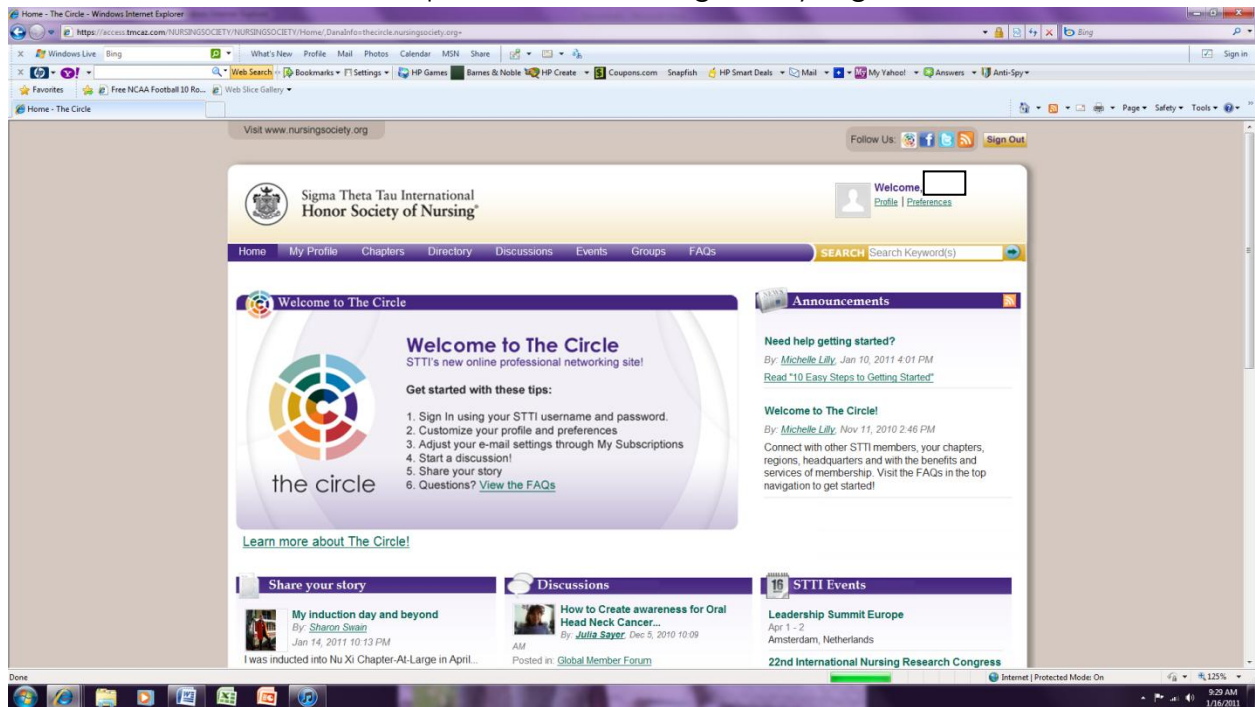
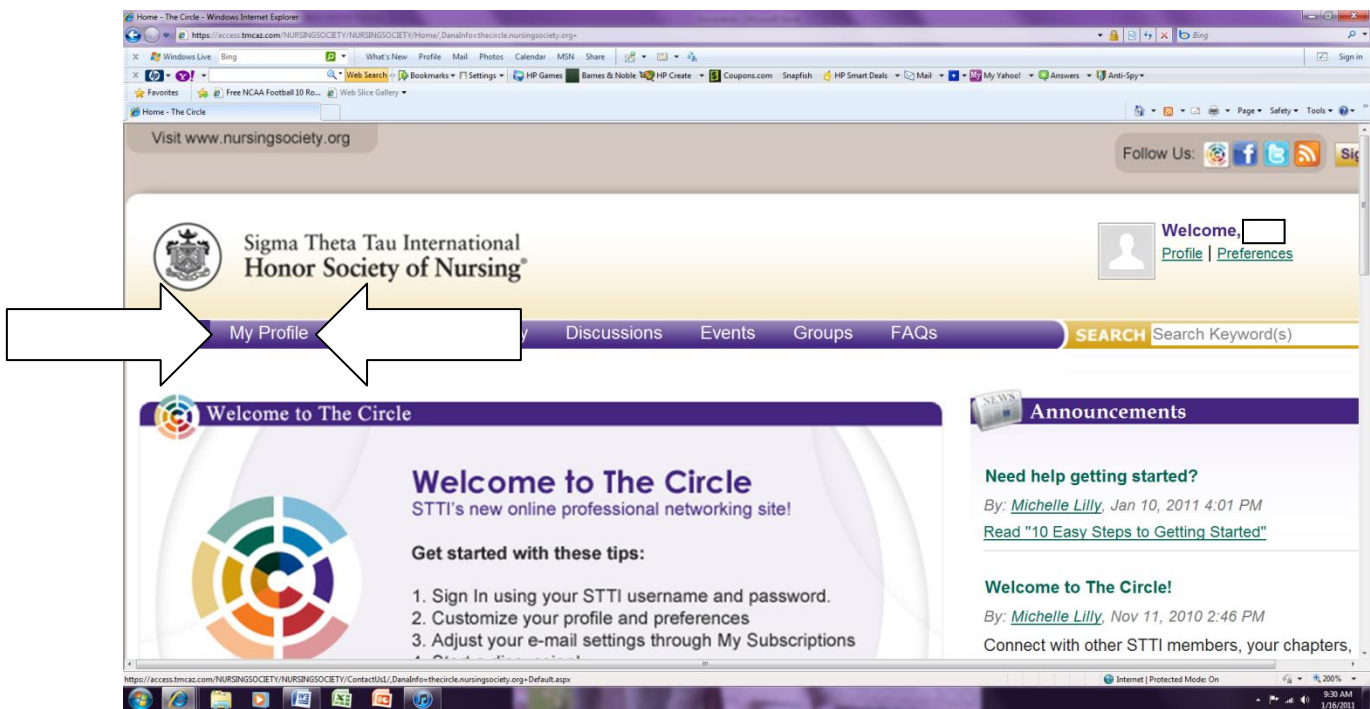


