



insideNSS

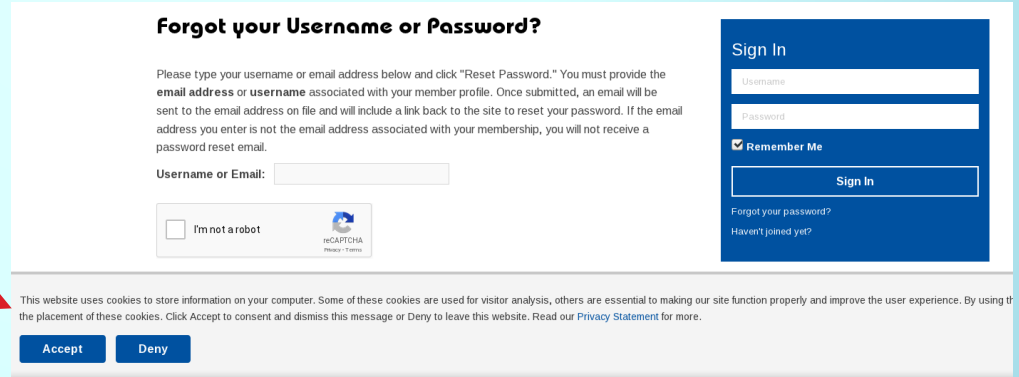
Getting Started: A “How-To” Guide

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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.



Forgot your Username or Password?

Please type your username or email address below and click "Reset Password." You must provide the email address or username associated with your member profile. Once submitted, an email will be sent to the email address on file and will include a link back to the site to reset your password. If the email address you enter is not the email address associated with your membership, you will not receive a password reset email.

Username or Email:

☐ I'm not a robot 

Sign In

Username

Password

☒ Remember Me

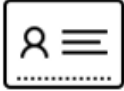
Sign In

Forgot your password?
Haven't joined yet?

This website uses cookies to store information on your computer. Some of these cookies are used for visitor analysis, others are essential to making our site function properly and improve the user experience. By using the placement of these cookies. Click Accept to consent and dismiss this message or Deny to leave this website. Read our [Privacy Statement](#) for more.

Accept **Deny**

InsideNSS Features

	Member Account – your username, password, profile (contact information, phone, address, email, etc.) and access to <i>insideNSS</i> features
	Visible Member Profile – 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.
	Membership Renewal – Check your membership status and renew directly through the system. Review your membership level choices and payment options.
	Financial Transactions – Pay your membership dues, make a donation, register for events (ISDC) and track your payment history
	Member Feed – Share items of interest like photos, articles, links and updates (like a Facebook wall)

InsideNSS Features (2)

	Connections and Groups – Connect to other members, message, join specialty groups related to your space interests and NSS activities
	ad Astra Magazine – Digital access to the current issue and the library of past issues
	Photo Albums – Upload photos and create photo albums
	NSS Forums – Join an online discussion on various NSS and space-related subject areas (coming soon)

Getting Started



Signing In – <https://inside.nss.org/>



To sign in, use the above link and Select – “*Sign In*”

Reset Password

Donate Renew Contact Us Sign In Join Q

 **National Space Society**

HOME HELP DONATE MEMBERS ONLY ▾

NSS Member Sign In

Welcome to the NSS online community where NSS members can share information and engage in discussions with other NSS members. Use of this system is reserved for current NSS members. If you are not a member of the NSS, please [join now](#) - we'd love you to be part of our online community supporting space exploration.

If you are a current NSS member and have forgotten your password, please click either here to [initiate password reset](#) for your account - or click the link below the **Sign In** button.

01/27/2020: **Attention Current NSS Members:** This website, INSIDE.NSS.ORG, is going live over the course of the last week of January and the first weeks of February 2020. All current NSS members will receive an email with instruction on how to sign in to your account once the system is fully live. Please be patient as NSS deploys this new system. Thank you.

Sign in using your credentials

Username

Password

☒ Remember Me

Latest Member News

This feature is restricted to registered members.

If you are already a member of the community, [click here to sign in](#).

If you have not yet registered, [click here to get connected!](#)

Calendar

5/28/2020 » 5/31/2020
[2020 International Space Development Conference \(ISDC\)](#)

NSS News

Dragon 2 In-Flight Abort Demonstration
National Space Society

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

User Name and Email

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 - **old_NSSMemberNumber**

In the same email message you received announcing *insideNSS*, is the email that NSS has on record. **You must use this email.**

Enter Username or Email



National Space Society

HOME HELP DONATE MEMBERS ONLY ▾

Forgot your Username or Password?

Please type your username or email address below and click "Reset Password." You must provide the email address or username associated with your member profile. Once submitted, an email will be sent to the email address on file and will include a link back to the site to reset your password. If the email address you enter is not the email address associated with your membership, you will not receive a password reset email.

Username or Email:

☐ I'm not a robot



Reset Password

Cancel

Upon submitting a valid username or email address, an email will be sent to the address associated with your profile. The email will contain a link back to our website which will allow you to reset your password.

