

## **Functions**

### ADD A CONTRIBUTION

Members are encouraged to submit knowledge, but the knowledge may need community editor approval before being published.

1. Go to the page where you wish to add a contribution.
2. In the Big Box, choose the **Add Content** tab and then click on the contribution type that you wish to add.
3. When the new window opens, complete the appropriate and/or required fields and attach a file or a URL, if desired.
4. Click **Submit / Suggest**.
5. The next screen will tell you if your contribution has been automatically approved or will require editor approval. Click **Close**.

### ASK/ANSWER A QUESTION

One of the most unique and beneficial features of the ACC is its widespread support of collaborative discussions.

1. Go to the page where you wish to ask/answer a question.
2. In the Big Box, choose the **Ask a Question** tab and enter a short, descriptive question, being sure to include a question mark.
3. Review the list of similar questions. If none answer your question, click the **Submit** button.
4. When the new window opens, complete the fields and click **Submit / Suggest** and then **Close**.
5. To ask a question on a contribution, click the **Ask a Question** link in the top task bar.
6. To reply to a discussion, click on that thread and then click the **Answer** button below the question.
7. Complete the fields and click **Submit / Suggest**.

## **Profile**

### UPDATE YOUR PROFILE

1. At the top right of any page, click on **My Options**, then **Edit Your Profile**.
2. From the new window, you can choose to **Edit Profile**, **Change Password**, or log in to other DAU assets.
3. Update your information and click **Save**.

### ADD A BLOG ENTRY

1. Go to the item\* for which you wish to create a blog entry.
2. In the Big Box, choose the **Add Content** tab, then click on **Blog**.
4. To blog on a contribution, click the **Blog** link in the top task bar.
4. Complete the fields and click **Submit**.
5. Add appropriate tags, if desired, and click **Add Tags**.
6. Click **Close**.
7. The blog will appear on your profile page, as well as on the page where you added it, under the **Blog** tab.

### BOOKMARK A FAVORITE

1. Go to the item\* that you wish to bookmark.
2. In the Big Box, choose the **Other Actions** tab, then click **Favorite**.
3. To bookmark a contribution, click the **Favorite** link in the top task bar.
4. Add appropriate tags, if desired.
5. Click **Submit** and then **Close**.

### ADD TO YOUR NETWORK

1. Add someone to your network by opening their metadata card and clicking **Add to my network**.
2. Add appropriate tags, if desired, and click **Submit**.
3. View your network by clicking the **Favorites and Network** tab on your profile.

### YOUR USER NAME/PASSWORD

1. From any page, click **Forgot My Login Information** above the **Browse** button.
2. From the new window, you can choose to **Edit Profile**, which displays your user name, **Change Password**, or **Enroll for Password Reset**.
3. Complete the desired action, then click **Submit/Save**.

### SORT CONTRIBUTIONS

1. Under **Show All** view, click on column headers to sort ascending or descending.



### SUBSCRIBE FOR UPDATES

1. Go to the item\* for which you wish to receive updates.
2. In the Big Box, choose the **Other Actions** tab, then click on **Subscribe**. For contributions, use the top task bar.
3. Choose email and/or inbox notification.
4. Click the **Advanced** button to customize your updates; choose updates for anywhere in the community or community-level only; click **Apply**.
5. Click **OK**.

### VIEW OBJECT METADATA

1. Click on the down-arrow next to a link for community, contribution, or profile.
2. Choose to view additional information by clicking the links, if desired.
3. Click on the "X" to close the metadata window.

### USER TRAINING

The User Training page contains links to tutorials, quick reference guides, and the CoP Implementation Guide.



<https://acc.dau.mil/usertraining>

### ONLINE HELP

Online help can also be found by clicking the **Help** link at the top of each page.