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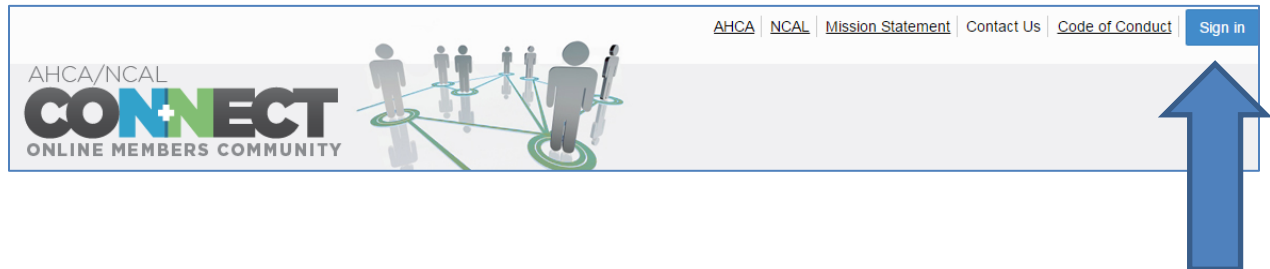
[How to add another person as a contact or send a private message](#)

[How to get help](#)

## How to Access AHCA/NCAL Connect and Sign In

Access AHCA/NCAL Connect at the following address: <http://connect.ahcancal.org>

Sign in to the site - Click the blue **Sign In** button in the top right corner of the screen.



Sign in using your personal AHCA/NCAL User Id and Password. If you can't remember your User Id or Password, click the link at the bottom of the screen and follow the prompts.

The image shows the sign-in page of the AHCA/NCAL Connect website. At the top, it says 'Sign in with your AHCA/NCAL Member user account'. Below this is a red note: 'Note: If you are trying to log into Long Term Care Trend Tracker, please click [here](#)'. Then, it says 'Access to secured website content is for AHCA/NCAL members. To learn about membership, use one of these links. [AHCA](#) [NCAL](#). If you are a member and do not have a login for the site, please send us an email at [update@ahca.org](mailto:update@ahca.org) to obtain a login.' There are two input fields: 'User ID' and 'Password'. Below these is a checkbox labeled 'Remember me on this computer'. At the bottom is a blue button labeled 'SIGN IN'. A large blue arrow points towards the 'SIGN IN' button. At the very bottom, it says 'If you need help retrieving your Username or Password, click [here](#).'

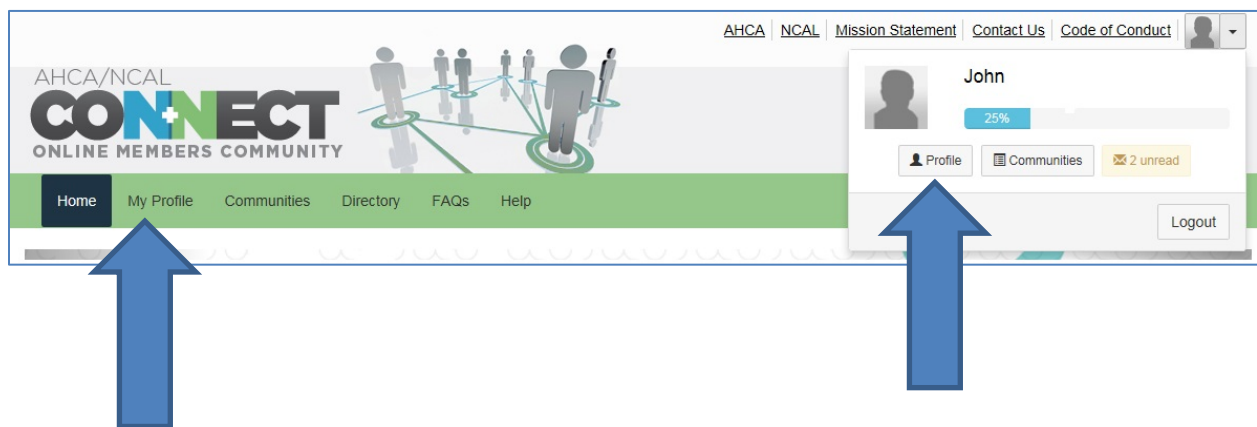
**Please note:** Do not use a shared state login to access AHCA/NCAL Connect. Only your personal account will have access to your communities. Your User Id is most likely your email address.

## How to access your Profile

After you sign in, click the arrow next to your profile picture in the top right corner of the screen.



Click the **Profile** button in the pop-up screen, or select My Profile. Both will take you to your profile screen.



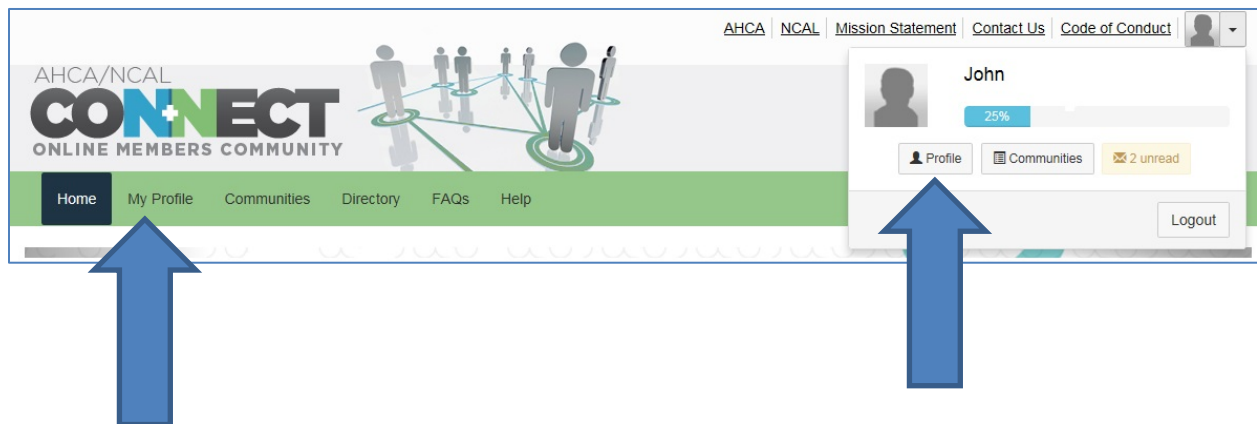
## How to update your profile, change or update your photo, update your contact information or change your password

You can update much of your information in AHCA/NCAL Connect via your **Profile** page.

First, access your **Profile**. After you sign in, click the arrow next to your profile picture in the top right corner of the screen.