You may need to check your email program's SPAM filter as this "Reset Password" email may be treated as SPAM.

Please Note: Password reset email links expire after 24 hours.

Sign In

Username

Password

☒ Remember Me

Sign In

Forgot your password?

Haven't joined yet?

Latest Member News

This feature is restricted to registered members.

If you are already a member of the community, [click here to sign in](#).

If you have not yet registered, [click here to get connected!](#)

Calendar

5/28/2020 » 5/31/2020

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.



National Space Society

March 3, 2020

9

Forgot Your Password Notification

 **National Space Society**

HOME HELP DONATE MEMBERS ONLY ▾

Forgot your Username or Password?

Your request to reset your password has been processed. You should receive an email shortly with a link to reset your password. If you do not receive an email, please contact your administrator and be prepared to provide the **Email** and/or **Username** value you've entered.

For security purposes your IP has been logged:

Sign In

Username

Password

☒ Remember Me

Sign In

Forgot your password?

Haven't joined yet?



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=c68hIJGn

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



HOME HELP DONATE MEMBERS ONLY ▾

Resetting Your Password

Please enter a new password below:

Your password must be a minimum of eight(8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

For security purposes your IP address has been logged:

Password:
Confirm Password:

Reset Password

Sign In

☒ Remember Me

Sign In

[Forgot your password?](#)

[Haven't joined yet?](#)

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

 **National Space Society**

HOME HELP DONATE MEMBERS ONLY ▾

Resetting Your Password

Your password was reset!

Please sign in with your username below and your newly selected password.

Your username is: **burt**

[Click here to sign in.](#)

For security purposes your IP address has been logged.

Sign In

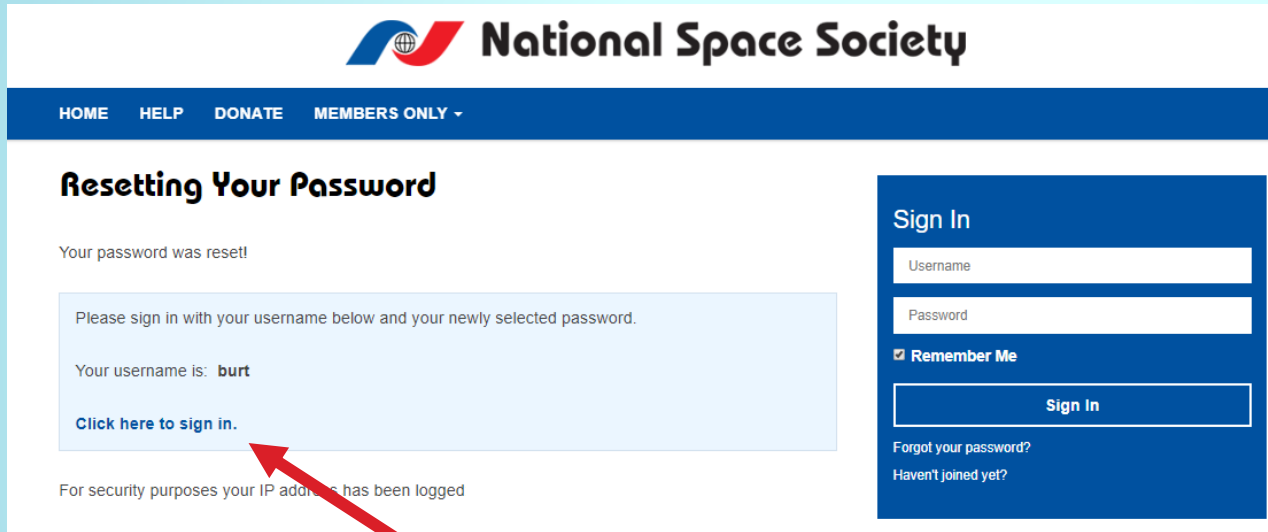
☒ Remember Me

[Forgot your password?](#)

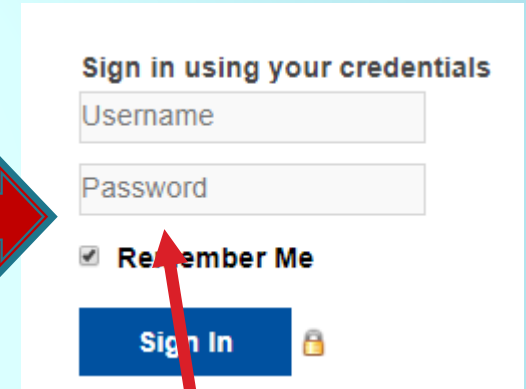
[Haven't joined yet?](#)

Select "Click here to sign in"

Sign In Using Your New Password



The screenshot shows the National Space Society website. The header includes the logo and navigation links: HOME, HELP, DONATE, and MEMBERS ONLY. The main content area is titled "Resetting Your Password" and contains a message: "Your password was reset!". Below this, a light blue box states: "Please sign in with your username below and your newly selected password." and "Your username is: burt". A link "Click here to sign in." is highlighted with a red arrow. At the bottom, it says "For security purposes your IP address has been logged". To the right, there is a "Sign In" form with fields for Username and Password, a "Remember Me" checkbox, and a "Sign In" button. A red arrow points from the "Click here to sign in." link to the "Sign In" form.

