



## GCSHE Host Institution Online Community Participant Guide

### Who to Contact for Technical Support and Help

For technical issues or questions, **contact [conference@ashe.org](mailto:conference@ashe.org)**.

- *Please do not use the online community to communicate technical issues or questions regarding Host Institution benefits. We are available during AASHE's Hours of Operation: 9 a.m. - 5 p.m. Eastern Time, Monday through Friday. We will respond to your email within 24 hours during operating business hours.*

### Before You Get Started - 4 Tips for Getting the Most Out of Your Host Community

1. Tell us about yourself by completing or updating your profile.
  - a. Locate the box at the top, right side of the screen, and click the upside-down triangle. Select **"Profile"** to access your information.
  - b. Fill out areas like your bio, education history, and more to help other members find you and get conversations started. Click the pencil or green **"Add"** button next to each bolded category and type in your description.
  - c. Don't forget to upload a picture! Click the grey **"Actions"** button on the screen's left side. You can change or remove your photo. Adding this step enhances the community and helps others get to know you.



**Ms. Nikia Johnson**

Membership Engagement Manager, AASHE

2 new messages

- My Profile
- My Connections
- My Contributions
- My Account
- My Inbox
- Admin

Actions

STAFF

ADVISORY COUNCIL

**Contact Details**

AASHE  
2401 Walnut St, Ste 102  
Philadelphia, PA  
Work Phone Number: 888 347 9997  
ex. 108  
nikia@asashe.org

**Social Links**

Link to other social media accounts

**Bio**

Nikia joined AASHE in 2010 as the Membership Coordinator and now functions as Membership Engagement Manager. She has a master's degree in Public Administration from the University of Louisville and a bachelor's degree in Communications & Information Studies with a minor in Political Science from the University of Kentucky. Prior to joining AASHE, Nikia worked as a Recruiter for the Kentucky Blood Center in Lexington, KY, and was the Community Development Manager for Hermann Park Conservancy in Houston, TX. Nikia's background includes customer service, recruitment, community development, and working with diverse populations.

**Department/Discipline**

Add department/discipline

Add

**Position Type**

- Government or non-profit representative

**Job History**

Provide an overview of employment experience

Add

**Education**

Add



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Change Picture

Remove Picture

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Add

**2. Personalize Your Settings**

- Set the level of communication that works best for you. Change your email preferences, privacy settings, and communication notification frequency under your Profile's **"My Account"** area.
  - Real-time:** sends an email for each community post
  - Daily digest:** sends an email each morning with the previous day's posts
  - No emails:** read and reply to posts through the community without email notifications
- Locate the **"My Account"** tab below your name, title, and organization, and select **Community Notifications**.



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c. Scroll to the bottom of the screen, under Notification Settings.

**Community Notifications**  
Community notification will be delivered to your primary address:  
nikia@ashe.org

To receive specific community notifications at an address other than your primary, set override(s) where desired.

**Daily Consolidated Community Digest:** ☑  
Deliver to your primary address.

**Weekly Consolidated Community Digest:** ☑  
Deliver on Sunday to your primary address.

**Discussion Email:** ☑  
You have no override email addresses for discussion emails. [add\\_override\\_addresses](#)

**Notification Settings**  
[Yes](#)  
Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

15 Communities

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
<a href="#">AASHE AC_Academics</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">AASHE AC_DEI</a>	Real Time	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">AASHE AC_Engagement</a>	No Email	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">AASHE AC_General</a>	Daily Digest	<input type="checkbox"/>	<input type="checkbox"/>

d. Change your email preferences by toggling the arrow in the box next to each of the communities in which you belong.

### 3. Participate in the conversation!

a. Select the **“Participate”** tab > **“Post a message.”** Choose your institution’s name to post to the community, add a discussion subject, create your message and then click the blue **“Post”** button at the bottom of the page.

**Participate**

Help/FAQs  
Post a Message  
Share a File

Thank you for attending GCSHE and participating in Test Campus' Host Institution online community. If you do not already have an AASHE Account, [create one now](#) to access the community.

Please be aware that this is not the conference platform. You will need [to register](#) to attend the conference using your Host Institution promotional code. Reach out to your administrator, [Nikia Johnson](#), to access this private community.

**Latest Discussion Posts**      **Latest Shared Files** [Add](#)

b. To respond to a discussion post, click **“Reply to Discussion”** to send your message to the entire community.

Post to community

GCSHE 2022 Host Community - Test Campus

Cross post to (optional)  
No Additional Threads

Discussion subject

Type your message here, then click the "Post" button below.

Signature [Add Attachment](#)

**Post** Schedule Save as Draft Cancel