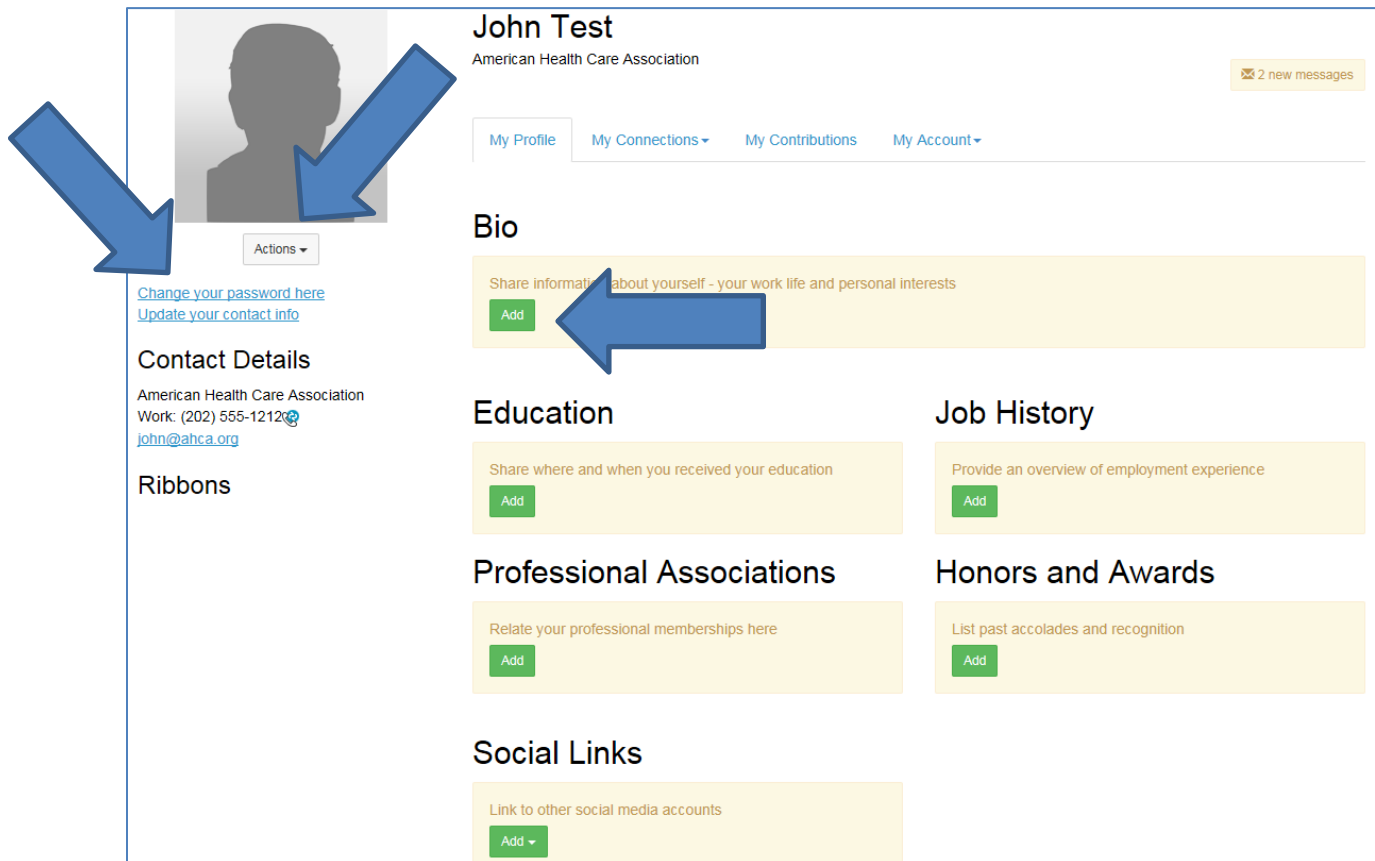


Click the **Profile** button in the pop-up screen, or select My Profile. Both will take you to your profile screen.



## Update your **Profile**.

- Use the green **Add** buttons to update the following:
  - Bio, Education, Professional Associations, Social Links, Job History and Honors and Awards. None of this information is required.
- Click the **Actions** button underneath the stock photo to update your profile picture.
- Click the links on the left to change your password and update your contact information, including your organization or facility.



**John Test**  
American Health Care Association

2 new messages

My Profile My Connections My Contributions My Account

**Bio**  
Share information about yourself - your work life and personal interests  
[Add](#)

**Education**  
Share where and when you received your education  
[Add](#)

**Job History**  
Provide an overview of employment experience  
[Add](#)

**Professional Associations**  
Relate your professional memberships here  
[Add](#)

**Honors and Awards**  
List past accolades and recognition  
[Add](#)

**Social Links**  
Link to other social media accounts  
[Add](#)

**Contact Details**  
American Health Care Association  
Work: (202) 555-1212  
[john@ahca.org](mailto:john@ahca.org)

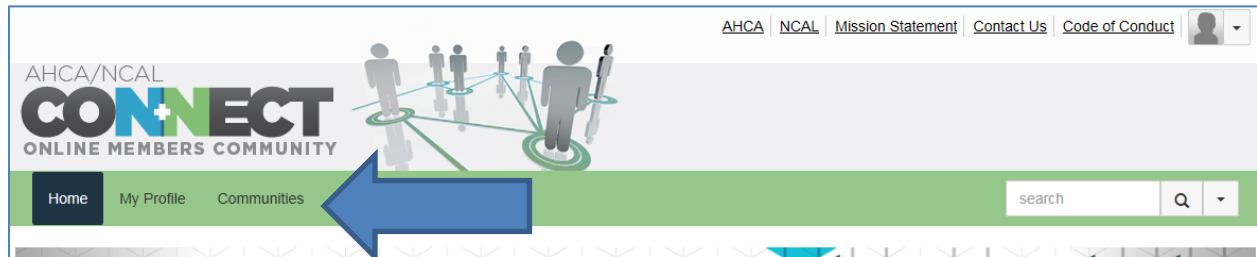
**Ribbons**

[Change your password here](#)  
[Update your contact info](#)

[Actions](#)

## How to access your communities and what does that mean?

If you are reading this, you are likely a member of at least one connected community on AHCA/NCAL Connect. To locate your community home page, [Sign in to AHCA/NCAL Connect](#). Next, click the **Communities** link in the green horizontal menu bar.



Once on the **Communities** listing, you find a list of any community to which you are already a member, or any community you are able to join.

In the example below, this user is a member of the **AHCA/NCAL Connect Staff Liaisons** community as well as the **HAH Members Community**. The **Test Demo Community** is open for membership.

To enter a community to which you already belong, click the **Enter** button. To join a new community, click the **Join** button and follow the prompts.



### Communities

#### AHCA/NCAL Connect Staff Liaisons

The AHCA/NCAL Connect Staff Liaisons Community consists of AHCA/NCAL staff who manage connected communities as administrators, staff liaisons or fellow staff members on a committee, workgroup or other roster with a presence on AHCA/NCAL Connect. This community was created as a way to connect and communicate important information quickly and efficiently.

**member** last person joined 6 minutes ago

Discussions 56 Libraries 0 Members 36

Enter

#### HAH Members Community

This is a demo community to test community use by HAH

**member** last person joined 17 days ago

Discussions 0 Libraries 0 Members 3

Enter

#### Test Demo Community

This community has been created for anyone to join if they want to test out functionality or understand more about AHCANAL Connect.

last person joined a minute ago


Discussions 0 Libraries 0 Members 1

Join


\* If you sign in and don't see any communities listed or you would like to start a community, click the [Contact Us](#) link at the top of the screen and someone will assist you. Currently, there are very few open communities. Most are restricted to official AHCANCAL Committees and other organized groups within AHCANCAL.\*

Once you enter your community, you'll find yourself on the **Community Home** page. This page, shown below displays a collection of all the features of the community on one landing page. There are three tabs in addition to the home page. They are [Discussion](#), [Library](#) and [Members](#).

The screenshot displays the AHCANCAL CONNECT Online Members Community interface. At the top, there is a navigation bar with links for AHCA, NCAL, Mission Statement, Contact Us, and Code of Conduct, along with a user profile icon. Below this is a header section featuring the AHCA/NCAL CONNECT logo and a graphic of people connected by lines. A green navigation bar contains links for Home, My Profile, Communities, Directory, FAQs, and Help, along with a search bar. The main content area is titled "Test Demo Community" and includes a "Settings" button. Below this, there are three tabs: "Community Home", "Discussion" (0), "Library" (0), and "Members" (2). The "Members" tab is currently selected. The "Latest Discussion Posts" section shows a message to post to the discussion, and the "Latest Shared Files" section shows a message to create a library entry. At the bottom, the "Current Members" section displays "2 Members" and includes a "Show Community Administrators" button and a "24 per page" dropdown menu.

