1. Log in at members.aicuo.edu
   a. Your username created by the Association is your work email address (johndoe@aicuo.edu).
   b. If your email address does not work, try the prefix of your work email (johndoe@aicuo.edu).
   c. If neither work, please contact Elle Dutton at edutton@aicuo.edu or 614-228-2196
2. Choose “Groups” from the top menu bar.
3. This page shows you the list of groups of which you are a member.
   a. Choose the group in which you want to post a forum topic.

5. Directly under the group headline, choose “Forums.”
6. From the Forum Titles, choose the title that best fits your topic.

7. Within the forum title section, choose “+ New Topic.”
8. Enter your topic information:
   a. Under subject, type in your question or statement.
   b. In the text section below Type of Post, type in the details of your post.
   c. Attach any necessary documents or images.
9. When finished, press “Submit Post.”

If you have issues or need assistance, please contact Elle Dutton at edutton@aicuo.edu or 614-228-2196.