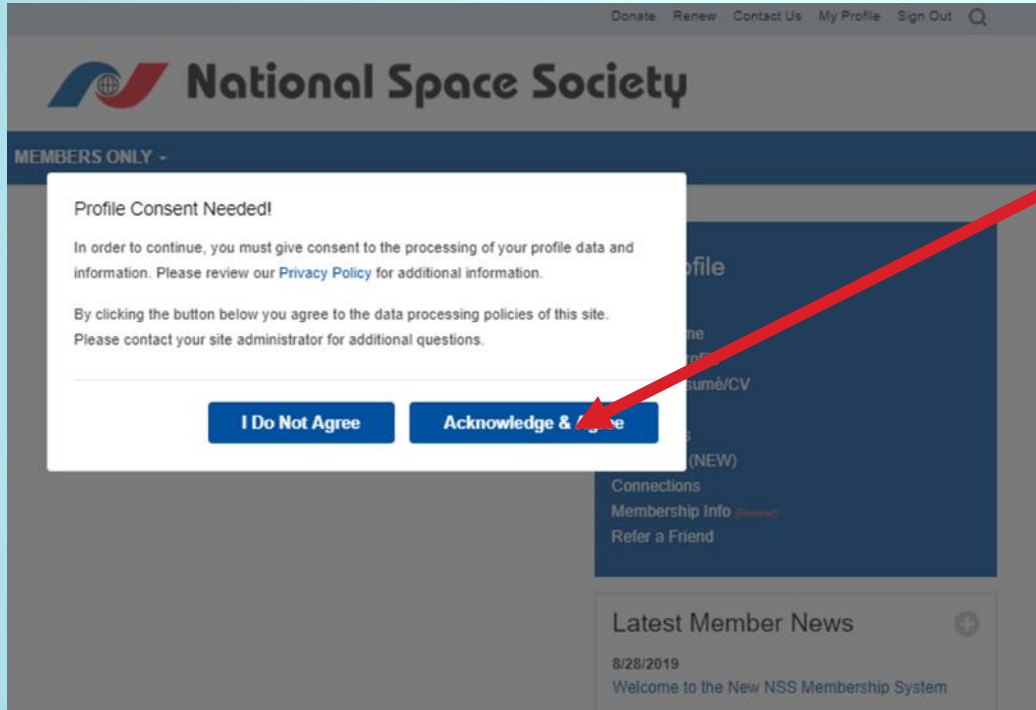


A close-up of the "Sign In" form. It has a title "Sign in using your credentials". Below the title are two input fields: "Username" and "Password". There is a "Remember Me" checkbox which is checked. Below the checkbox is a blue "Sign In" button with a lock icon to its right. A red arrow points from the "Remember Me" checkbox to the "Sign In" button.

1) Select "Click here to sign in"

**2) Enter your username and new password
and select "Sign In"**

Profile Processing Consent



You must acknowledge and agree to the processing of your profile data in order to use the site.

You Have Now Entered insideNSS

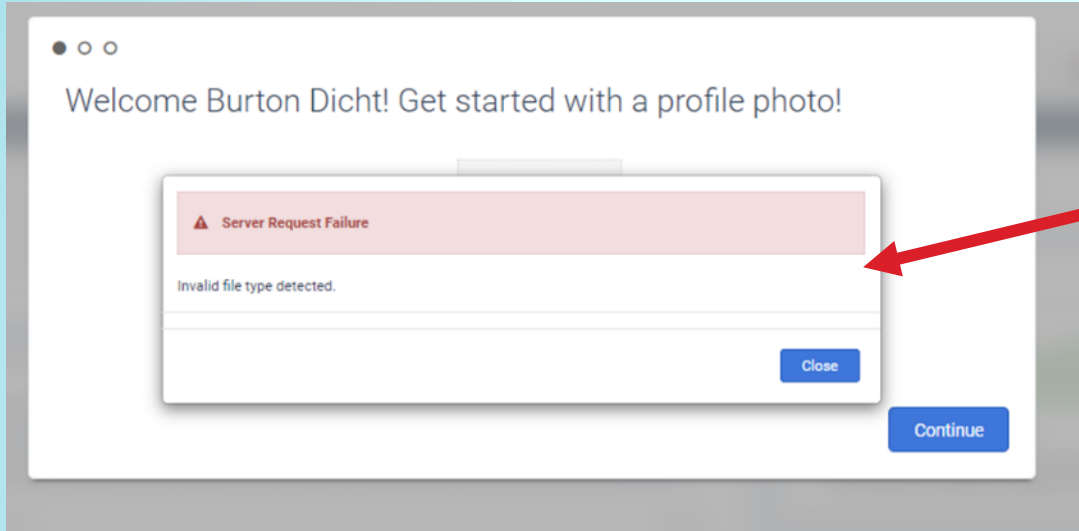
The next slides provide descriptions for some of the features of insideNSS. You can come back to explore these features and add to your profile.