The Circle: "How To" Guide

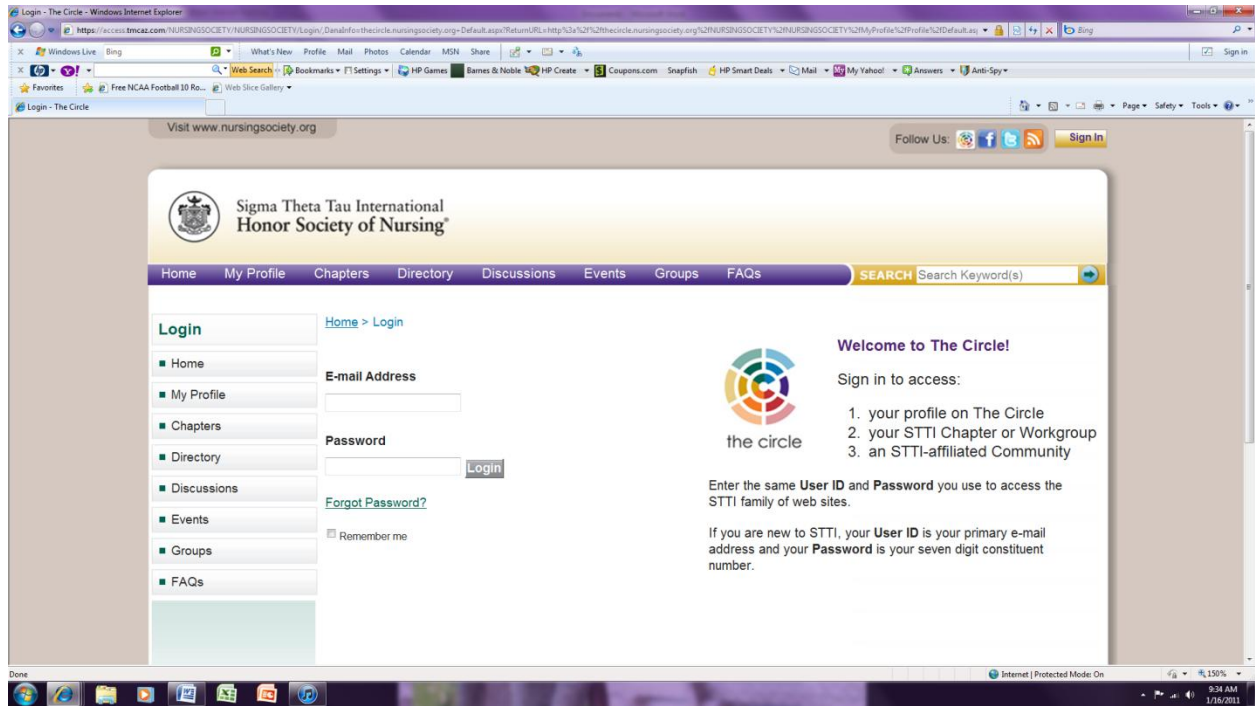
1. Go to the web address: <http://thecircle.nursingsociety.org>



