



## NALPconnect FAQs

NALPconnect is NALP's online members-only professional community. NALPconnect makes it easy for members to communicate, share resources and build connections. Connect with colleagues today by logging into NALPconnect through the "My Membership" link at the top of every NALP webpage, or by visiting <http://connect.nalp.org>.

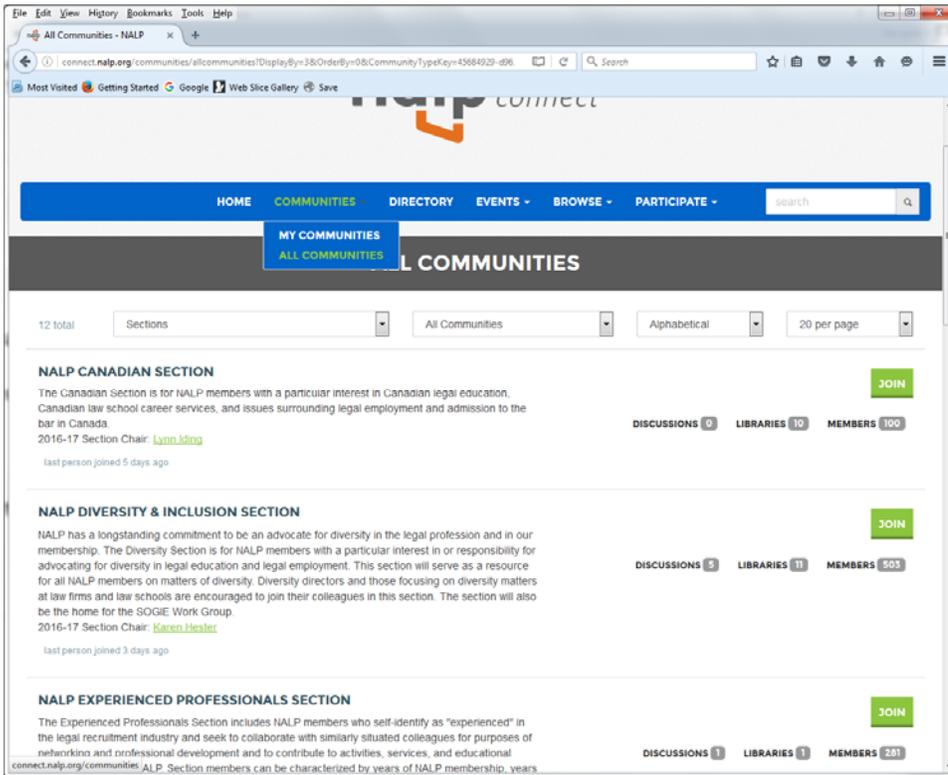
For questions or assistance, contact the NALP office at 202-835-1001 or [support@nalp.org](mailto:support@nalp.org).

### Frequently Asked Questions:

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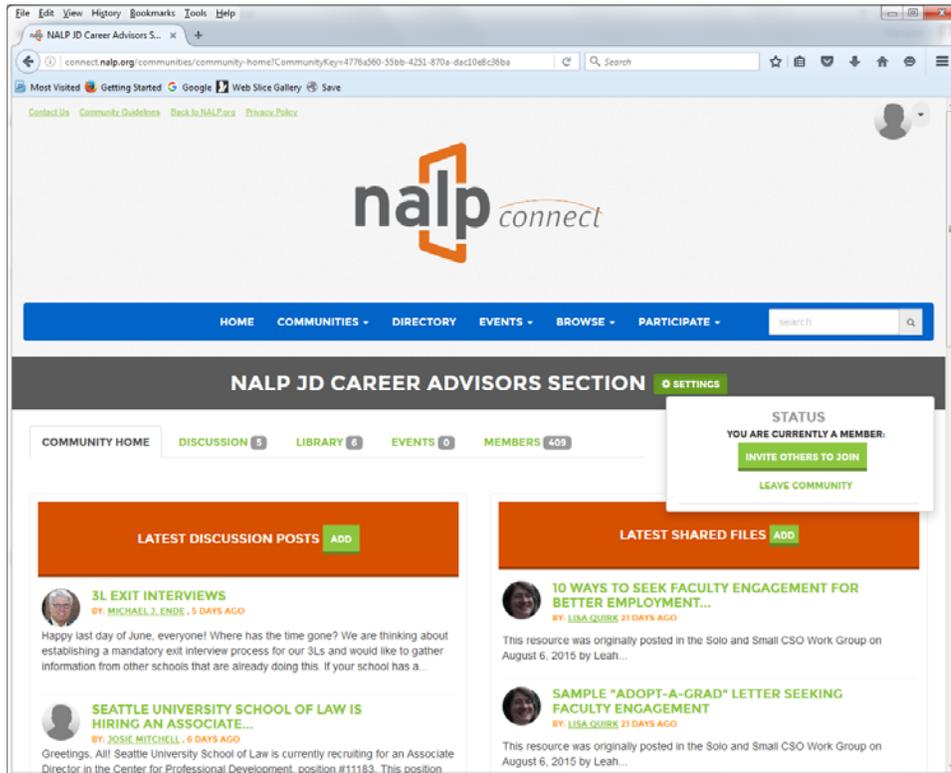
# 1. How do I join a Section community?