Before signing off, you should change your user name from the one that was provided in the email to one of your choice.

Optional Choices

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.

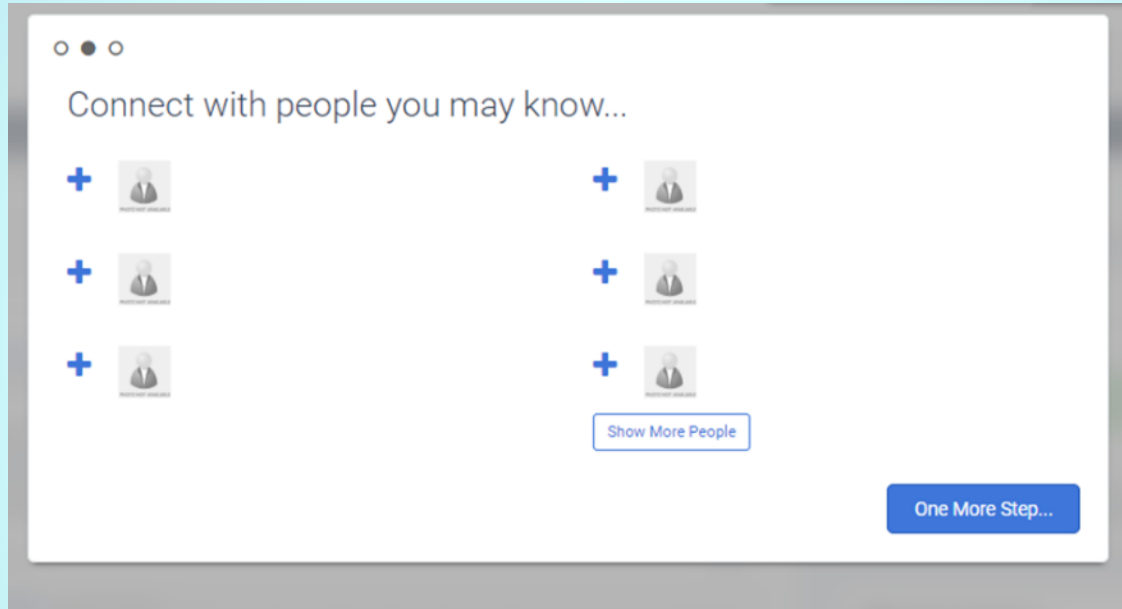
Uploading a Photo



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.

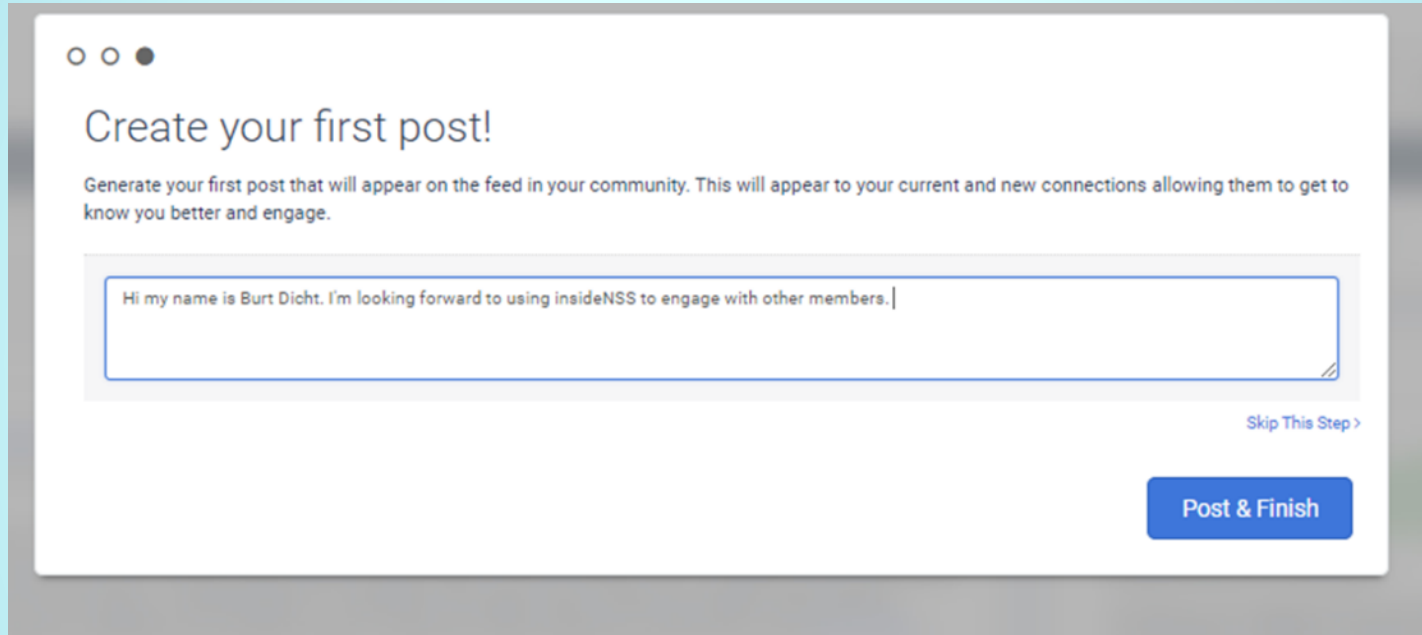
If you would like to add your profile photo, you can upload it here or skip it and do it later. Just select “continue”

