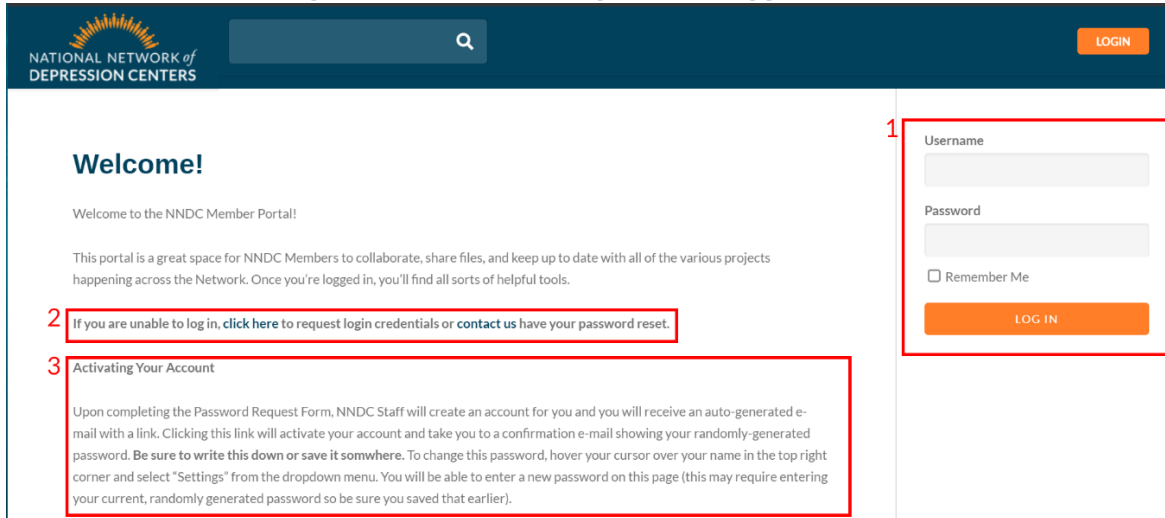


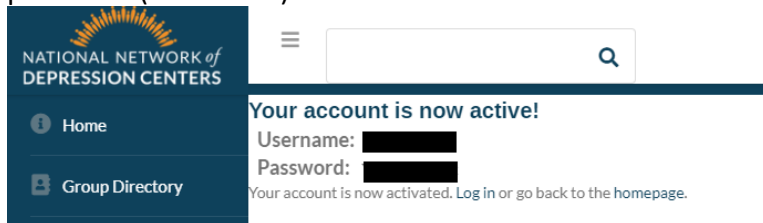
NNDC Member Portal Photo Walkthrough

A. Main Portal Page (member.nndc.org) – Not Logged In

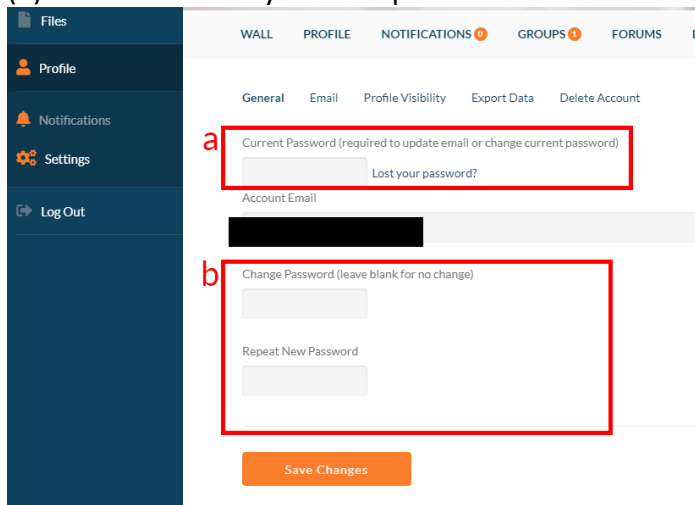


1. Login Panel

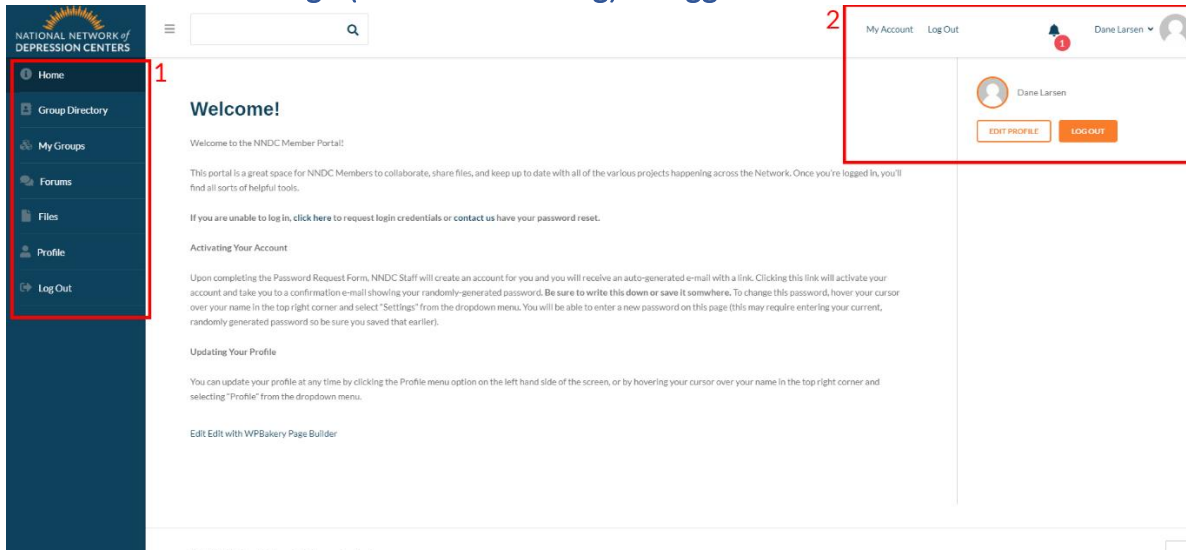
- Links to a **request form** for those who do not have login credentials, or our **contact form** for those who need their password reset
- Tips for activating your account:** Upon completing the Password Request Form, NNDC Staff will create an account for you and you will receive an auto-generated e-mail with a link. Clicking this link will activate your account and take you to a confirmation page showing your randomly-generated password (see below).



Be sure to write this down or save it somewhere (it will also be automatically e-mailed to you as well). To change this password, hover your cursor over your name in the top right corner and select "Settings" from the dropdown menu (See image below). You will be able to set a new password on this page by entering your current randomly-generated password (a) and then choosing a new password (b). Be sure to save your new password somewhere so you can login again after you leave!