You can join any Section by navigating to the communities listing and clicking the green JOIN button next to any Section you wish to join. (If you are already a member of any Sections you will not see the JOIN button for those Sections.)



## 2. How do I leave a Section community?

To leave a Section community, navigate to the Section you want to leave, then click the green SETTINGS button and select “Leave Community.”



## 3. Can I join other communities?

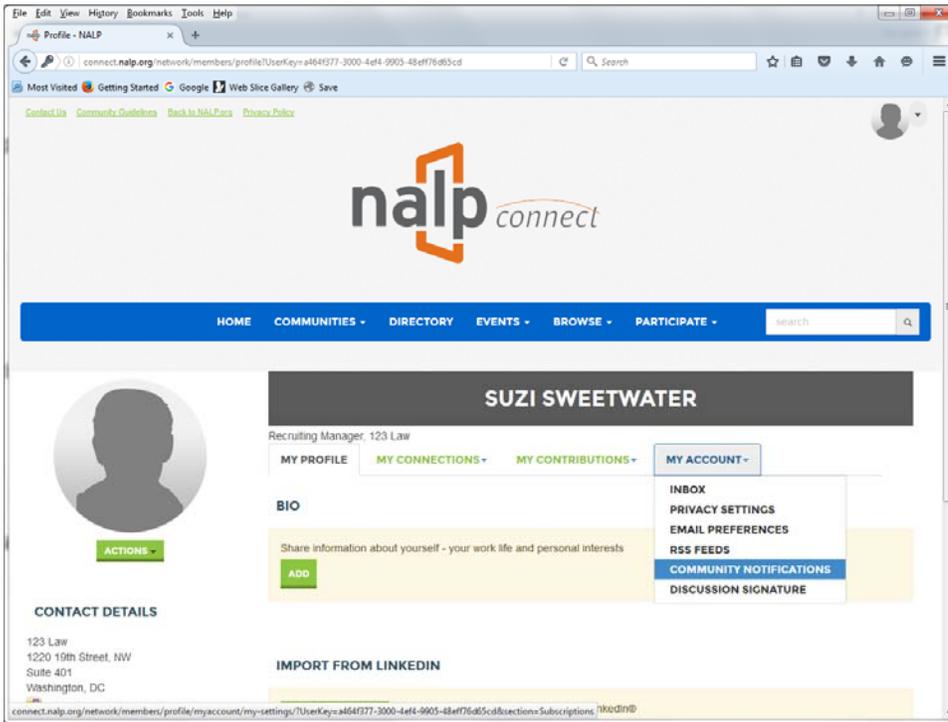
All Section communities are open to any NALP member to join. Region communities are assigned based upon your NALP region and cannot be changed.

## 4. How can I change my Region?

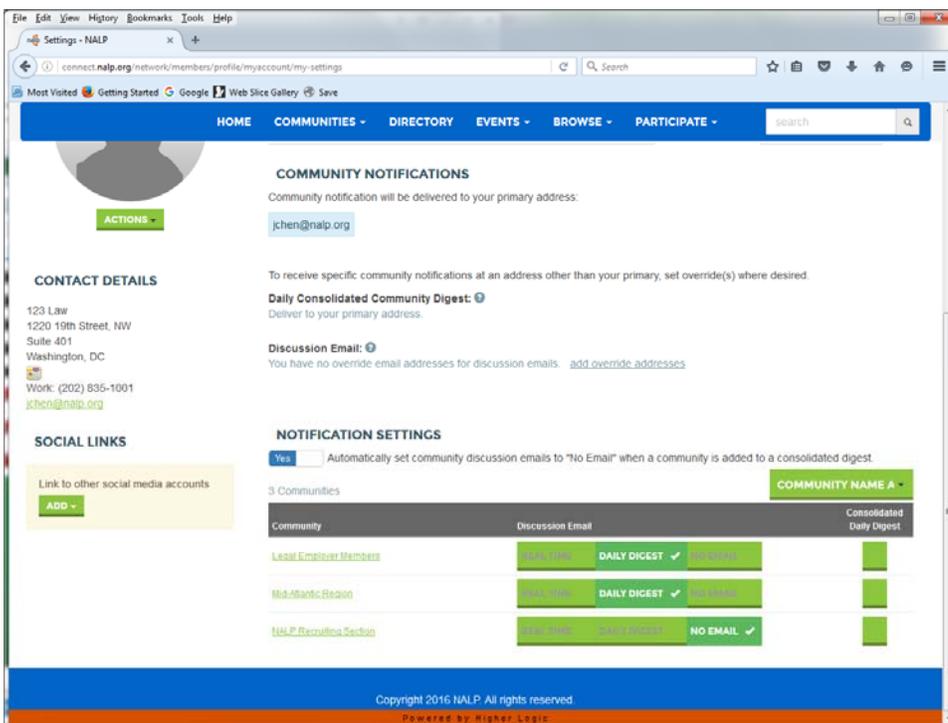
If you feel that your region is incorrect, please contact the NALP office at 202-835-1001 or support@nalp.org to make the correction to your membership record.