Connecting With People You Know



You are able to request connections with people you might know. We suggest skipping this function and coming back later.

Creating Your First Post



The screenshot shows a modal dialog box titled "Create your first post!". At the top left of the dialog are three small circles, with the rightmost one filled, indicating the current step. Below the title is a paragraph of instructional text: "Generate your first post that will appear on the feed in your community. This will appear to your current and new connections allowing them to get to know you better and engage." Below this text is a large text input field with a light blue border. Inside the field, the text "Hi my name is Burt Dicht. I'm looking forward to using insideNSS to engage with other members." is entered. To the right of the input field is a small icon of a pencil. Below the input field, on the right side, is a link that says "Skip This Step >". At the bottom right of the dialog is a blue button with white text that says "Post & Finish".

Create your first post!

Generate your first post that will appear on the feed in your community. This will appear to your current and new connections allowing them to get to know you better and engage.

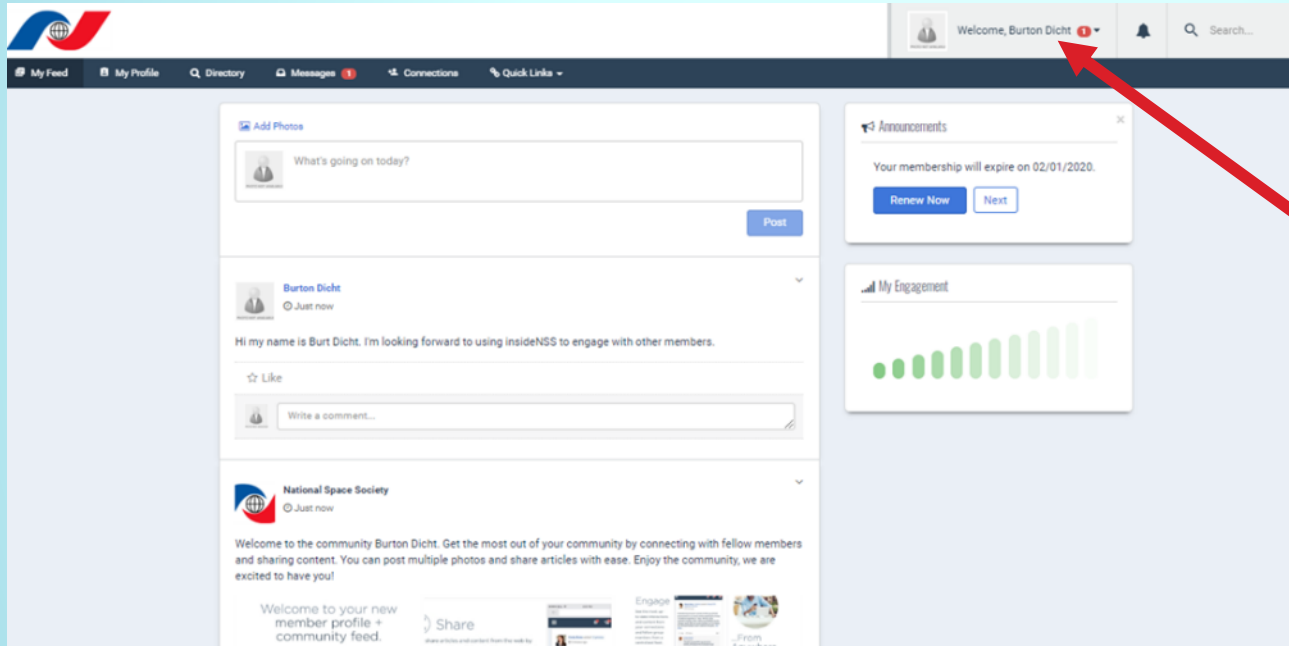
Hi my name is Burt Dicht. I'm looking forward to using insideNSS to engage with other members.

