ACCO New Member Packet (updated May 24, 2017)

Using Your Online Member Account

Logging On to Your Account for the 1st Time

You can log on to your account at:
http://members.ACCOonline.org

When you first log on, you will be directed to the “My Preferences” section where you can customize your Email and Display options.

Be sure to click “Save My Settings” once you have updated your preferences.

You will also notice a “Calendar” on the left hand side of the screen – this feature provides an updated listing of all upcoming publicly available ACCO events.

The “My Profile” menu bar on the upper right hand corner of the screen will be your main navigation bar.

Managing Your Profile

From the “My Profile” bar, you can access “Manage Profile”

If you click on “Profile Home” you will see a snapshot of your profile. From this page, you can edit your account and professional information.
Information & Settings
From this page you can edit your Bio or your Preferences.

Content & Features
- **Files & Links**: You can upload files or links to your profile here.

Community
- **Messaging**: This will take you to a page where you can view any sent or received messages.
  - You can easily message other training affiliates and ACCO members using this tool
  - For example, if you click on “Message a Member” button, you will be directed to the Member Search page. You can search by name, location, group, or if you choose “Advanced Search” you can search by their membership type.
  
  *Reminder: Solicitations are expressly forbidden.*

- **Connections**: This page allows you to manage your ACCO connections and communicate with them.

- **Referrals**: ACCO’s new member referral program rewards you for helping ACCO build the community of practice. This page documents ACCO members whom you have referred. To refer a friend to ACCO, click on the “Refer a Friend” link. This enables you to enter email addresses and a message into a template communication that goes out to prospective referrals, and provides you with a direct link you can copy/paste into your own email to a prospective referral.

- **Forum Settings**: Forums are discussion boards that enable ACCO members to collaborate with one another based on prescribed themes. This page will show any Forums to which you are subscribed and gives you the option to unsubscribe from a Forum if you wish.

- **Groups**: The “My Groups” page allows you to view and manage your groups. ACCO working groups and training affiliate groups are coordinated through this section. Each group has its own participant directory, calendar, blog, discussion forum and photo gallery. You can also request establishment of an ACCO working group by e-mailing members@ACCOonline.org. Click on any group name to be redirected to its page, or click on the action icons for a menu of other options related to a specific group.

- **Blog Subscriptions**: From here you can manage your blog subscriptions.

Networking & Careers
- **Career Postings**: From here, you can search for current openings, submit a position to be listed or subscribe to be notified when additional positions are posted.
Using the Navigation Bar

The navigation bar on the top of the screen allows you to easily jump to frequently used resources.

ACCO Member Resources

- You’ll find a vast library of publications, presentations from in-person events, and webinar recordings
- Access the “Member Directory” to search the ACCO community for peers
  - Once on the profile of another member, you can view the information they have provided which can include contact info, work associates, affiliated groups, and a bio.

Outside Library (NEW)

- Curated resources for reports published by third-party organizations and a reference for important news stories

Blogs

- The “CCO Blog” is a public-facing blog surveying an array of topics relevant to climate change. To submit a blog for consideration, please e-mail members@ACCOonline.org. You can subscribe to this blog by clicking the “Subscribe” button on the top of the page.
- The “ACCO Member Forum” is a blog format tool enabling training affiliates and members to share ideas with one another. ACCO staff will share important member-only updates using this Forum as well.

Job Board (NEW)

- Have a position at your organization to fill? Looking for the next chapter in your career? The ACCO Job Board allows you to search openings, posted resumes or submit your own listing. You can also click on the subscribe link to receive a notification whenever a new listing is posted.

Requests

- ACCO members may request services or support such as developing peer exchanges, working groups, customized/dedicated training and dedicated research. You may also submit ideas to ACCO through this menu.

Online Training

- All course modules are embedded as YouTube videos within the web site. If your browser can view Flash videos (you can simply test this by visiting any YouTube video), you will be able to watch and access training materials.
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Registering for an Event

Select the event from the calendar on the left-hand column and follow the instructions. If the event is not listed, click on the “more” link. Member discounts are usually embedded into your account. If you’ve been provided a promo code, please be sure to enter that code and click on the “Apply” button to ensure the code is accepted prior to finalizing your registration.

Important Note:
Live online training is a complimentary benefit for all ACCO members. Be sure to sign in to your member account prior to registering for the event as this will remove the payment requirement for that corresponding event.

Member Resources and Collaboration

The “Forums” section contains various resources for ACCO members. You will find archived materials, discussion boards, membership information, and more. You can subscribe to receive updates when members post to these Forums by clicking on the Forum you are interested in, clicking on the “Forum Actions” bar, and selecting either “Subscribe to Instant Updates” or “Subscribe to Digest” depending on your preference.

Note: This section is still in development, but will be ready for member usage in early 2017.

Getting to Know Your Fellow ACCO Members

This platform makes it easy for your to search for and communicate with other ACCO members. From the Navigation bar, select “Member Directory” and you will see this screen:

You can search by name, employer, location, or what member group they might be affiliated with.

Once you have located the member you are interested in connecting with, you can view their profile, message them, or add them to your list of connections.