Getting started on the Neuronline Community:

1. Navigate to Neuronline Community homepage: https://community.sfn.org/

2. Click the green **Sign In** button in the top righthand corner and log in using your SfN credentials
   a. You must be signed in to access the Neuroscience Scholars Program (NSP) and Latin American Training Program (LATP) community groups.

3. To access a specific community group, select the **Groups** tab.

4. If you click on a community group and you receive a message that it is a Closed Group, first ensure you are logged in using your SfN credentials. If you are logged in and still do not have access, click the green “**Join Group**” button and SfN staff will admit you.
5. Update your Community profile
   a. Click on your name in the upper righthand corner. This action will produce a dropdown menu, from which you will select “Profile.”

   ![Profile dropdown menu](image)

   b. Once you are on your profile, click the “Edit Profile” button, located in your profile header.

   ![Edit Profile button](image)

   c. Here, you can update your person details, including your “About Me,” location and personal websites (i.e., LinkedIn). When your edits are complete, make sure you click the “Save” button in the bottom righthand corner.

   ![Edit Profile form](image)
What is the Neuronline Community?

- The Neuronline Community is the discussion and networking branch of Neuronline. This site hosts discussion forums where members can connect about scientific or professional development topics with other neuroscientists at every career stage.

How do I change my notifications settings?

1. Click on your username in the upper right hand corner
2. From the dropdown menu, select “Account Settings”
3. Click “Notification Settings” in the menu to the right under “Other Settings”

How do I find my Group (e.g.: Neuroscience Scholars Program, Leadership Development Program)?

- In the blue navigation bar near the top of the page, click on “Groups” and you will be taken a page with a list of all the Groups.

I can’t access my specific Group, what should I do?

- Message/email your program administrator or Andrew Chen, Community Specialist at achen@sfn.org with your SfN username and email so they can add you to the group

Why can’t I post?

- Make sure you’re logged in; users are required to be logged into their SfN account and be a current member in order to post in a thread or create new ones.

How do I follow a category/topic/member?

- To follow a category or topic, click on the white “Follow” box in that category or thread
- To follow a member, click on their name to go to their profile, then click the “Follow Member” button next to their name.
Where do I find blog posts?

- On the blue navigation bar, click “Blogs” to see all the available blog topics

Am I allowed to write blog posts?

- Only Community Leaders can author Blog posts. If you’re interested in becoming a Community Leader, keep an eye out for applications opening in 2020!

Community Nomenclature

- Community: the site as a whole
- Category: the “container” for forums and subforums. E.g.: Annual Meeting, Scientific Research and Training
- Forum: General Discussion, Professional Development, Roommate Matching
- Subforum: Subdivision of a forum with more defined topics e.g.: Live Chats, Welcome Center & FAQs
- Topic: an individual post within a forum
How to post and reply to discussions in Community

Hello! This tutorial will teach you how to log into the Community, access the NSP Group, and do various functions within Community.

1) How to log into the Neuronline Community

2) Click on the “Groups” tab on the blue navigation bar
3) Access the NSP Group by clicking on the “Neuroscience Scholars Program” link

4) Explore the different Group areas on the menu bar

5) Find a forum or discussion to post in.

6) Example #1: Posting in an existing discussion

General Discussion
7) Post your replies by scrolling down to the bottom of the page and clicking the Reply box or clicking “Quote” to reply to a specific post.

Type up your response here!

Turn on notifications to know when people ask you questions or reply to you!

When done, submit the post, and it will show up in the discussion topic.

8) Example #2: Starting a new topic
9) In the forum, click “Start new topic”

General Discussion
Create New Topic

1. Type in the title of your topic

2. Select or create any tags you would like to help others find your topic

3. Type up your response here!

4. Turn on notifications to know when people ask you questions or reply to you!

5. If you’d prefer to post anonymously, you can do so by checking the box here. When done, submit the post, and it will show up in the forum.