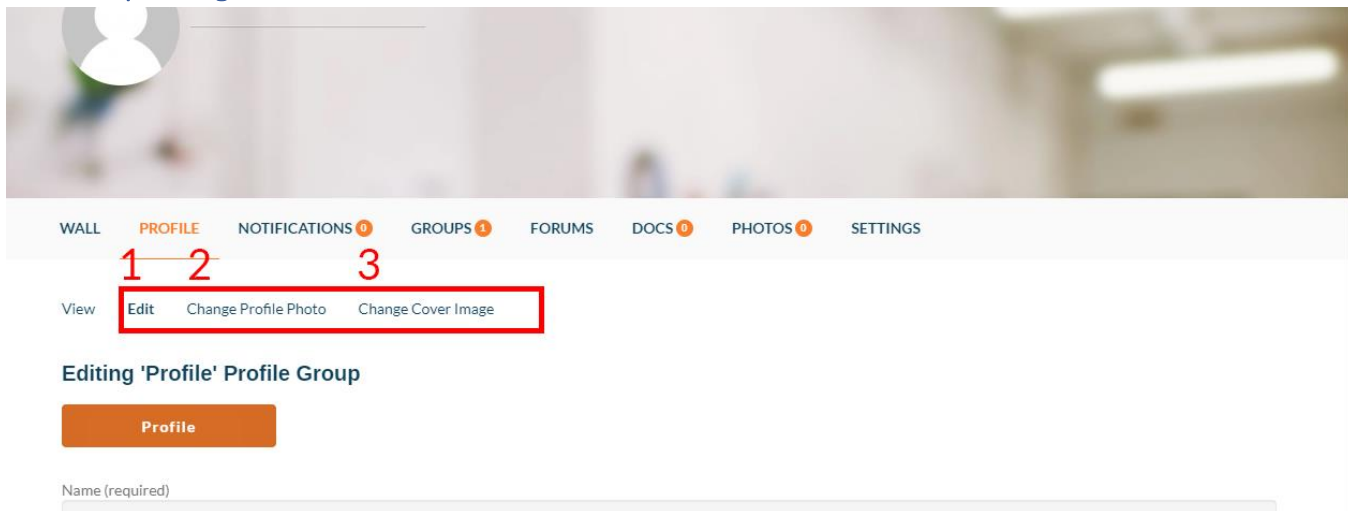


B. Main Portal Page (member.nndc.org) – Logged In



1. **Main Navigation Panel:** Use this panel to navigate to different pages in the Member Portal. By clicking the 3 lines at the top (just above the number 1 in the image) you can minimize the navigation panel. Click the three lines again to restore the navigation panel.
2. **Account Settings:** The top right corner of the site contains several different options for accessing your account settings. Clicking My Account will take you to your main profile page. Hovering over your name in the top right and select Settings from the dropdown menu to access the password change form. Clicking the Edit Profile from the right side of the screen will allow you to update your profile.

C. Updating Your Profile



1. **Edit:** This first option allows you to edit various profile details, including how your name is displayed in forum posts, your Member Center, which Task Groups you participate in, and links to social media profiles. All of these fields are optional, and you can change the visibility of each profile field individually (so, for example, you can make your Member Center and Task Groups public, but your social media links private).
2. **Change Profile Picture:** Upload a headshot to use as your profile picture
3. **Change Cover Image:** Upload a cover image to customize your profile page (similar to Facebook).

D. Group Directory