## 5. How do I change my email notifications?

To change your email notifications, go to your profile and click the My Account button. Community Notifications allows you to control which communities you receive email messages from and how frequently.

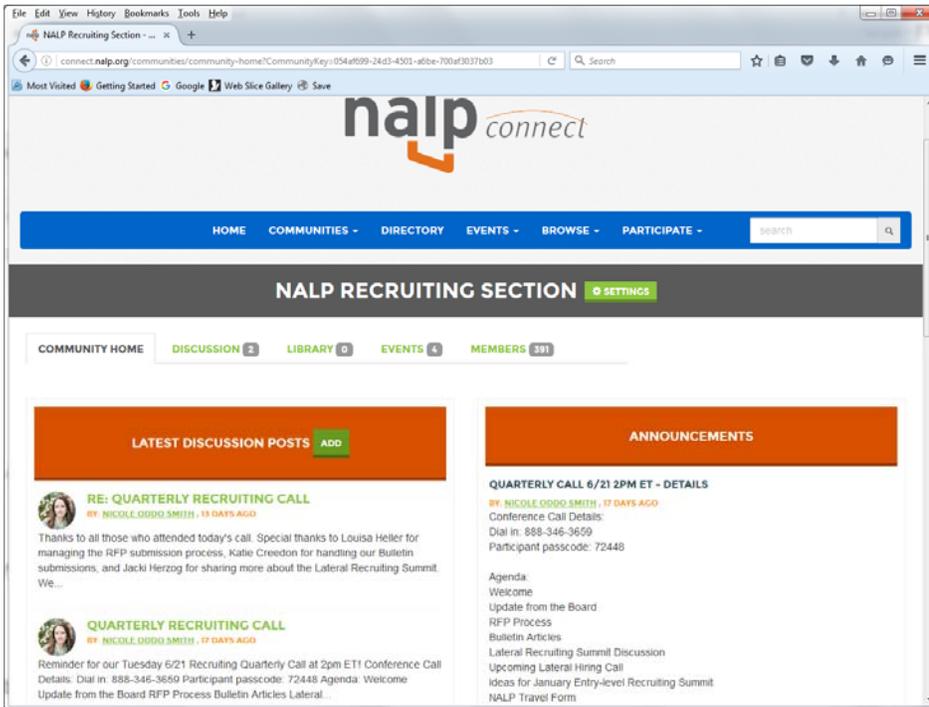


Select whether you want to receive emails from each community in real time, as a daily digest, or not at all. You can also select several communities for inclusion in a “consolidated digest,” which aggregates multiple community messages into one digest.