AHCA | NCAL | [Mission Statement](#) | [Contact Us](#) | [Code of Conduct](#) 

AHCA/NCAL  
**CONNECT**  
ONLINE MEMBERS COMMUNITY

Home My Profile Communities Directory FAQs Help search 

## Test Demo Community

[Community Home](#) [Discussion](#) 0 [Library](#) 0 [Members](#) 2

### Latest Discussion Posts

**Post to this Discussion** This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.


[Post a Message](#)



### Latest Shared Files

**Create a Library Entry** This Library has no recent entries. Add a file or multimedia through a new Library Entry.

[Create a Library Entry](#)

#### Current Members

**2 Members** [Show Community Administrators](#) 24 per page 

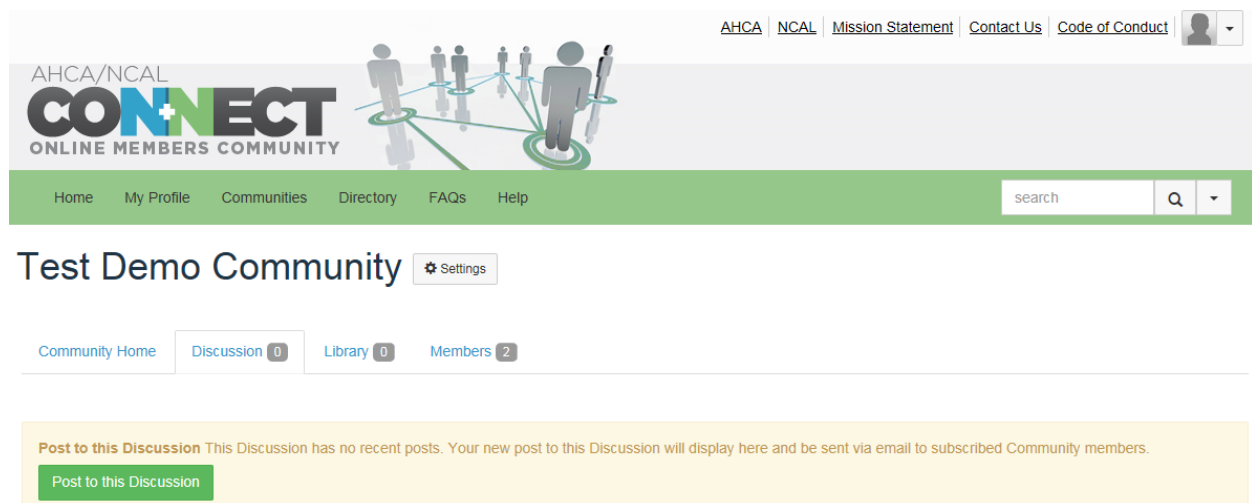
## How to create a discussion post or respond to one

Creating a discussion post and engaging in a discussion is the best way to connect with your fellow community members.

First, [Sign in to AHCA/NCAL Connect](#) so you can see your personalized content.

Next, [select your community](#).

On your community discussions page, you'll see any discussions that have already been posted. In the example below, this **Test Demo Community** does not have any discussion threads yet.

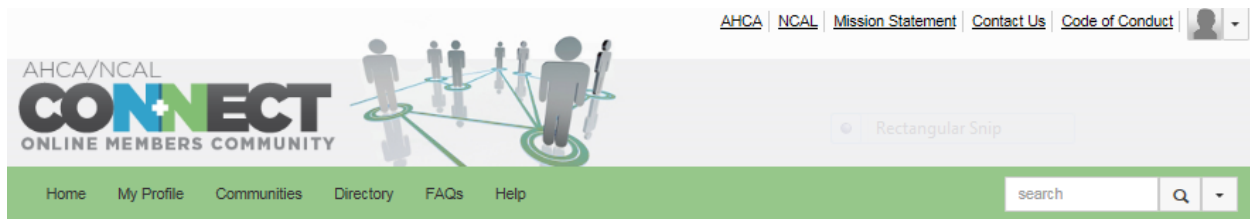


To start a discussion, simply click the green **Post to this Discussion** button.

You will then be presented with a screen where you can compose your message and send. This screen allows you to enter a subject line, compose a message, edit the message with formatting options and



also allows for file attachments.



## Post a Message

To:

Cross Post To:

From:

Subject:

☒ Yes ☐ Automatically insert content preview for links

File Edit Insert View Format Table Tools

← → Formats **B** *I* [List Icons] [Link Icon] [Code Icon] [Image Icon]

p

Signature

John Test  
American Health Care Association  
john@ahca.org

Attachment(s)

When you are finished composing your message, click **Send**.

Your message and a link to any attachments will display on the **Discussions** page.

AHCA/NCAL  
**CONNECT**  
ONLINE MEMBERS COMMUNITY

Home My Profile Communities Directory FAQs Help search Q

## Test Demo Community

Community Home Discussion **1** Library **1** Members **2**

1 to 1 of 1 threads (1 total posts) 50 per page **Post New Message**

Thread	Subject	Replies	Last Post
	<a href="#">Test message</a>	0	33 seconds ago by <a href="#">John Test</a>

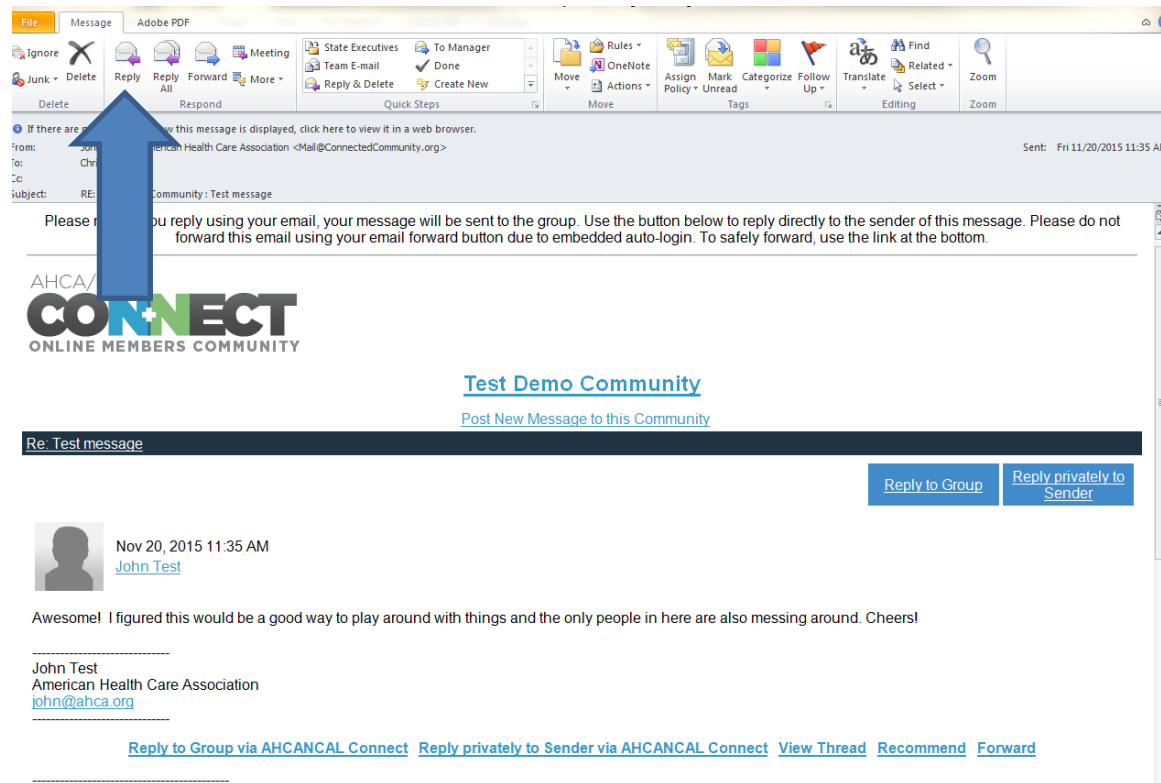
Additionally, your message will be sent to your fellow community members with an email notification as long as they have subscribed to the notifications. Everyone by default is set up to subscribe to the discussion notifications in real time. [Make sure you are receiving discussion notifications](#) with the frequency you prefer. You can change the frequency it at any time.