The screenshot shows the NNDC Group Directory interface. On the left is a navigation menu with options like Home, Group Directory, My Groups, Forums, Files, Profile, and Log Out. The main content area has a search bar and a filter dropdown set to 'LAST ACTIVE'. Below this are two tabs: 'ALL GROUPS' (highlighted with a red box and '1') and 'MY GROUPS' (highlighted with a red box and '1'). A list of groups follows, with the first three highlighted by a red box and labeled '2': 'NNDC MEMBERS' (5 members), 'MOOD OUTCOMES PROGRAM' (1 member), and 'CHILD AND ADOLESCENT MOOD DISORDERS TASK GROUP' (2 members). To the right of the list are three buttons: 'Leave Group' (highlighted with a red box and '3'), 'Join Group', and another 'Join Group' button.

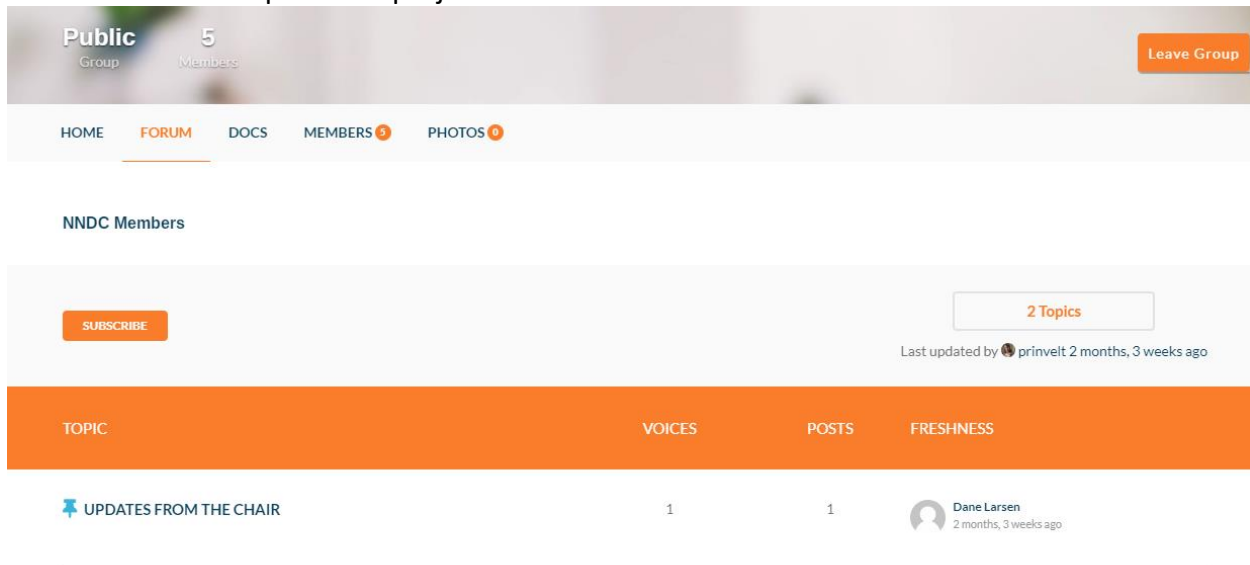
1. **Filter** the list below to include all groups, or only those groups of which you are a member. Note: You can also see all the groups you are a member of by clicking “My Groups” on the main navigation panel.
2. **List of all groups** – note that some groups will be private and are only visible to members. Public groups are visible to anyone who is logged in, regardless of whether or not they are members of those groups. All accounts will be automatically added to the NNDC Members group.
3. **Join/Leave group** – you can use these buttons to join a group you would like to participate in, or leave a group you are no longer participating in.

