

Getting Started

1. Go to the Community home page: community.cupahr.org
2. Log in using your Knowledge Center/CUPA-HR login ([Forgot your login?](#))
3. Click on My Stuff – This is your personal dashboard. Here you can:
 - Change or view your Profile and update your Profile photo
 - Check your community Inbox
 - Send Colleague Requests to others in the community, and view requests you've received from others in the community (this is similar to “linking” on LinkedIn or “friending” on Facebook)
 - View comments that have been made on your Profile
 - View Photos and Documents that you have uploaded to your Profile
 - View and manage your Groups and preferences
4. From your dashboard, select the Profile link from the menu down the left side (not the one by your photo – that takes you to the “public” view of your Profile).
5. Fill in the blanks and upload a Profile photo. The information you include will help others in the community find you when they do a search. If you include a Twitter user name, your Twitter feed will appear on your Profile.
6. Now go to the View Profile link next to your photo to see what others in the community will see. (Only CUPA-HR members who are logged in can see your “public” Profile. If you make your Profile “private,” other members will not be able to find you when they do a search.)

TIP: Use the “What Are You Doing?” box on your dashboard to update your status on your Profile. Other members of the community can post Comments on your Profile using the “Post a Comment” box on the Profile page.

7. Now you're ready to use the tabs at the top of the page to Find Others, post a question in a Forum, join a Group, and more.