If you are wondering how to tell who else is in your community, [click on the Members tab in that community](#) or click on your community home page and scroll to the bottom.

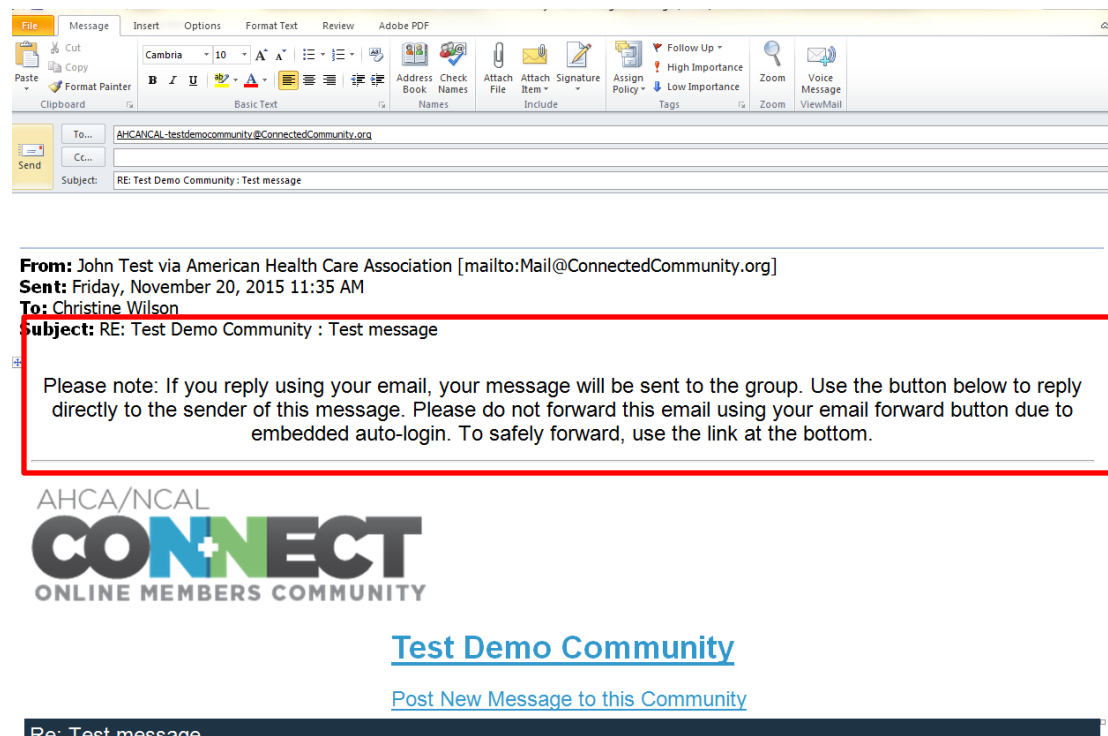
Once others respond to your message, you'll see them listed on the **Discussion** page as well. Any attachments show as a small paperclip icon to the left of the message. Additionally, any attached files are automatically saved in the community [Library](#) for later reference.

Another way to respond to a message is via email, providing you are subscribed to receive discussion notifications. Below is a screen shot of a discussion email notification where you can take a few different actions by using the buttons in the email.

You can reply to the group using your email reply button however **use caution with this**, as it functions like a reply-all.

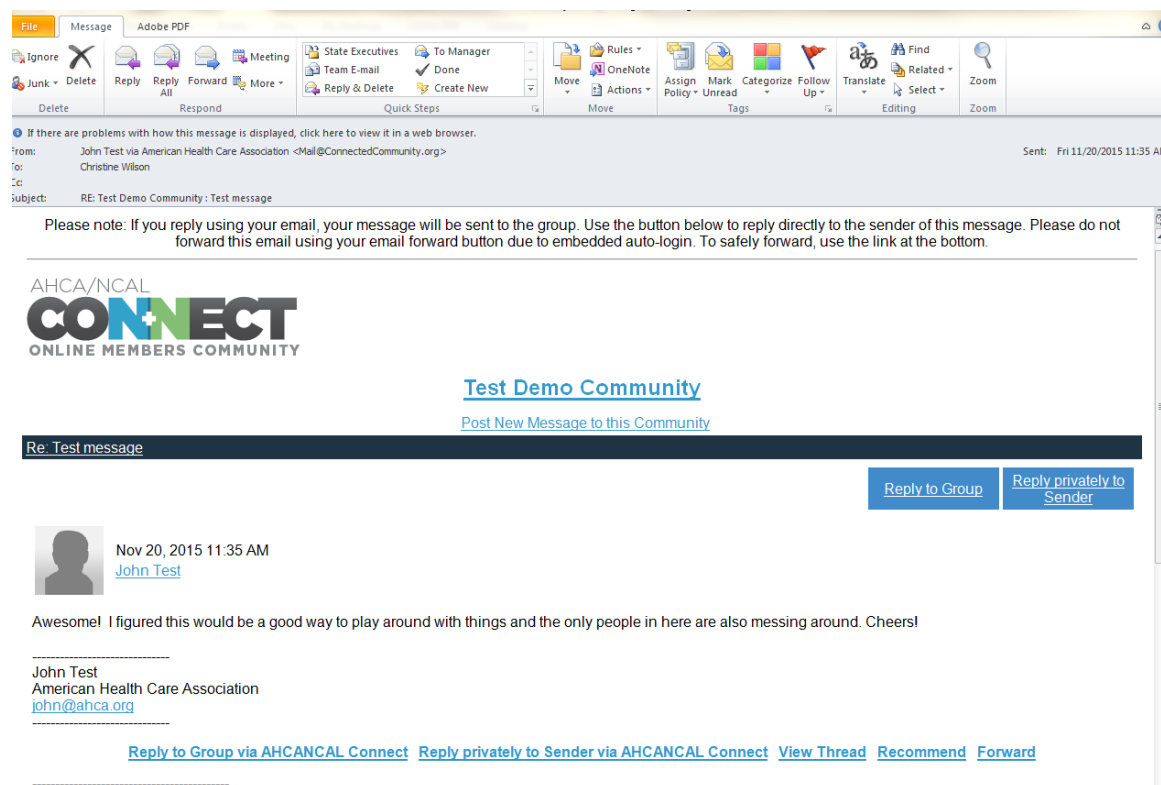


Note the address in the "To" field in the message below using the Outlook reply button.