[Skip This Step >](#)

Post & Finish

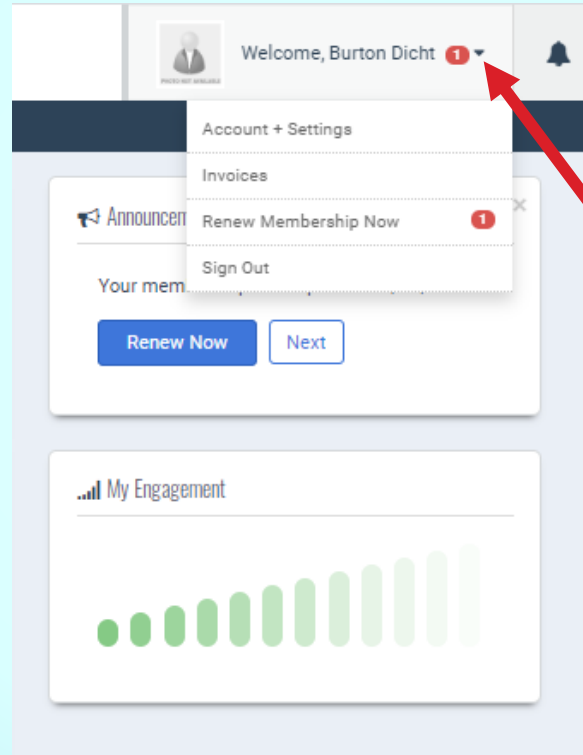
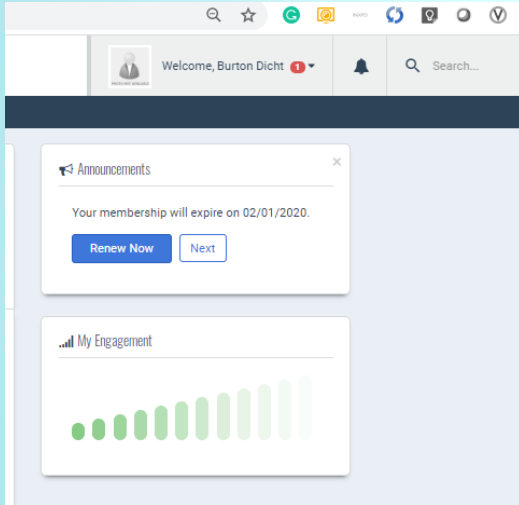
You can create a first post for your feed. This is optional.

Changing Your Username (Strongly Recommended)



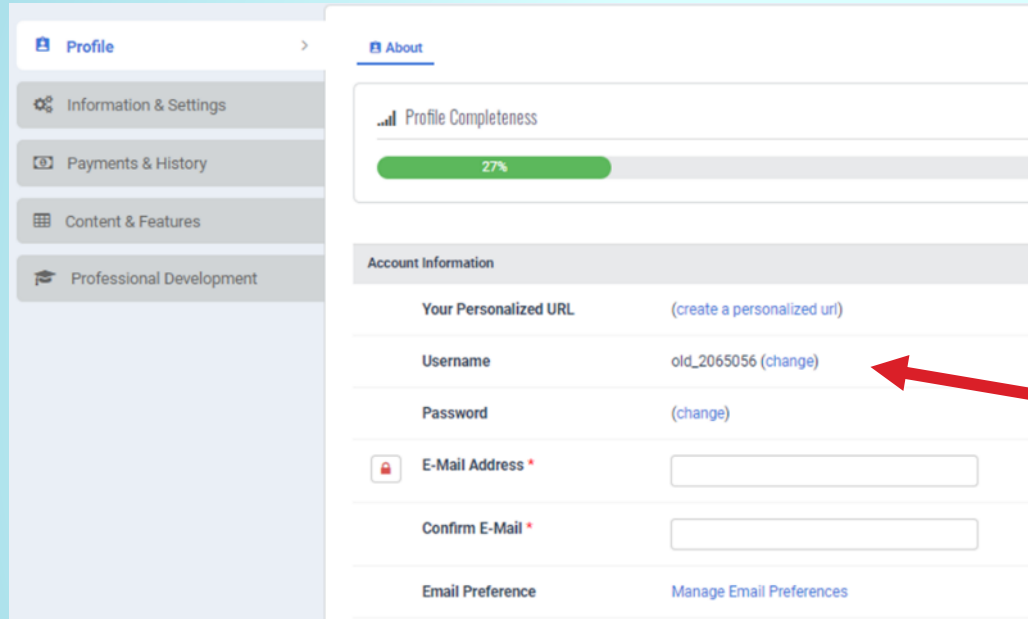
In the upper right corner, you will see a message that says “Welcome and your name”

Changing Your Username (2)



Select the arrow and a drop down menu will appear. Select "Account and Settings"

Changing Your Username (3)



The screenshot shows a web interface for a user profile. On the left is a sidebar with a 'Profile' header and four menu items: 'Information & Settings', 'Payments & History', 'Content & Features', and 'Professional Development'. The main content area is titled 'About' and includes a 'Profile Completeness' bar at 27%. Below this is the 'Account Information' section, which contains the following fields:

Account Information	
Your Personalized URL	(create a personalized uri)
Username	old_2065056 (change)
Password	(change)
 E-Mail Address *	
Confirm E-Mail *	
Email Preference	Manage Email Preferences

A red arrow points from the text on the right to the '(change)' link next to the Username field.