2. Click on the tab "My Profile."

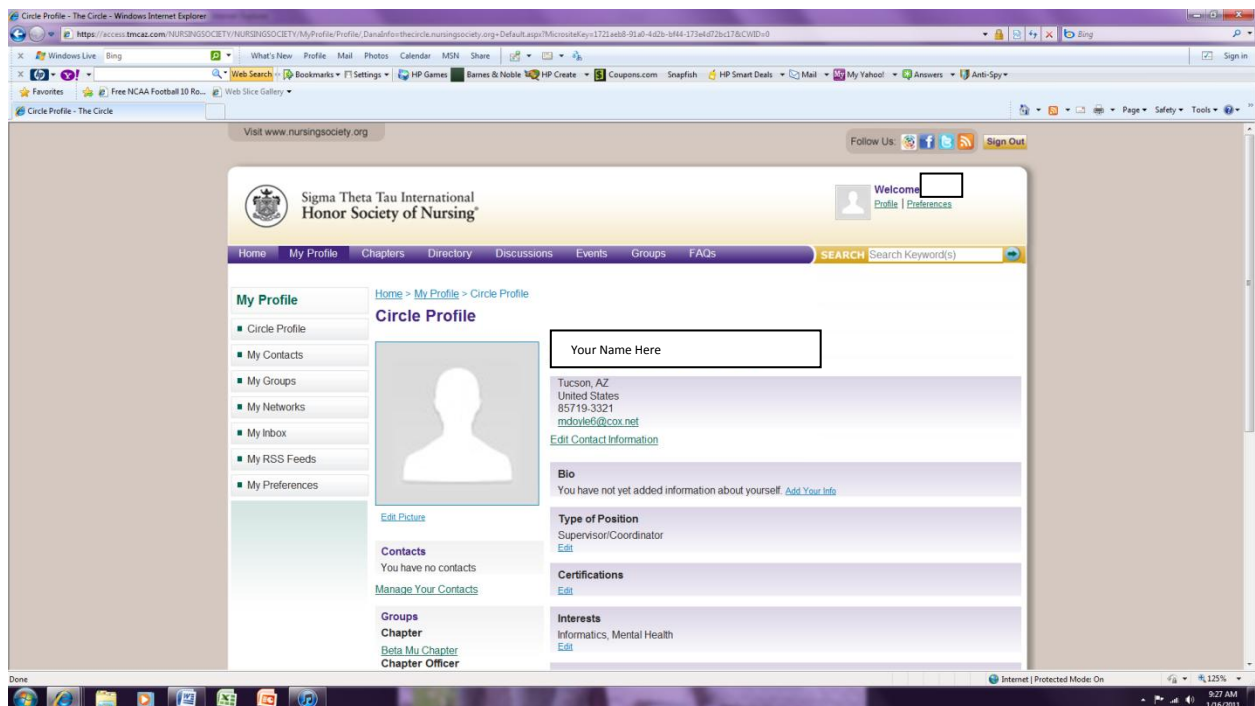


3. You should now see the Log In screen below.

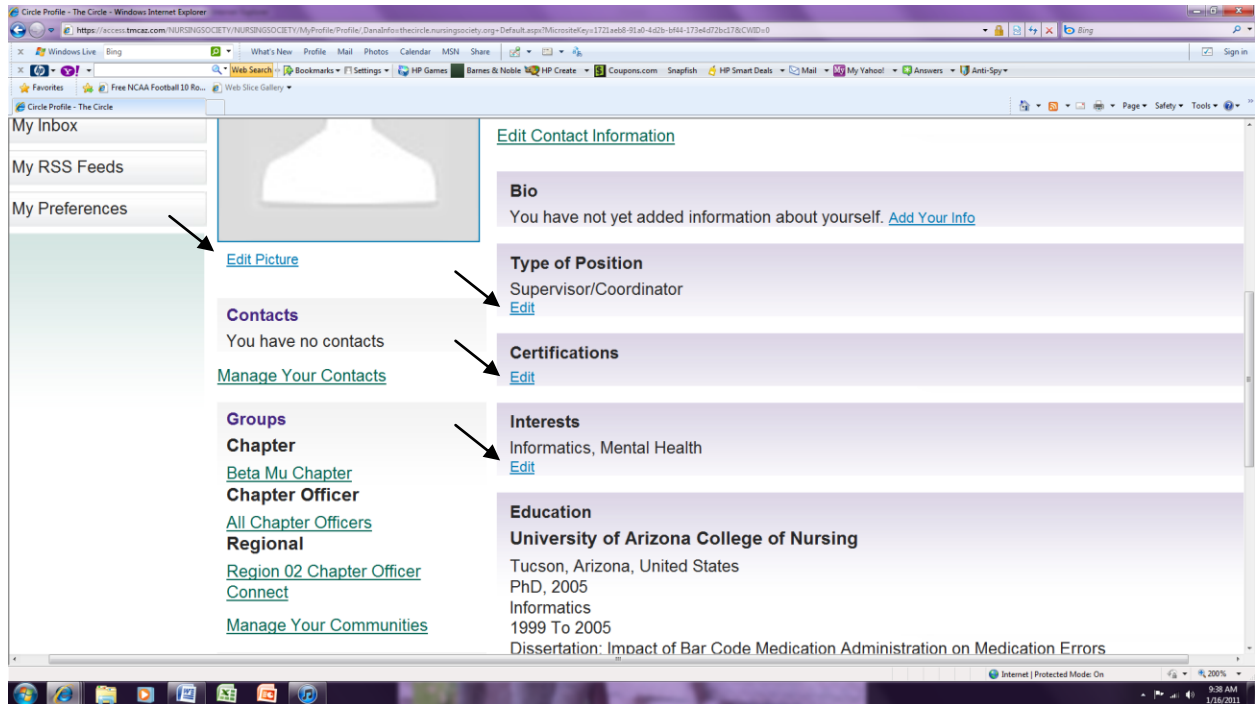


You must use the email address associated with