Get Started

1. Open your Internet browser and enter www.connect.apha.org.
2. Log in using your APHA member credentials.
   a. Your login is your member ID.
   b. Your password is your first initial and last name (all in lower-case, with no spaces). All APHA member passwords have a minimum of six characters. If your last name has less than five letters, your password includes zeros (0) to meet the six-character minimum. For example, Jane Doe’s password is jdoe00.
   c. Click on the “sign in” button
3. Once logged in, you will be prompted to read and accept the terms of use. This will happen only once. You will not be prompted to do this during any future logins.
4. You are now on APHA’s welcome page!

Email connect.help@apha.org with your questions.
Navigate your profile

Edit your profile

1. On the top right hand corner of the page, you will find your personal profile. Click on “Edit Profile.” You can also access your profile by clicking on the “My Page” tab on the horizontal main menu.

Email connect.help@apha.org with your questions.
2. Your information has been pre-loaded into the system, so you will see that some of the basic information fields of your profile are already populated. This includes your name, degree designation (MPH, PhD, etc.), location (city, state and zip code), where you work/attend school, email address and Section affiliation. Follow these steps to change any of this information:

a. Click on “edit my profile,” on the left-hand menu, then click “edit basic info” below it.
b. At the top of this page, click on “edit main profile.” Your APHA membership profile will appear in a pop-up window.
c. Make your desired changes, scroll to the bottom of the pop up window, and click “submit changes.”

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3. On your profile page, you will see links for editing other parts of your profile. Here are some tasks to get you started:

   a. Add a photo of yourself. Browse your computer files for a photo of yourself, select the photo you like, and click “upload”
   b. Choose which address you would like to appear on your profile (By default, other APHA members can only see your city, state and zip code.
   c. Map your address by using the Google Maps function on the right-hand side of your profile page
   d. Add a bio of yourself that includes your educational background, career history, interests, hobbies, etc.
   e. In the “tags’ section, include a few public health topics that interest you. For example, you might list “advocacy, policy, epidemiology.” Use underscores in place of spaces (for example: “international_health”), and separate different tags with commas. **By adding tags, you will be able to find other APHA members with common interests and different areas of expertise.** You can view the full tag cloud on the APHA Connect welcome page, or by clicking “People” -> “Tag Cloud” on the horizontal menu at the top of the page.

Groups

While you are on the page to edit your profile, you are able to see which member groups you have access to by scrolling down to the “My Groups” section of the page. You can also view this information by clicking on the “Groups” -> “My Groups” tab on the horizontal menu at the top of the page.

You will automatically be included in your designated Section’s groups. If you don’t see a group you should belong to, email connect.help@apha.org.

Email connect.help@apha.org with your questions.
Find your peers

1. Click the “People” tab on the horizontal main menu to explore your network of public health professionals. You can view all, or sort by first name, last name, organization, or state/province.

2. Using the search bar to the right of the main menu, you can search for an APHA member by entering their first and last name. You can also search for people in the community by entering a city.

3. If the person you’re looking for does not appear in your search, it is possible that their APHA membership has lapsed. Perhaps a friendly email or phone call might encourage them to get started and you can navigate APHA Connect together.

Make the most of your APHA Connect experience

Each group on APHA Connect includes a listserv, bulletin board, calendar and library. Use these features to connect and collaborate with your peers.

Listserv
The purpose of the Listserv function is to communicate announcements or updates to your entire Section, SPIG, Forum or Student Assembly group. **If you are looking to engage group members in a long-term discussion, consider using the bulletin board feature, which you can read about on page 8 of this guide.**

1. To access your groups Listserv click on “Listserv” from the left-hand menu.

If you are interested in viewing Listserv messages for all subscribed groups, click on “Groups” then the “My Group’s Messages” tab on the horizontal main menu at the top of the page.

2. You have two options if you want to send a Listerv message. You can either email this group by clicking on “Send from Web Interface” following the “Email This Group” prompt at the top of the page, or use your personal mailing platform by clicking “Send from My Mail Program” (an email platform such as Gmail, Outlook, etc.). You can also access these options on the bottom of the left-hand bar menu. If you do not have a mailing platform such as Outlook installed on your computer, you may have to manually enter the group’s email address in the “To” field. For example the Aging in Public Health Section’s listserv address is aph_setion@connect.apha.org.

   **Please note that you can only send messages on listservs if you are subscribed to the associated group. If you have questions about your group subscriptions, contact connect.help@apha.org.**

3. When sending a message from the web interface, you have the option to send a message to the entire group or to the group moderator. Once you have determined who the recipient of the message should be, enter a subject in the “Subject” line and the body of your message. Once you have completed both, click “Send Message” at the bottom right of the message box.

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**E-Mail settings**

There are two ways to access your email settings in order to customize your delivery preferences.

1. If you are on the main Welcome page, select “Choose E-Mail Delivery Settings” from the list of activities within the “Welcome to APHA’s Online Community” section.

