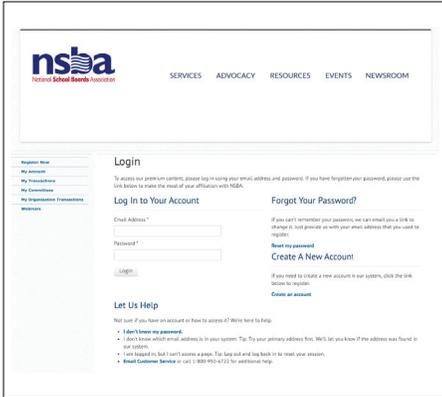


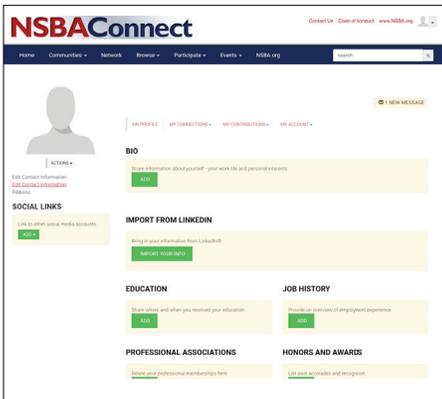


ALL ACCESS ONLINE COMMUNITY GUIDE

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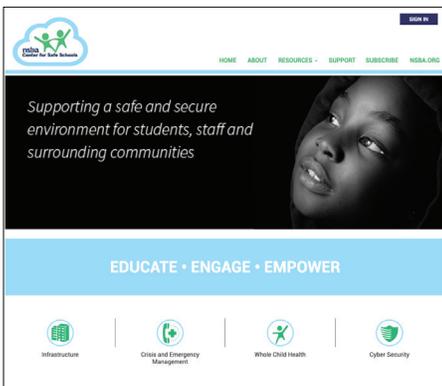


1 To **log in** to the NSBA Center for Safe Schools Online Community, go to <https://www.nsba4safeschools.org/home>. You will be redirected to the NSBA homepage login screen and will need to use your NSBA website login information. If you do not remember your password, please click “Reset my password” under “Forgot Your Password?” and follow the steps to reset it. (Your username is the email that was used to subscribe.)



2 **Set up your profile** by clicking the photo outlines in the right corner and select **Profile**.

Before you set up your profile, visit the My Accounts -> Email Preferences page and select how you want to receive posting notifications. Your options include: Real Time, Daily Digest, or No Email. We encourage you to opt for “Real Time” receipt of emails so that you get timely inquiries from colleagues and notices from the Center for Safe Schools.



3 **Browse documents and discussions on the network.**

- Use the Resources tab on the navigation bar to gain access to Articles, Publications, Webinars, and Subscriber Only Resources.
- You also can access additional resources and information topic area specific by clicking the topic area buttons located on each page of the Center for Safe Schools.
- You can rate documents or recommend them to other members. Try it out!

Real Time – You will receive messages and files as they are posted, directly to your email box. This option allows you to reply to the group or the individual sender. Group responses are added to the discussion thread.

Daily Digest – You will receive a compilation of all daily activity in one email at the end of the day.

No Email – You will NOT receive notification of any postings. This option requires you to login to see the community activity.

4

Discussion Board and Emails

At the bottom of the home page, you will find the Latest Discussions section. Where you can start a discussion or respond to another member's query in the community. You can attach resources, forms, and other documents to your discussion messages. Messages posted to the Discussion Board are emailed to you. From your email, you can reply to the group or reply directly to the sender.



Post a Message

Posting a message to the group is quick and easy.

Simply navigate to **Latest Discussions** at the bottom of the homepage:

- Click Post a Message
- Fill in the Subject Line
- Type your message using the formatting tools.
- If you wish to attach a document, click the Attach button to proceed.

Once your message is composed, you can choose to send or add an attachment. The attachment is automatically added to your Library in the main folder unless you [Edit Library Entry details](#)

Once you attach a document, click Upload and then click Send. All discussion post threads, including responses, are captured and searchable from the main page. You will receive an email in your mailbox when your new messages are sent.

A screenshot of a web interface for attaching files. At the top is a button labeled "ATTACH" with a paperclip icon. Below it is a section titled "Attachment(s)" containing a file named "Cover.jpg" with a trash can icon to its right. A note below the attachment states: "*attachment(s) are automatically saved in the discussion library [Edit library entry details](#)". At the bottom of the interface are two buttons: "SEND" (highlighted in blue) and "CANCEL".

Need support? Reach community support by clicking the **Contact Us** link in the top right corner.