Topic Title (Maximum Length: 80):**

**B I**

**Topic Tags:**

Notify me of follow-up replies via email