your Sigma Theta Tau membership. Your password is your seven digit constituent number (found on your STTI membership card)

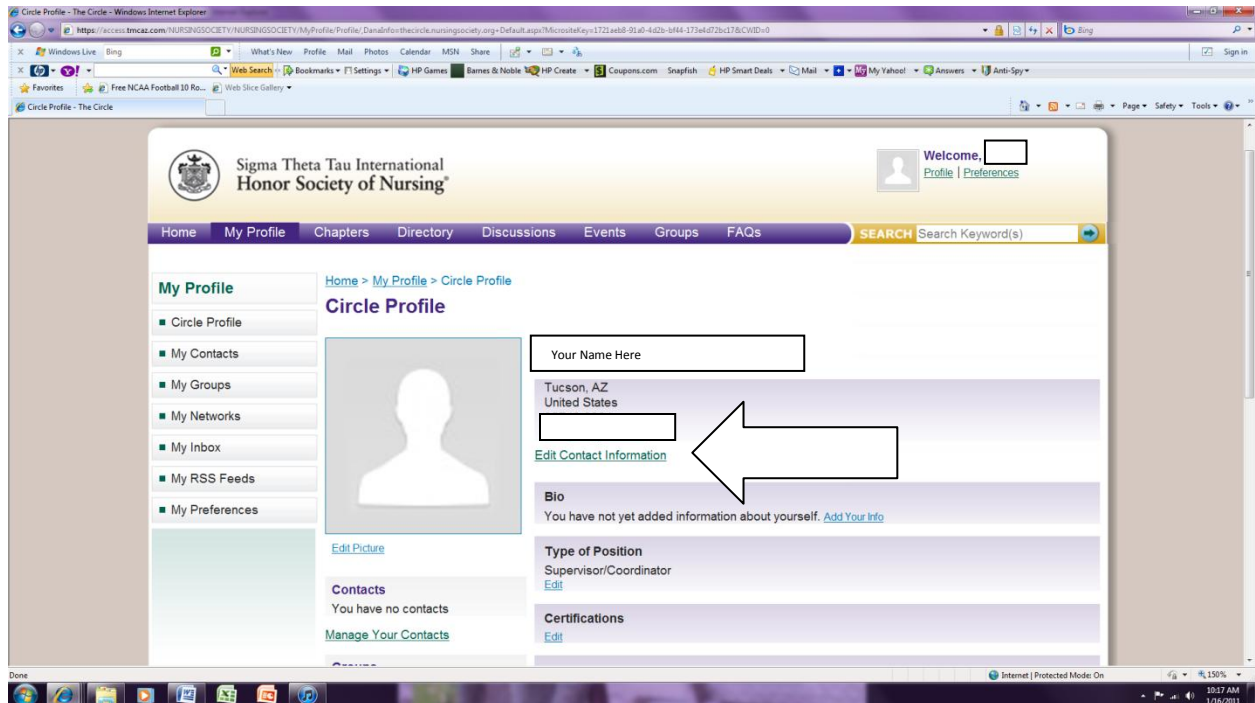
4. You should now see your Personal Profile.