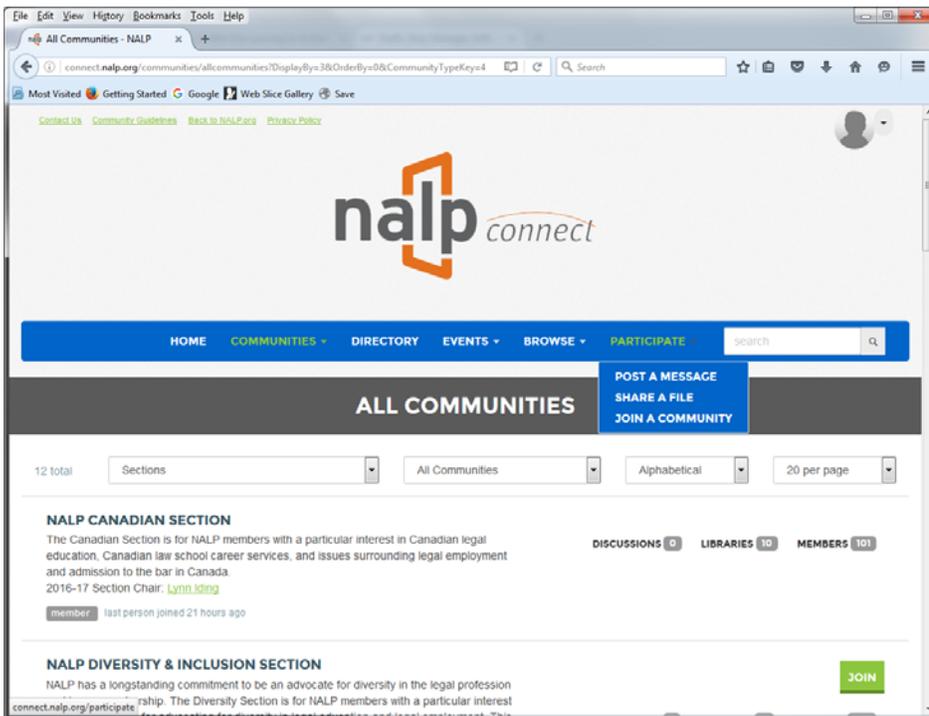


## 6. How do I ask a question/start a discussion?

You can start a discussion by navigating to any section and clicking the green ADD button.

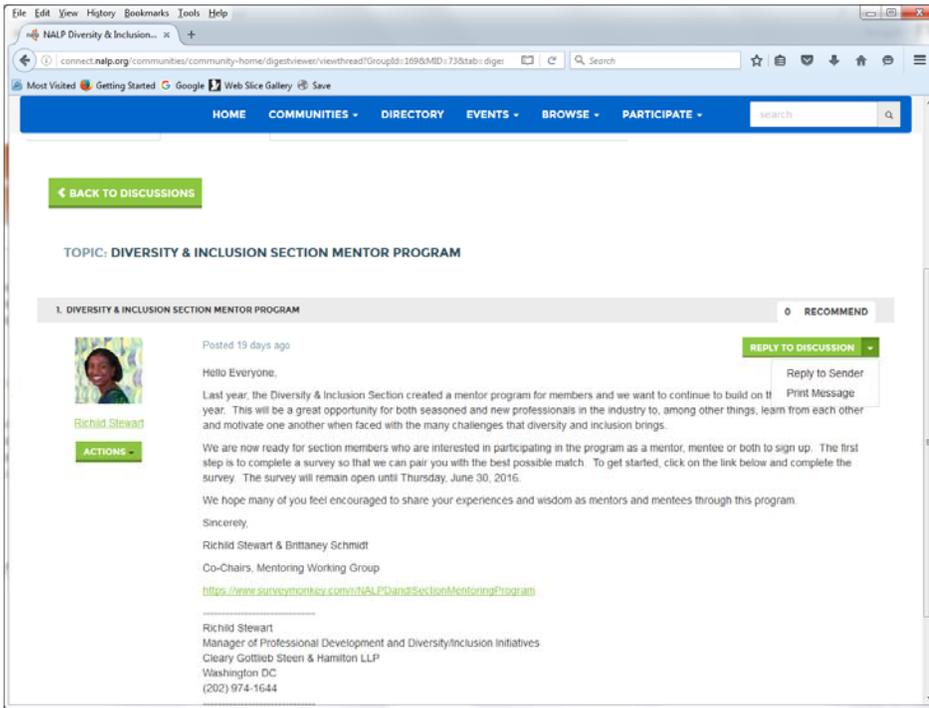


You can also start a discussion by clicking the Participate button and choosing Post a Message.

