insideNSS

Getting Started: A “How-To” Guide

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Welcome to insideNSS

- **insideNSS** is a new online portal that has many features and functions that will enable you to enhance your membership experience and allow you to manage your own profile and member account.
- This how-to guide is designed to get you started and familiarize you with the basic functionality.
- *The URL links are only active in Slide Show mode.*
- See slides 3 and 4 for a listing of the many features of **insideNSS**.

Note: Be aware that depending on the browser and screen resolution, the cookie acknowledgment banner may conceal what is being shown on the slide.
# InsideNSS Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Account</strong></td>
<td>Your username, password, profile (contact information, phone, address, email, etc.) and access to <em>insideNSS</em> features.</td>
</tr>
<tr>
<td><strong>Visible Member Profile</strong></td>
<td>Control what parts of your profile you want to make visible to other members. Highlight your background, experience and NSS history. Create personal web pages.</td>
</tr>
<tr>
<td><strong>Membership Renewal</strong></td>
<td>Check your membership status and renew directly through the system. Review your membership level choices and payment options.</td>
</tr>
<tr>
<td><strong>Financial Transactions</strong></td>
<td>Pay your membership dues, make a donation, register for events (ISDC) and track your payment history.</td>
</tr>
<tr>
<td><strong>Member Feed</strong></td>
<td>Share items of interest like photos, articles, links and updates (like a Facebook wall).</td>
</tr>
</tbody>
</table>
# InsideNSS Features (2)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connections and Groups</td>
<td>Connect to other members, message, join specialty groups related to your space interests and NSS activities</td>
</tr>
<tr>
<td>ad Astra Magazine</td>
<td>Digital access to the current issue and the library of past issues</td>
</tr>
<tr>
<td>Photo Albums</td>
<td>Upload photos and create photo albums</td>
</tr>
<tr>
<td>NSS Forums</td>
<td>Join an online discussion on various NSS and space-related subject areas (coming soon)</td>
</tr>
</tbody>
</table>
To sign in, use the above link and Select – “Sign In”
Reset Password

Select – “Initiate a Password Reset”

Note: This method insures your security as no passwords are sent via e-mail.

You can also reset your password by using this link directly:
https://inside.nss.org/general/email_pass.asp
You will be given a choice of proceeding with your email address or your username.

In the email that you received, you were provided a temporary user name that is in this form - \texttt{old\_NSSMemberNumber}

In the same email message you received announcing \texttt{insideNSS}, is the email that NSS has on record. \textbf{You must use this email.}
Enter Username or Email

Enter “username” or “e-mail”

Check “I’m not a robot” and select “Reset Password”

Note: You must use the email NSS has on record, or you will not be able to log in. If you are not sure, use the temporary username that you received.
The system notes your request and informs you that you will receive a link in an email to reset your password.
Check Your Email

A request to reset your password has been submitted from:
National Space Society
inside.nss.org

Please click on the link below to be taken back to the site to reset your password:

Reset My Password Now

Please Note: For security purposes, this link expires in 24 hours.

If you are having trouble clicking on the link above, please copy and paste the following link in your web browser:
https://inside.nss.org/general/reset_pass.asp?token=c68hLJGn

Note: Be sure to check your email. The link stays active for 24 hours and then expires.

Select the “Reset My Password Now” button or the URL Link

If you did not receive an email – check your SPAM folder. Sometimes it can take about 10 minutes. Check your email again and if you did not receive it request another link. If you are having trouble send an email to membership@nss.org (strongly recommended over calling) or call 202-424-2899.
Enter Your New Password

Tips for creating a strong password

Note: Passwords must be a minimum of 8 characters and contain at least one number and one non-numeric character (letters, punctuation, etc.)

Enter Your Password and enter again for confirmation – then select “Reset Password”
Sign In Using Your New Password

Select “Click here to sign in”
Sign In Using Your New Password

1) Select “Click here to sign in”
2) Enter your username and new password and select “Sign In”
You must acknowledge and agree to the processing of your profile data in order to use the site.
The next slides provide descriptions for some of the features of insideNSS. You can come back to explore these features and add to your profile.