   Email connect.help@apha.org with your questions.
2. If you are on the “edit profile” page. Click on “Notification Settings’ on the left-hand side menu.
3. From there you can select whether you receive notifications through APHA Connect or by email.
4. Click on “Email Delivery Settings” at the top right (this option is hyperlinked and is highlighted in blue).
5. You will be able to choose between three delivery settings; individual, to have each message sent to you as it is posted; digest, to have a compilation of the previous day’s messages sent to you at once; or web only, to only view these messages online through APHA Connect.

Include links and documents in your listserv message

1. You can include links in a listserv message sent from either the web interface or your own email platform. Please note that daily digest messages are delivered in plain text (no HTML/hyperlinks or attachments are included). To ensure that all message recipients have access to your links, be sure to copy and paste the URL into the body of the message. Consider using a URL shortener from Google or Bitly to save space.

2. To include a document or photo, use your email platform to send your message. Daily digest messages will not include your attachment; so consider uploading the document or photo to your group’s library and including the link to the uploaded item in your message. You can learn more about using your group’s library function on page 11 of this guide. Please note that distributing documents, photos or links that do not adhere to community guidelines will result in the termination of the user’s access to APHA Connect.

Unsubscribe from a listserv

You can unsubscribe from a group’s listserv if you no longer wish to receive emails. Here are the two easiest ways to unsubscribe:

1. If you are on the main Welcome page, select “Choose E-Mail Delivery Settings” from the list of activities within the “Welcome to APHA’s Online Community” section. Change your delivery settings for the group(s) you wish to unsubscribe from, to “web only,” and click on “save settings.”
2. Access one of the group’s listserv messages from your email inbox. At the bottom of the message, click on the option to unsubscribe by editing email delivery settings. Change your delivery settings for the group(s) you wish to unsubscribe from, to “web only,” and click on “save settings.”

When you unsubscribe from a group’s listserv, you will still have access to that group. You can view the group’s listserv activity by clicking on the “listserv” tab on the group’s home page.

Email connect.help@apha.org with your questions.
The bulletin board feature allows members to engage in an ongoing discussion about current hot topics and other news worthy announcements.

1. Access this feature by clicking on the “Bulletin Board” tab on the left-hand side menu of your group’s page. To view the bulletin boards for all subscribed groups, click on the “Bulletin Board” tab on the horizontal main menu at the top of the page.

2. Once in, you will have access to your member group’s bulletin boards.

3. You will be able to view an archive of all the bulletin board threads within your group(s) or the open group(s).

4. To begin a discussion, click on “New Thread” at the bottom left of the “Threads In Bulletin Board” box or select the “Post New Thread” option from the “Bulletin Board Tools” drop down menu at the top right of the “Threads In Bulletin Board” box.

5. To respond to a post, click on the bulletin thread to which you wish to respond.

6. You have the option to reply by clicking “Post Reply” at the bottom left of the thread or by selecting “Quick Reply” at the bottom right corner of the thread box to activate the “Quick Reply” dialogue box at the bottom of the page. To respond to a post, click on “Post Reply.”

Email connect.help@apha.org with your questions.
5. You can subscribe to a thread to receive notifications when it has been updated. Click on the thread you wish to subscribe to, and click on “subscribe to this thread” under “thread tools” drop down menu.

Calendar

The Calendar feature allows you to view all of your events or events strictly related to your member group.

1. Click the “Calendar” tab on the left-hand side menu to view your group’s calendar. To view upcoming calendar events for all subscribed groups, click on the “Calendar” tab on the horizontal main menu at the top of the page.

2. Using the image links in the upper right hand corner of the calendar, you can view upcoming events by day, week, month, or year. You can even view the events on a map.

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3. Scrolling below the calendar to the “Quick Navigation” box will allow you to move quickly to the particular date you’re interested in viewing.

4. Click on any event listed on the calendar to view more details about the event.

5. To add an event to your group’s calendar, enter the event title and the date of the event following the “Quick Add” prompt at the top of the page then click “add.” Your event will be added to the calendar within a few minutes.

6. To add additional details to the event, click on the event name under “Upcoming Events.” You should see an option to edit the event details including the event description, location, and time. Be sure to click on the “Update Event” tab at the top right of the page.

7. You can download an existing event.
event to your own Outlook or iCal calendar.

Library
The Library allows group members to share and receive documents, photos, and links.
1. Click the “Library” tab on the left-hand side menu to view your group’s library.
2. Your library will contain documents that are accessible to all community members as well documents that are only accessible to members of your individual group(s).
3. You are able to add your own documents, photos and links to the Library by clicking on the “upload” feature.

Email connect.help@apha.org with your questions.
4. To upload a document or photo to the library, click on “Add Document or Photo button at the top of the page. To upload a link to the library, click on “Add Link” button at the top of the page. You will need to fill in the required fields noted with a red asterisk in order for you to upload the document, photo, or link.

*Please note that everyone in your group has access to these documents, photos, and links. Do NOT post anything of a confidential nature. Documents, photos or links that do not adhere to community guidelines will be removed, and the user’s access to APHA Connect will be terminated.

Email connect.help@apha.org with your questions.