

**WELCOME TO THE AHIA
CONNECTED COMMUNITY!**

HEALTHCARE LEADERSHIP
INTERNAL AUDIT'S PROFESSIONAL THOUGHT
COMMUNITY

ahia

Assoc. of **Healthcare** Internal Auditors

Welcome to the AHIA Connected Community

The AHIA Connected Community is more than just a website. It's a professional networking and business information tool designed to connect members of AHIA on a whole new level. AHIA Connected Community provides instant access to industry and association news, allows members to quickly and easily connect with other AHIA members, provides a forum for accomplishing committee and governance work, and allows users to engage in online discussions and document sharing. In short, the AHIA Connected Community provides AHIA an unprecedented opportunity to reach new heights and ultimately be of greater service to its members.

LET'S GET STARTED

1. Login

Go to [AHIA Connected Community site](#). Click on the **LOGIN** button in the upper right hand corner. Enter your email address and password (**Hint:** Your password is identical to your AHIA.org password). If you do not know your password, go to www.ahia.org, select login, and then "login help" to have it emailed

to you. Once logged in, accept the disclaimer and begin exploring.

2. Complete Your Profile

Once you login, locate the menu bar at the top. Click on **MY PROFILE** (you can also find a profile link on the top right hand corner of the page).

- Begin by adding your picture (**Add A Picture> Upload**)
- Next, tell other community members something about yourself in the BIO section (**Add Your Info> Save**)
- Review the pre-loaded contact information that appears to the right of your photo.. If a correction or update is required, click on the **pen icon next to Contact Details**.
- If you have a LinkedIn® account, you can use the **Update your Information from LinkedIn ®** link to complete profile.
- Link to your profiles on Facebook ® , Twitter ®, WordPress ®, Blogger ® , etc., simply by clicking on the appropriate link(s) under Social Media Sites
- If you link your account to Twitter®, the feed will automatically appear

- Complete the Education and Job History sections by using the Add/Edit links (optional)
- If you are a current member of the AHIA Board or a member of one or more AHIA committees, this information will automatically be displayed under the **MY CONNECTIONS tab**. Please note that **NETWORKS** are groups that are automatically built based on Certifications, Interests, Job History and Education you've specified in your profile.

3. Customize Your Privacy Settings

Using the **MY PROFILE** drop down menu, click **MY PRIVACY SETTINGS** (you can also find the link on the left hand side of your profile page). Here, you will set your control preferences and control how you appear to others. After setting your preferences, click **SAVE**.

4. Customize Your Subscriptions

Using the **MY PROFILE** drop down menu, select **MY SUBSCRIPTIONS**. Here, you will set your preferences for how you wish to be notified of discussions and other activity in

your notified of discussions and other activity in your AHIA Connected Community “communities.” You can choose to be notified in Real Time, by Daily Digest, or you can choose to receive No Email Notification at all. Setting your subscriptions to No Email requires logging into the system to view all activity (not recommended).

5. Find Members

Click **DIRECTORY** on the top navigation bar, users have two search options. **BASIC SEARCH** allows you to search by First name, Last name, Company Name, or email address. **ADVANCED SEARCH** allows you to search by location, Community Type, Likeness, Education and Designations. To view the complete list of member – enter “\$” in the first name field and the complete list will appear.

6. Invite Contacts

Now you’re ready to build your contact list. To invite a member to be a contact, go to **DIRECTORY**, and search the individual. You will see options for sending a message or adding the contact to your network. Click **ADD AS CONTACT**. Follow the prompt. If you find

your way to an individual’s actual profile page and he/she is not a current contact, you will see the **ADD AS CONTACT** link to the right of the profile picture

7. Select RSS Feeds

A number of discussions on the AHIA Connected Community are available as RSS feeds. Using the **MY ACCOUNT** drop down menu on your profile page, **click MY RSS FEEDS**. Place a check next to the feeds you wish to receive. You can also access the links on the left hand side of your profile page.

8. Create a Community

While AHIA Connected Community has many pre-defines communities, users also have the ability to create their own communities and invite others to join. To create a community, click on **COMMUNITIES** | in the top menu bar. Next click on the green **CREATE A NEW COMMUNITY** button. From there you will name your community, select its type, add a description, set its membership and viewing preferences and select the community features and then save and invite members. Forming a

community is quick and easy!

9. Share a file

Go to the **SHARE A FILE** section of the home page. Click the green **ADD** button. Complete the title and description fields, select community type, choose entry type (hyperlink, standard, file upload, etc... Once you have loaded your file, you may add a description and select appropriate categorization.

10. Explore!

Now that you have logged in, built your profile, set your preferences and invited new contacts, you’re able to explore and discover all the AHIA Connected Community has to offer. Send messages, Catch up on late breaking news. Join a discussion. Post a resource document. Take a look at the agenda for your next committee meeting. Form your own community workgroup. It’s all here on one place!

Glossary of Terms

Here are some terms and definitions you may find helpful as you navigate your way through AHIA's Connected Community.

Community – a group of people organized around a common subject, interest or theme. Communities on the AHIA's Connected Community are organized around different AHIA committees and leadership positions. It is our hope they will expand to subject matter areas of interest. This enables users to participate in only the communities they are a member of and in those that interest them.

Discussion – sometimes referred to as “forums,” these are topics or questions that are interactively grouped within – and related to – a specific community. All comments responding to the topic are posted beneath the initial topic and become a discussion thread. A “thread” is generally defined as a single topic under a discussion by a group.

Posting – a message submitted to an any community discussion for which you are a member.

Ribbons – these appear under a member's profile picture and serve as indicators of how active the member is within the AHIA Connected Community . They also describe service positions with the organization.

RSS Feed – an RSS Feed is a family of web feed formats used to publish frequently updated works such as blog entries, news headlines, forum discussions, audio and video, etc., in a standard format. RSS Feeds benefit users who want to subscribe to timely updates from favorite websites or compile feeds from many sites into one place. AHIA's Connected Community allows users to consolidate RSS Feeds by going to their profile and clicking on the **MY RSS FEEDS** link and following the prompt.

Popular Search Terms – this tells you what other members want to learn more about.

Social Score – AHIA's Connected Community allows users to receive points for participating in certain activities like joining a discussion or linking to his/her profile on LinkedIn®. Each use's social score determines where he/she falls on the list of the AHIA Connected Community's TOP PRODUCERS and determines which ribbons appear under his/her profile page. The more active or “social” a user is, the higher the social score he/she receives.