A safer and more intuitive way to respond to the discussion is to use the buttons and links in the email.

- Use the **Reply to Group** button to send a message back to the group via your email.
- Use the **Reply privately to Sender** button to send a message only to the originator of this message via your email.
- Click the **Post New Message to the Community** to easily start a brand-new unrelated discussion post in this community via your email.
- You can also enter your community by clicking on the Community Name (in this case, **Test Demo Community**). This will take you to the community home page.
- The links at the bottom will direct you to the website at <http://connect.ahcancal.org> to take these same actions.



File Message Adobe PDF

Ignore X Delete Reply Reply All Forward More Meeting State Executives To Manager Team E-mail Done Reply & Delete Create New Quick Steps Move OneNote Assign Mark Categorize Follow Up Translate Find Related Select Zoom

If there are problems with how this message is displayed, click here to view it in a web browser.

From: John Test via American Health Care Association <Mail@ConnectedCommunity.org> Sent: Fri 11/20/2015 11:35 AM  
To: Christine Wilson  
Subject: RE: Test Demo Community: Test message


Please note: If you reply using your email, your message will be sent to the group. Use the button below to reply directly to the sender of this message. Please do not forward this email using your email forward button due to embedded auto-login. To safely forward, use the link at the bottom.

AHCA/NCAL  
**CONNECT**  
ONLINE MEMBERS COMMUNITY

[Test Demo Community](#)  
[Post New Message to this Community](#)

Re: Test message

[Reply to Group](#) [Reply privately to Sender](#)

 Nov 20, 2015 11:35 AM  
[John Test](#)

Awesome! I figured this would be a good way to play around with things and the only people in here are also messing around. Cheers!

John Test  
American Health Care Association  
[john@ahca.org](mailto:john@ahca.org)

[Reply to Group via AHCANCAL Connect](#) [Reply privately to Sender via AHCANCAL Connect](#) [View Thread](#) [Recommend](#) [Forward](#)

## How to share a document

To share a document, the best way is to [post a message to your community and attach a file](#). This way, everyone in your community will be notified via a discussion email notification, [providing each person is subscribed](#).

## How to browse the library and access documents

To browse your community library, first make sure you are [signed in to AHCA/NCAL Connect](#).

Next, [select the community](#) you wish to browse.

To locate the community library, click on the **Library** tab.

The screenshot displays the AHCA/NCAL Connect Online Members Community interface. At the top, there is a navigation bar with links for AHCA, NCAL, Mission Statement, Contact Us, and Code of Conduct, along with a user profile icon. Below this is a green header bar with the AHCA/NCAL CONNECT logo and the text 'ONLINE MEMBERS COMMUNITY'. A navigation menu includes Home, My Profile, Communities, Directory, and FAQs, with a search bar on the right. The main content area is titled 'Test Demo Community' and features a sub-navigation bar with tabs for Community Home, Discussion (4), Library (1), and Members (3). A blue arrow points to the Library tab. Below the tabs, a message states: 'Please note that if you add a library entry directly to this library, this will not generate an email notification to subscribed members. If you would like to notify other members, please post in the discussion group and attach a file. If you have any questions about this, please [contact us](#). Thank you.' Below this message, there is a '1 Entries' section. A blue arrow points to the 'Library' tab, and another blue arrow points to the 'Folder Contents' section. The 'Folder Contents' section shows a list of folders, with 'Test Demo Community' selected. Below the folder list, there is a 'Folder Contents' section showing a list of files, with 'Test message' selected. A blue arrow points to the 'Test message' file.

In your community library you can find any files that have been shared within your community.

Some communities have different folders. In this Test Demo Community, there is only one folder, where all the files are located. To open one of the files, either double-click on the file name or single-click to highlight the file name and then click the **View** button. From the next screen you can either click the link for the file to open it, or click the **Download** button.

# Test Demo Community Settings

[Community Home](#) [Discussion 4](#) [Library 1](#) [Members 3](#)

## Test message

0 [Recommend](#)

59 minutes ago



[John Test](#)

### Statistics

0 Favorited  
3 Views  
1 Files  
0 Shares  
0 Downloads

[Actions](#)

### Attachments



[This is a test file.docx](#)

12K

1 version

[Download](#)

### Comments

You can also take a number of other actions by clicking the blue **Actions** button on the right, although this is not required for general use. Feel free to explore the options.

## How to find out who is a member of your community

When you engage in your community, participate in discussions or share documents, you are engaging with your fellow community members. To see who is a member of your community, first [Sign in to AHCA/NCAL Connect](#) so you can see your personalized content. Next, [select your community](#). Once on your community home page, either scroll down to the bottom of the page, or for a more clear view, select the **Members** tab to view everyone who has access to your community.

### Test Demo Community ⚙️ Settings

[Community Home](#) [Discussion 4](#) [Library 1](#) [Members 3](#)

First Name

Last Name

Company Name

Email Address




Find Members

Clear All

Showing 1 to 3 of 3

Name A-Z



Show All

	<a href="#">Joe DiMinico</a>	<b>Hillcrest Country Estates</b> Lead Guide 6082 Grand Lodge Ave Papillion, NE
	<a href="#">John Test</a>	<b>American Health Care Association</b>
	<a href="#">Christine Wilson</a>	<b>American Health Care Association</b>




You can also click on the member's name to see their profile.

[AHCA](#) | [NCAH](#) | [MISSION STATEMENT](#) | [CONTACT US](#) | [CODE OF CONDUCT](#)



Home | My Profile | Communities | Directory | FAQs | Help

search



Actions

[Change your password here](#)  
[Update your contact info](#)

**Contact Details**  
American Health Care Association  
Work: (202) 555-1212  
[john@ahca.org](mailto:john@ahca.org)

**Ribbons**

**John Test**  
American Health Care Association  
3 new messages

My Profile | My Connections | My Contributions | My Account

**Bio**  
Share information about yourself - your work life and personal interests

**Education**  
Share where and when you received your education

**Job History**  
Provide an overview of employment experience

**Professional Associations**

**Honors and Awards**

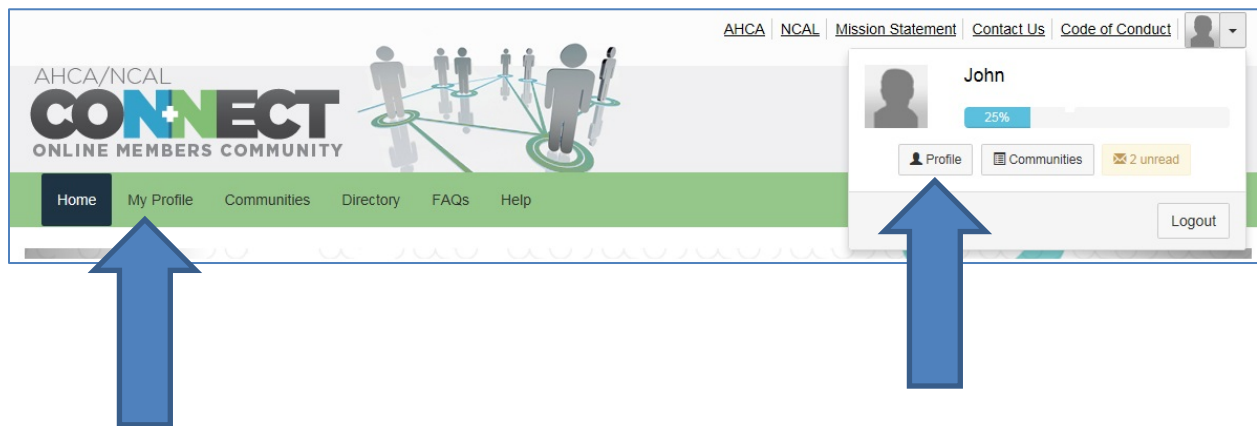
To [access your own profile](#) or control what others can see on your profile by adjusting your privacy settings, [follow these instructions](#).

