Welcome to the Hub! We’re glad you’re here. Here are a few tips to get started:

1) **To Join a Community:** Log in at [https://classmgmt.com/ncms_communities.php](https://classmgmt.com/ncms_communities.php) using your NCMS username and password. Don’t remember your log-in information? Click on “forget your password” on the log-in page.

While all NCMS Communities are open to NCMS members, you must “join” the community first from this landing page. Simply click on the Community you want to join and click the blue “Join Community” button. You will receive a confirmation to your email address from your NCMS member profile but it will take up to 24 hours to process your request for access, so wait until tomorrow to go to the next step!

2) **Already a member of one or more communities?** Log in at the above link using your NCMS username and password. Click on the Hub logo and you will be directed to the Hub home page where you will first need to read and accept the terms and conditions of the site before proceeding.

You will then see this:

The top right corner of page is where you edit your profile. You can also contact the Communities managers and review the Terms & conditions at any time.

Click on the down arrow to begin editing your profile. Choose “profile”

Here you can add your **photo** (.png, .jpg files work best; photo size is 200px x 200px), add your **bio**, your **educational background**, and your **job history**.

You can also add your **social media links** (Facebook, Instagram, LinkedIn)

The only information you CANNOT change is your **Contact Details**. These are pulled directly from your NCMS member profile, so if you change anything here on the Hub, it will revert back to your NCMS profile during the overnight refresh. If you need to make any changes, go to your profile page on the NCMS website, make your edits, and your Hub account will update during the overnight refresh.
Next, click on “My Connections”

Here, you can review your existing Contacts, message them individually or remove any of them if you wish. There might also be “suggestions for you” as well at the top. You cannot add to your Contacts here, that is done under Directory.

Networks: View others in your company and geographical area.

Communities: View the communities that you currently belong to.

Following: This will list discussions you have replied to and also those where you marked the “star” to follow the thread (more on that later!).

Note: Depending on an individual’s privacy settings, you may not be able to see everyone within a community or view all of their information.

Now click on “My Contributions”

Here, you can review what YOU have done within your Community(s).

Summary: View your discussion posts, library entries, and recommendations. If you click on each one, all the detail will be displayed. You can also keep track of your points! (more to come later on this)

Achievements: View your badges and ribbons earned!

List of Contributions: View all of your content, including any saved drafts and scheduled posts.
Now it’s time to set up “My Account”

This is an important section for you to review and complete as it will affect your experience – and your visibility on the site.

**Privacy Settings:** Here you can decide who you want to share your information with on the site. Your choices are “Public” (any visitor to the site); “My Contacts” (your contact list only); “Members Only” (members of your specific Community); “Only Me” (most private setting).

You also need to choose “Yes” or “No” to the statement: “I would like to be included in the member directory and community rosters.”

**Email Preferences:** Make your selections on the various email options. You cannot “opt out” of system emails.

**RSS Feeds:** For more information on this option, visit:

**Community Notifications:** Be sure to complete this section for each community in which you are a member. Your options are:

- **Daily Digest:** A daily summary of all discussion posts, library entries, etc. that took place within your Community that day. These digests will be sent after midnight to the email address on your NCMS member profile.
- **Real Time:** You will receive a notification via the email address on your NCMS member profile each time something is posted within your Community.
- **No Email:** You will receive no notifications of any activity to the email address on your NCMS member profile. To view any content, you will need to log in to The Hub.

*Note: You can change these settings at any time.*

**Discussion Signature:** Choose how you want your signature to be displayed and what information you want included. There is a list of fields to the right that you can plug in to your signature block on the left, or you can choose the default. Remember that the information comes from your NCMS member profile.

And don’t forget your Inbox!

In this section, you can view all of your new and existing messages, as well as sent items.

You can also compose a message here. Click on “Compose” to the right. In the “to” line, type the first three letters of a name, and a list of names that match will appear for you to choose from.

Remember that not all members may appear here – it is dependent on their privacy settings.

You can also view and accept any Contact Requests and any Community Invitations.
Want to Leave a Community?

We understand that sometimes, a community you joined may not be the right fit for you at this time.

It is very simple to leave a community, but it must be done by you. Go to the Communities page on the NCMS website: https://classmgmt.com/ncms_communities.php (see left). Click on the Community you wish to leave and you will see a red button (see left) that says “Leave Community”. Click on the button and that’s it! You will be removed from the Community during the overnight refresh.