Your Account information will appear with the username you used to sign in. Select “change”

Changing Your Username (4)

Change Username

Please enter the new username you would like into both fields, as well as the password that is currently assigned to your account (for verification.)

Enter your new username:

Confirm your new username:

Verify your password:



[Do not change username](#)

Enter your new user name, enter it again as confirmation, enter your password and hit the “Submit” button

A Notice About Privacy



Country



E-Mail Address *



City/Town



Members Only (Visible Only to Members)



Private (Not Visible in Profile)

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.***

Additional Information

Alternate E-Mail	
IM Handle/Type	
Organization	
Your Title	
Your Profession	
Website	(Start with "http://")
 Address	
 Address Cont.	
 City/Town	
 Country	
 Location	

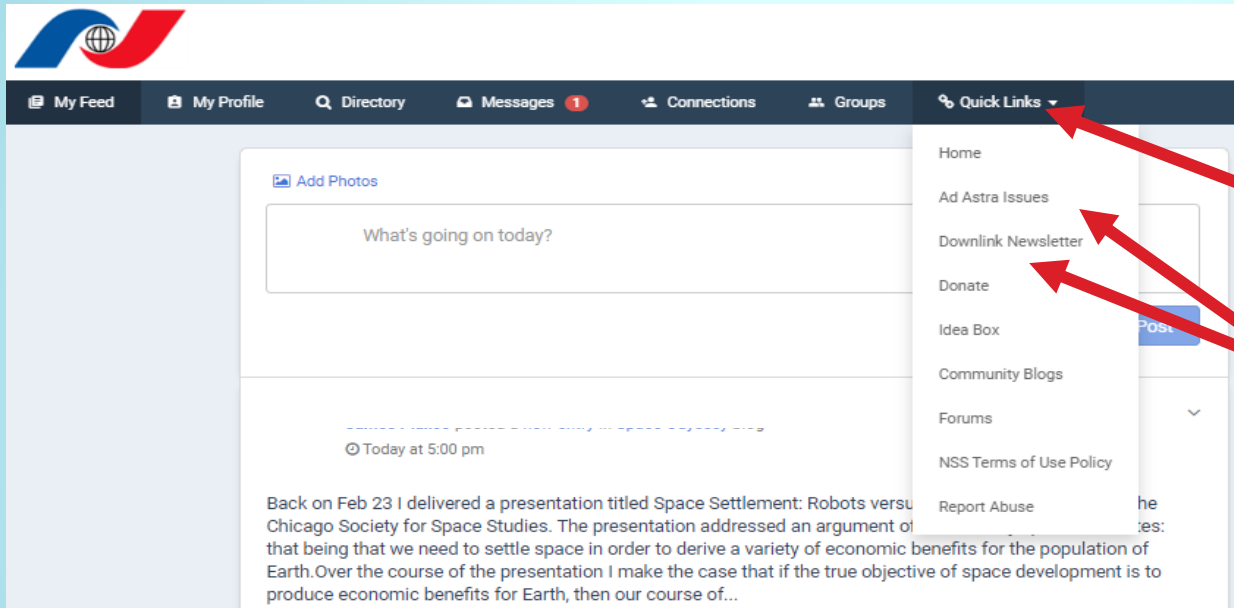
Education/Experience
Social/Volunteer Organizations
More Information

