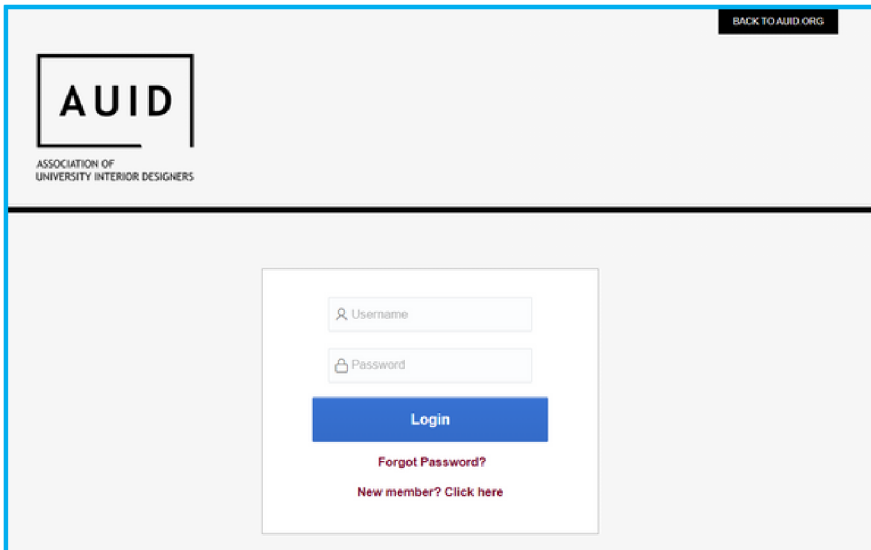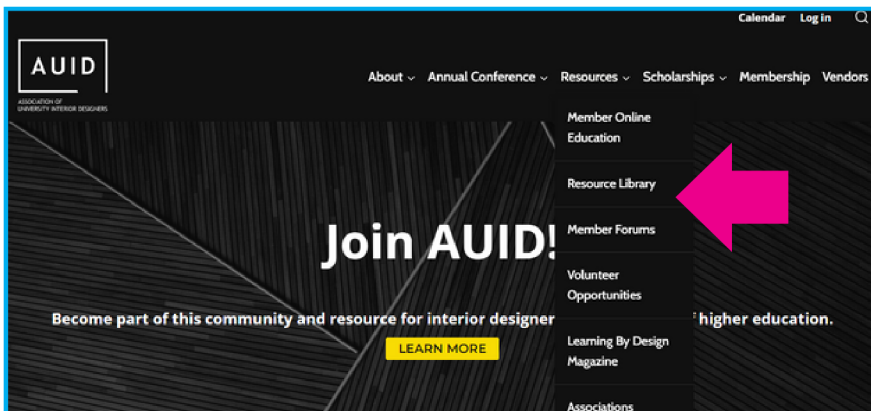# MEMBER FORUMS (BETA TEST)

NEW USER GUIDE

AUID

Forums provide a way for members to ask topical questions, previously shared in emails, and respond in a format that is cataloged and searchable. Subscribe to the topic that interests you and you will get an email when a question or reply is submitted. This step by step guide covers the basics.

STEP 1:

Login in to themember portal found at AUID.org

STEP 2:

Hover over "Resources" to find the drop list with "Member Forums" included. Click on "Member Forums"

STEP 3:

Here you will find a list of all the discussion topics. This list could change so check back often. Select a topic to see the questions and replies.

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STEP 3:

Subscribe to each topic here so that you will receive an email notification about each thread (response) in your inbox.

Please note, you can also subscribe at the individual thread level but we encourage users to subscribe to topics so you don't miss out.

You can also use the search bar to explore keywords in the topics and threads.

This is the format for threads (responses). There is a username/ author, date, and time listed with each reply.

This is the text box you use to submit questions or responses including files you want to attach.

Be sure to click the box next to *"Notify me of follow-up replies via email."*

When replies are submitted, you will receive an email from AUID with the note *"A new reply has been posted to [specific topic].."*

HAVE QUESTIONS OR ISSUES? HELP US BETA TEST THIS PRODUCT FOR OUR ORGANIZATION BY FINDING THE GLITCHES. TAKE A SCREENSHOT OF ANY ISSUES AND DOCUMENT THE PATH IT TOOK TO GET THERE. SEND ISSUES VIA EMAIL TO **INFO@AUID.ORG**; PLEASE INCLUDE **"MEMBER FORUM ISSUE"** IN THE SUBJECT LINE.

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