## How to adjust your discussion subscription notification settings

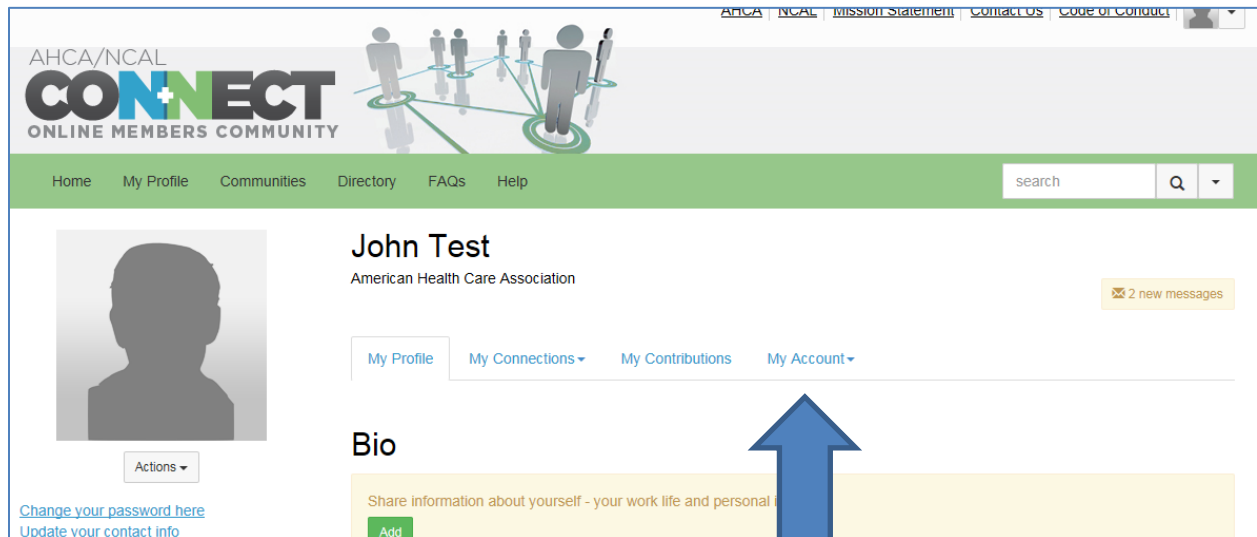
You have the ability to adjust the frequency of your discussion notification settings. Review them by first accessing your **Profile**. After you sign in, click the arrow next to your profile picture in the top right corner of the screen.



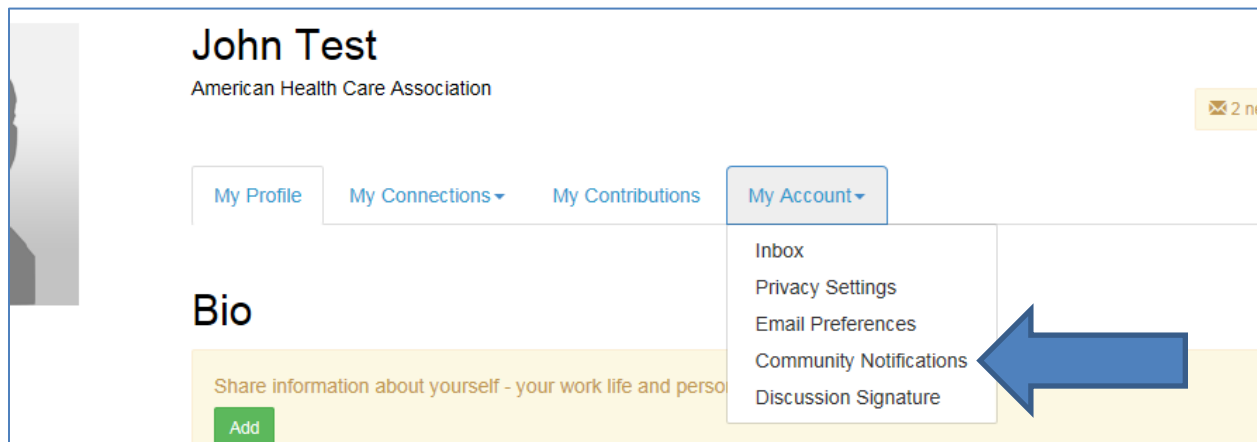
Click the **Profile** button in the pop-up screen, or select My Profile. Both will take you to your profile screen.



Once on your profile, click on **My Account**



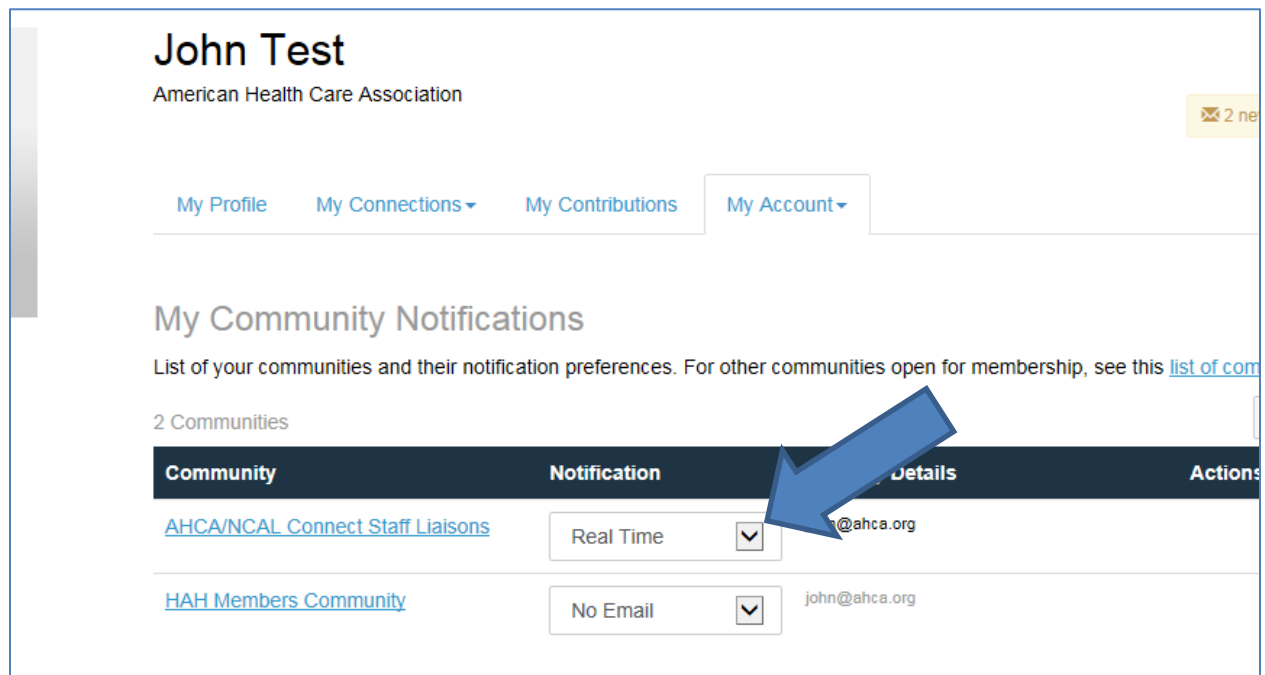
A drop-down menu will appear. Click **Community Notifications**



Once on the **Community Notifications** page, select a **Notification** frequency for the community you wish to change by using the drop down arrow that corresponds with each community.