E. Group Navigation

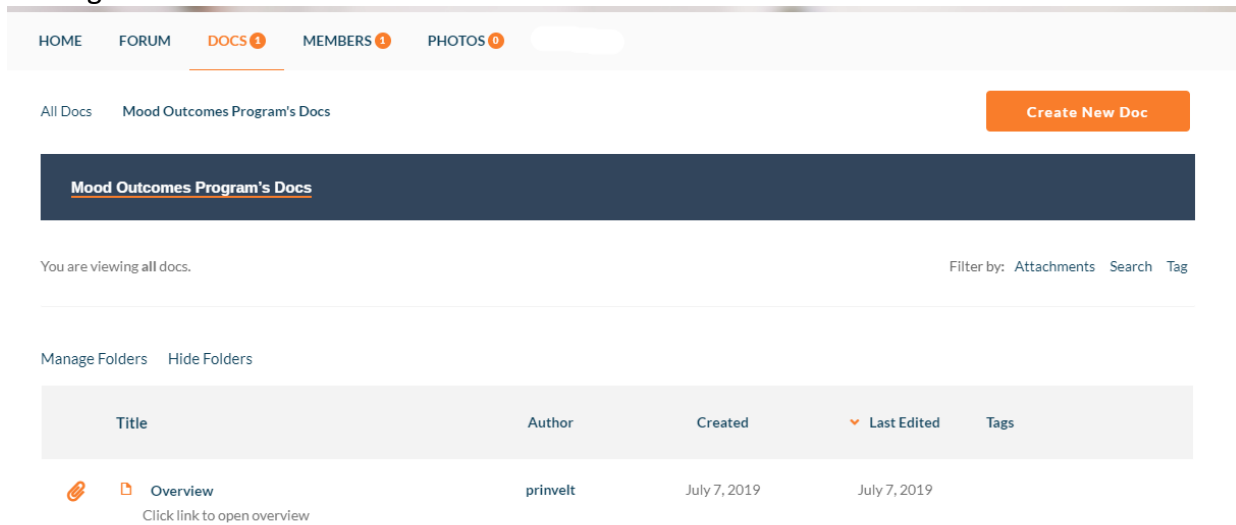
The screenshot shows the NNDC Members group page. At the top, it says 'Public Group' with '5 members' and a 'Leave Group' button. Below this is a navigation bar with tabs: 'HOME' (highlighted with a red box and '1'), 'FORUM' (highlighted with a red box and '2'), 'DOCS' (highlighted with a red box and '3'), 'MEMBERS' (highlighted with a red box and '4'), and 'PHOTOS' (highlighted with a red box and '5'). The main content area shows an RSS feed and a list of updates, including one from 'dlarsentest' joining the group and another from 'Dane Larsen' starting a topic. On the right side, there is a 'GROUP INFO' section, a 'GROUP ADMINS' section with profile pictures, and a 'RECENT FILES' section with a list of documents.

1. **Home:** This will take you back to the main page for the group you are currently viewing. On this page you will see a list of updates based on actions taken in the group (i.e. new forum posts/comments, file uploads, or members joining the group).

2. **Forum:** This will take you to the forum page, where group members can ask questions, share ideas, and communicate update for projects.



3. **Docs:** This will take you to the group’s file repository. Group members can download/upload files for sharing or reference.



4. **Members:** This tab shows all current members of the group.
5. **Photos:** Any photos uploaded by the group can be viewed here.

If you have any other questions about navigating or using the Member Portal, call the NNDc office at (734) 332-3914 or send an e-mail to any member of your NNDc team:

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