Save Changes	Cancel
---	---------------------------------------

*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

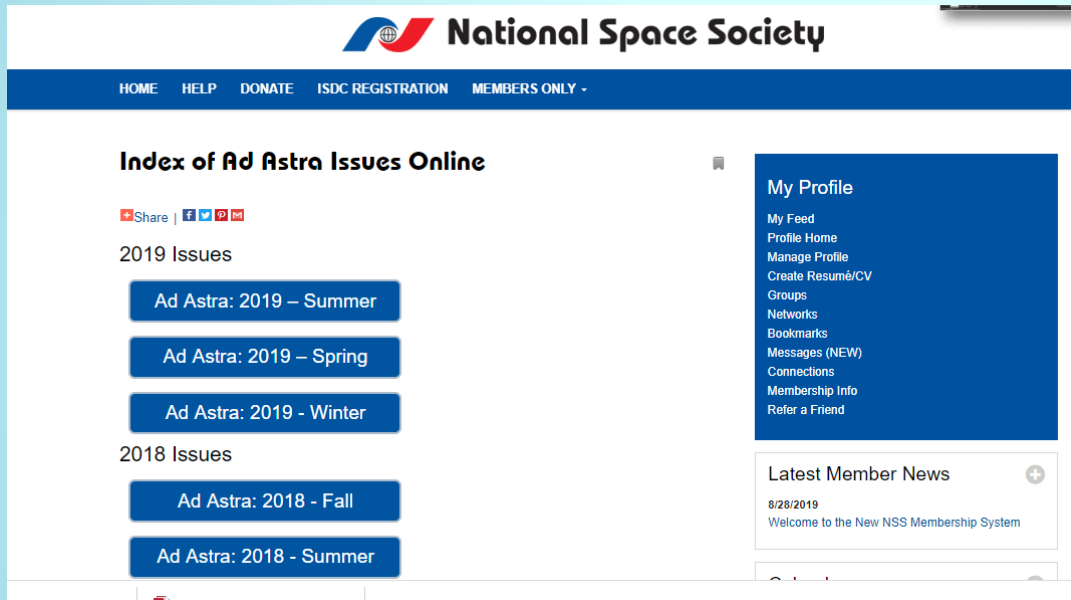
Accessing ad Astra and Downlink



On the toolbar select “Quick Links” and access the drop-down menu.

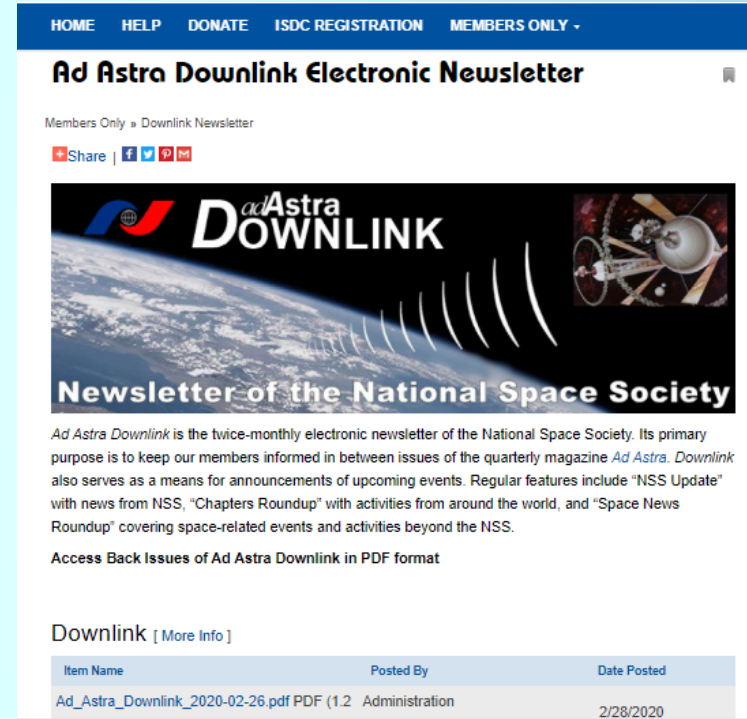
Select ad Astra Issues or “Downlink Newsletter”

Accessing ad Astra and Downlink (2)



The screenshot shows the National Space Society website. The header includes the logo and navigation links: HOME, HELP, DONATE, ISDC REGISTRATION, MEMBERS ONLY. The main content area is titled 'Index of Ad Astra Issues Online'. It features a '2019 Issues' section with buttons for 'Ad Astra: 2019 – Summer', 'Ad Astra: 2019 – Spring', and 'Ad Astra: 2019 - Winter'. Below this is a '2018 Issues' section with buttons for 'Ad Astra: 2018 - Fall' and 'Ad Astra: 2018 - Summer'. On the right side, there is a 'My Profile' sidebar with links to 'My Feed', 'Profile Home', 'Manage Profile', 'Create Resumé/CV', 'Groups', 'Networks', 'Bookmarks', 'Messages (NEW)', 'Connections', 'Membership Info', and 'Refer a Friend'. Below the profile sidebar is a 'Latest Member News' section with a date of 8/28/2019 and the text 'Welcome to the New NSS Membership System'.

ad Astra



The screenshot shows the 'Ad Astra Downlink Electronic Newsletter' page. The header includes the logo and navigation links: HOME, HELP, DONATE, ISDC REGISTRATION, MEMBERS ONLY. The main content area is titled 'Ad Astra Downlink Electronic Newsletter'. It features a 'Members Only » Downlink Newsletter' section with a 'Share' button and social media icons. Below this is a large image of the Earth from space with the text 'Ad Astra DOWNLINK' and 'Newsletter of the National Space Society'. The text below the image states: 'Ad Astra Downlink is the twice-monthly electronic newsletter of the National Space Society. Its primary purpose is to keep our members informed in between issues of the quarterly magazine Ad Astra. Downlink also serves as a means for announcements of upcoming events. Regular features include "NSS Update" with news from NSS, "Chapters Roundup" with activities from around the world, and "Space News Roundup" covering space-related events and activities beyond the NSS.' Below this is a link to 'Access Back Issues of Ad Astra Downlink in PDF format'. At the bottom, there is a 'Download' section with a table of items.

Item Name	Posted By	Date Posted
Ad_Astra_Downlink_2020-02-26.pdf PDF (1.2	Administration	2/28/2020

ad Astra Downlink

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.