Choices are the following:

- **Real Time** – Receive an email notification immediately if a discussion message is posted in that community. We suggest selecting **Real Time** notifications for the best user experience.
- **Daily Digest** – Receive at most, only one email notification with a recap of the prior day's activity including links and options to respond by email
- **No Email** – You will not receive any notification if there is any activity in your community. We do not recommend this option as it is likely you will miss important communication.



**John Test**  
American Health Care Association

My Profile My Connections▼ My Contributions My Account▼

### My Community Notifications

List of your communities and their notification preferences. For other communities open for membership, see this [list of communities](#)

2 Communities

Community	Notification	Details	Actions
<a href="#">AHCA/NCAL Connect Staff Liaisons</a>	Real Time <input type="button" value="v"/>	<a href="#">@ahca.org</a>	
<a href="#">HAH Members Community</a>	No Email <input type="button" value="v"/>	<a href="#">john@ahca.org</a>	

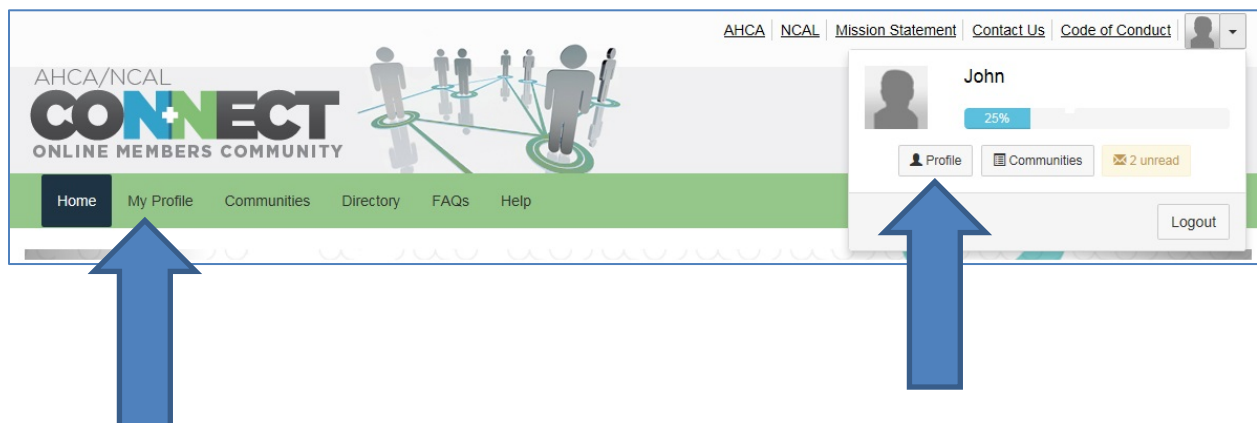
## How to adjust your privacy settings

Your privacy settings are set by default and include members only access to information in your profile with a few exceptions. You may review these settings and change them at any time. To review your privacy settings, use the following steps.

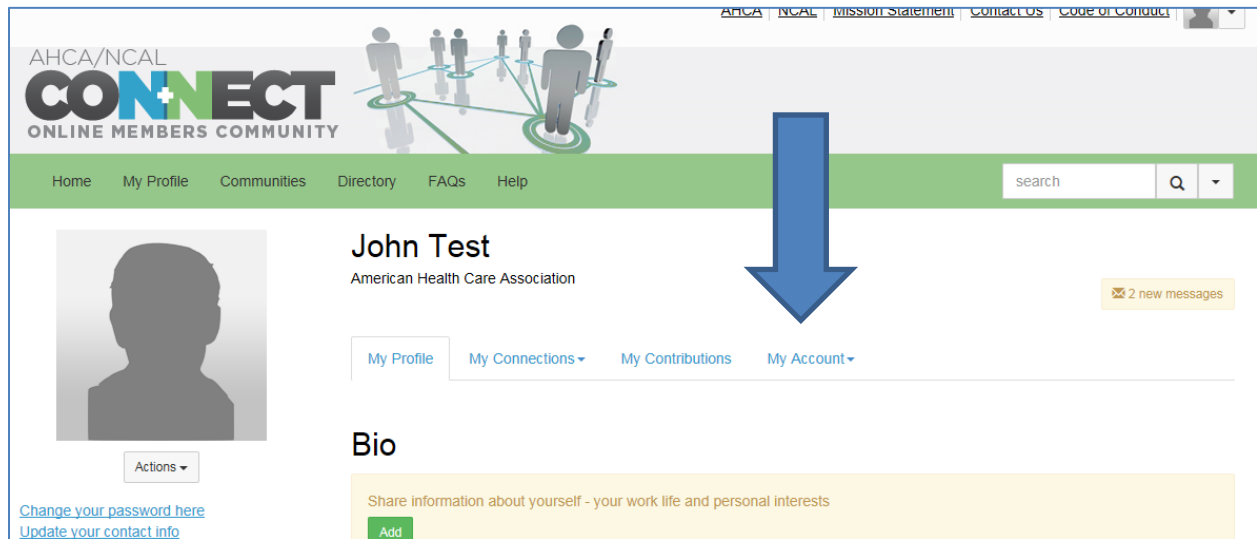
First, access your **Profile**. After you sign in, click the arrow next to your profile picture in the top right corner of the screen.



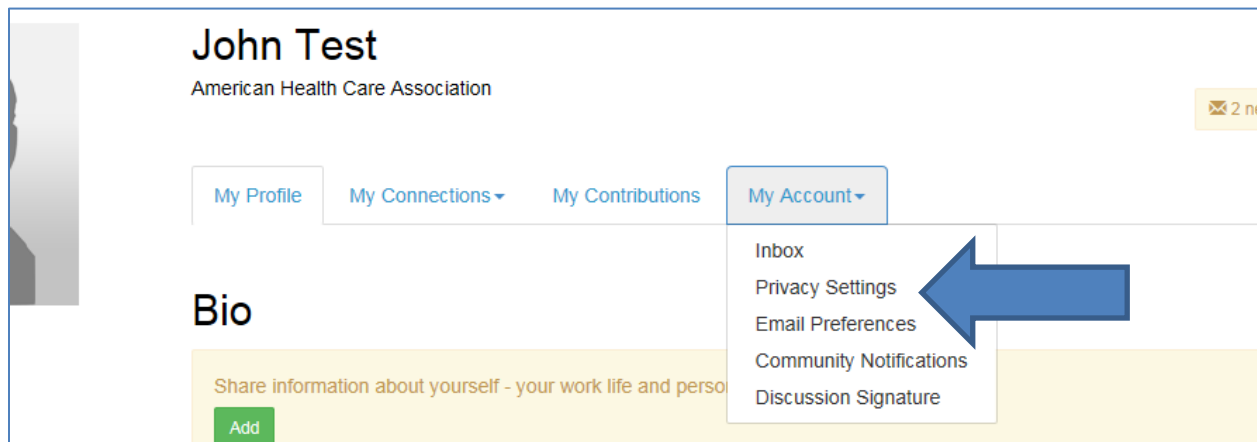
Click the **Profile** button in the pop-up screen, or select **My Profile**. Both will take you to your profile screen.