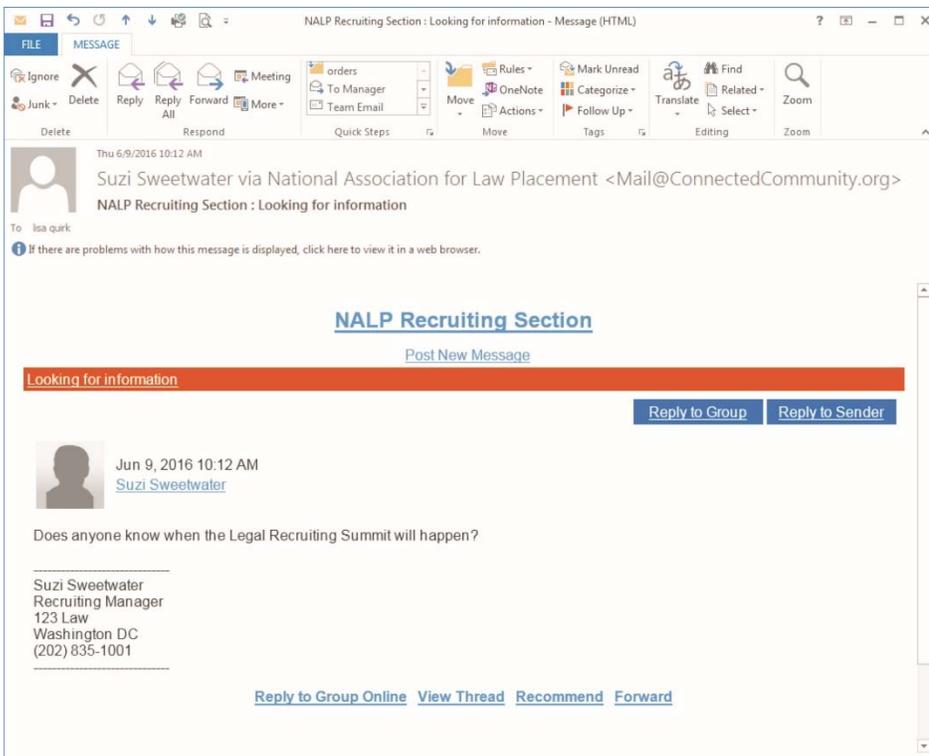


## 7. How do I respond to someone's question?

You can respond to a question by clicking on the question and then clicking the green REPLY TO DISCUSSION button. The drop-down arrow will also allow you to reply only to the sender.

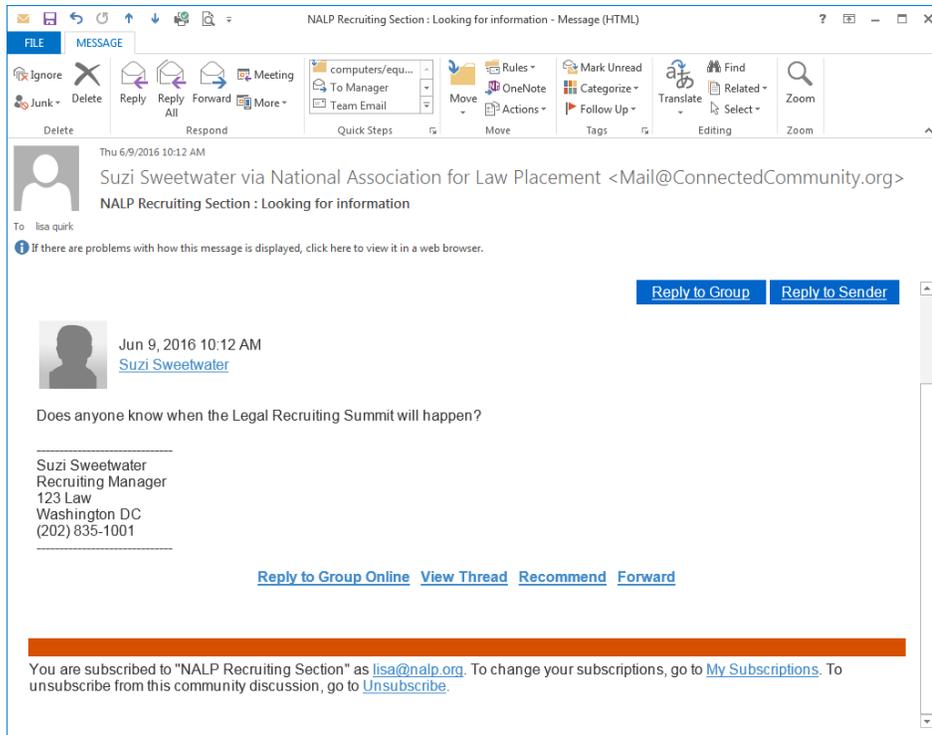


You can also respond directly to an email message by clicking the “Reply to Group” or “Reply to Sender” button.



## 8. What happens if I unsubscribe from an email message?

Email notifications all have the option to unsubscribe in the message footer. Clicking unsubscribe will change your notification setting for this specific group to “No Email” but will not remove you from the community. You can always change your settings by going back to the My Account screen (see question 5 above).



## 9. What is the difference between discussions and announcements?

Discussions are the type of message that would generate a response – usually a question or statement requesting comment or input from others. An announcement is one-way – simply informational, with no way to respond (e.g., announcing the date of a Section call, the addition of a new resources, etc.). Announcements are not included in real-time email notifications or in digests; community members must log in to NALPconnect to see any announcements.