Before signing off, you should change your user name from the one that was provided in the email to one of your choice.
When you first enter insideNSS, you will be given the options for uploading a photo, connecting with people you know and creating your first post. You can skip these functions by selecting “continue.” These functions are all optional. You can come back later and complete these or skip them. It depends on how much information you want to share on your profile.
If you would like to add your profile photo, you can upload it here or skip it and do it later. Just select “continue”

Note: You need to upload a supported file type (GIF, JPEG, PNG, etc.) You will receive this message if a non-supported file is uploaded.
You are able to request connections with people you might know. We suggest skipping this function and coming back later.
Creating Your First Post

You can create a first post for your feed. This is optional.
Changing Your Username (Strongly Recommended)

In the upper right corner, you will see a message that says “Welcome and your name”
Changing Your Username (2)

Select the arrow and a drop down menu will appear. Select “Account and Settings”
Changing Your Username (3)

Your Account information will appear with the username you used to sign in. Select “change”
Enter your new username, enter it again as confirmation, enter your password and hit the “Submit” button.
A Notice About Privacy

To the left of a number of your profile information fields you will notice a lock icon or a silhouette icon. These are used to control whether or not you want the information for the associated profile field to be visible to other NSS members who are signed into insideNSS.

If you select the icon, the preferences come into view – If you want to maintain privacy and not have the information visible in your profile – select the “Lock.” If you want to make the information visible to members only – select the silhouette. NSS recommends that if you are unsure of whether or not you want to have any given profile field visible, that you should set that field to “Private.” You can always revisit these settings at a later time.
The account information section provides opportunities to share information about yourself, including contact information (address, phone and email), your background, education and experience. Review your contact information to ensure it is accurate. The other areas are optional.

Be sure to select “Save Changes” before exiting.
On the toolbar select “Quick Links” and access the drop-down menu. Select ad Astra Issues or “Downlink Newsletter”
Accessing ad Astra and Downlink (2)
Frequently Asked Questions
What is insideNSS?

_insideNSS_ is a new online portal designed to enable you to manage your member account (address, phone, email, renewal status, etc.), add to your member profile (interests, experience, education, etc.), post items of interest via your Feed (photos, events, etc.), make payments (membership renewal, ISDC registration, donations etc.), view and read issues of _ad Astra_, and connect with other members. Full use of _insideNSS_ will enhance your membership experience and provide you with more opportunities to engage with the Society and other members.

How do I access insideNSS?

Go to _inside.NSS.org_ and enter your username and password.
Am I automatically enrolled? Can I opt out?

The system that makes insideNSS possible is part of a new association management tool that was selected by NSS to manage our operations. This includes the membership database. All NSS member data has been moved into this new system so that the headquarters staff can manage your membership. You cannot opt out of this functionality.

You can opt out of many of the other new insideNSS functions. You can also determine how much or little of your profile you want to make visible to other members.

Do I need to register to sign-in?

Yes, you will have a username and password. You can create both and change them as often as you like. On your initial sign-in, you will be provided with a temporarily username and password. If you are a frequent internet user, this system operates in much the same way as social media platforms and other web-based membership systems.
What if I don’t want to use the system at all?

That is certainly a choice a member can make. **We are encouraging all members to, at a minimum, sign in, change their username and password, and to use insideNSS to update their contact information, to renew online, and register for events.** We realize some people might decide not to do this. We'll certainly accept renewals with checks, but it will add to a member's own workload and diminish their experience if they don't. We're going to do our best to get everyone to at least register on the site so they can use the basics.

How is NSS securing all this member data?

This system comes from an outside vendor well established in the association marketplace. They are in full compliance with all the latest safety and security procedures.
How is NSS protecting my privacy?

NSS has a revised Privacy Policy. We're going to operate under the best practices to ensure your privacy and security. No one can see your profile or contact you (except staff) unless you allow it. You have the ability to control how much or how little you want to share of your profile. NSS has optimized the system options to ensure that we are protecting your privacy.