Once on your profile, click on **My Account**



A drop-down menu will appear. Click **Privacy Settings**



Review your default settings. Options include the following:

At the top, there is an option to be included in the member directory for AHCA/NCAL Connect. We suggest you leave this option set to **Yes**. To restrict access to specific pieces of data, change anything you would like to change, scroll to the bottom and click the **Save** button. Options include the following for each piece of data:

- **My Contacts** – indicating this data is available only those people who you have added as a contact, or have accepted a contact request
- **Members only** – indicating that data is available to AHCANCAL members who have access to AHCA/NCAL Connect.
- **Public** – we do not suggest you select **Public** for anything as this surfaces that piece of data to view on the World Wide Web.
- **Only Me** – Nobody will be able to view this piece of data except you.

[My Profile](#) [My Connections ▾](#) [My Contributions](#) [My Account ▾](#)

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## Privacy Settings

Your profile may be accessed through the member directory and community rosters. You have control over the information on your profile.

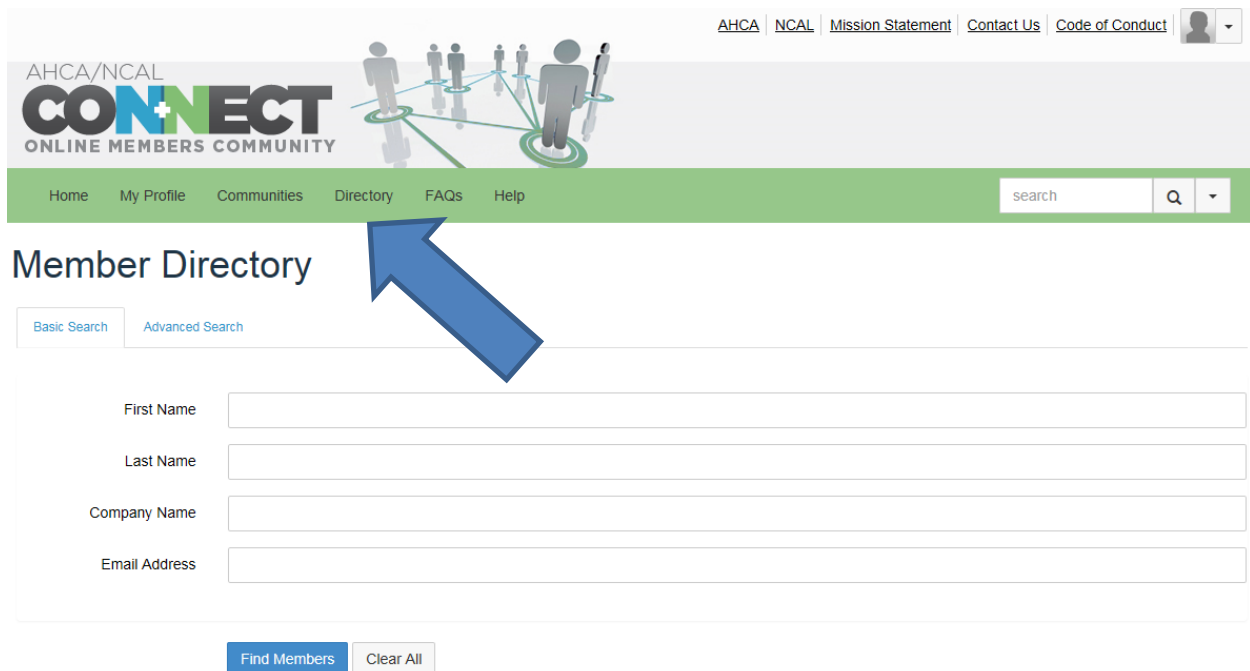
I would like to be included in the member directory and community rosters: ☒ Yes ☐

Picture	<div><div>My Contacts</div><div>Members Only</div><div>Public</div><div>Only Me</div></div>
My Networks	Members Only <input type="button" value="v"/>
Company Information	Members Only <input type="button" value="v"/>
Job Title and Department	Members Only <input type="button" value="v"/>
Address Lines	Members Only <input type="button" value="v"/>

## How to add another member as a contact or send a private message

You can only add someone as a contact if that person allows requests. All privacy options are by default set to be protected and to not allow contact requests. This protects our members' privacy. [Every member may update their privacy settings to allow contact requests.](#) To check, find the person you would like to add. You can locate the person you would like to add in two ways. First, by finding their profile, either by searching the **Directory** or locating the member or by selecting another member's profile [via the Members tab](#) in your community.

To search the directory, select the **Directory** link in the green horizontal bar.



The screenshot shows the AHCA/NCAL CONNECT Online Members Community website. At the top, there is a navigation bar with links: AHCA, NCAL, Mission Statement, Contact Us, and Code of Conduct. Below this is a green horizontal bar with navigation links: Home, My Profile, Communities, Directory, FAQs, and Help. A large blue arrow points to the 'Directory' link. To the right of the navigation bar is a search box with the text 'search' and a magnifying glass icon. Below the navigation bar, the 'Member Directory' section is visible. It includes a search form with fields for First Name, Last Name, Company Name, and Email Address. At the bottom of the form are two buttons: 'Find Members' and 'Clear All'.

Member Directory

Basic Search Advanced Search

First Name

Last Name

Company Name

Email Address

Find Members Clear All
















In this case, a search on the letter C in the first name field and Wilson in the last name field returned the following results.

Back to Search Options

Showing 1 to 7 of 7

Name A-Z ▾ Show All ▾

	<a href="#">Cara Wilson</a>	<b>Tower Road Healthcare &amp; Rehab Center</b> DIR SOCIAL SVC  26 Tower Rd NE Marietta, GA United States	
	<a href="#">Carolyn Wilson</a>	<b>Golden Living Center - Brook Manor</b> Executive Director  519 Brookman Dr Brookhaven, MS United States	
	<a href="#">Cathy Wilson</a>	<b>Ambassador Manor Nursing Center</b> VP OF CLINICAL SERVICES  1340 E 61st St Tulsa, OK	
	<a href="#">Christine Wilson</a>	<b>American Health Care Association</b> Sr. Manager, Business Systems  1201 L St NW Washington, DC United States	<div>Send Message</div> <div>Add as Contact</div>
	<a href="#">Cindy Wilson</a>	<b>Life Care Center of Crossville</b> Administrator  80 Justice St Crossville, TN United States	
	<a href="#">Craig Wilson</a>	<b>Extendicare Health Services, Inc.</b> Administrator  444 W. Main St	



In this result set, only one person has set their [Contact Me options in their profile to allow contact from other members](#). To add this person as a contact, simply click the **Add as Contact** button and your request will be sent.

To send that person a message, click the **Send Message** button. Your message will be sent privately.

Once your contact request has been accepted, you can view your contacts [on your own profile](#), by clicking on **My Connections** and **Contacts**.



Actions ▾

[Change your password here](#)  
[Update your contact info](#)

### Contact Details

American Health Care Association  
Work: (202) 555-1212  
[jn@ahca.org](mailto:jn@ahca.org)

### Libbons

## John Test

American Health Care Association

✉ 3 new messages

[My Profile](#)

[My Connections ▾](#)

[My Contributions](#)

[My Account ▾](#)

Contacts

Networks

Communities

### Bio

Share information about yourself - your life and personal interests

[Add](#)

### Education

Share where and when you received your education

[Add](#)

### Job History

Provide an overview of employment experience

[Add](#)

By adding contacts, you can easily message your contacts anytime.

## How to get help

Getting help is easy! You don't even need to be logged in. Simply go to the top of the screen and click Contact Us. Fill out the short form and someone will get back to you promptly.