5. To update your Personal Profile you can click on the various highlighted "Edit" buttons.



6. To edit your contact Information you can click on the link (see arrow)



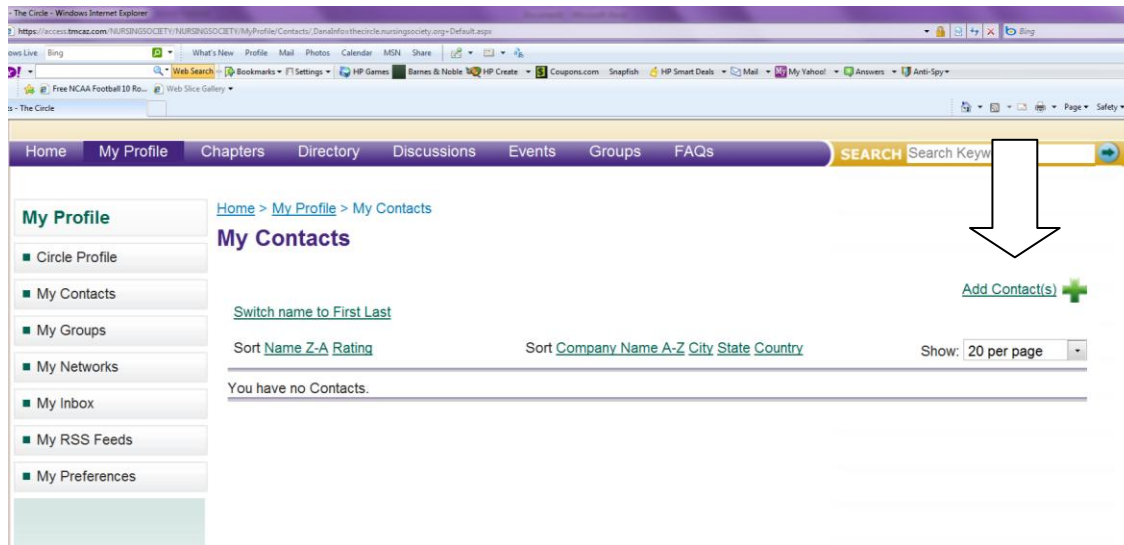
7. You will then need to re-enter your email address and password. When finished making changes go to the bottom of the page and click on "Update Contact Information." Your changes are then saved and you can close the window. **Your edits will be visible on your next log-in.**

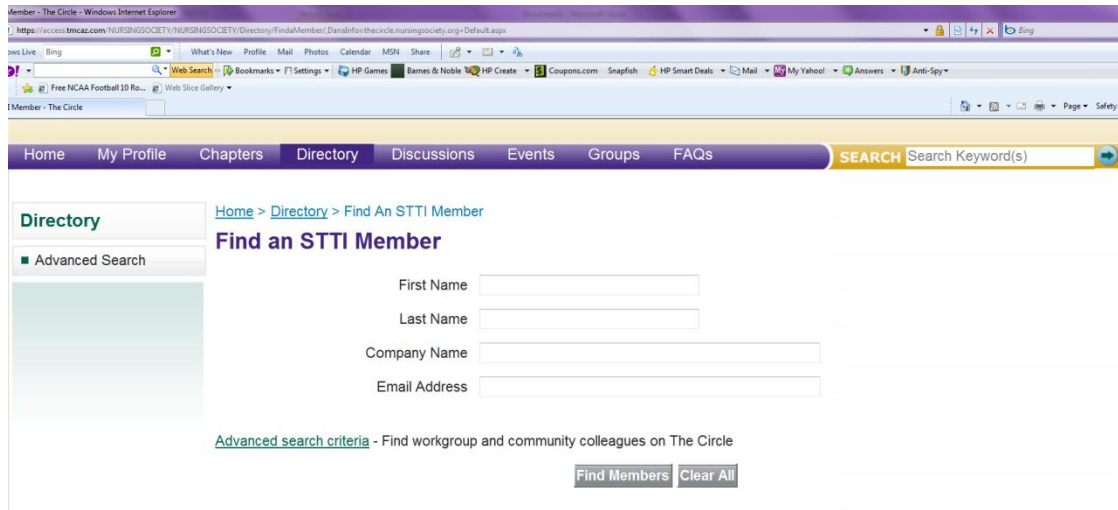
Definitions of Tabs within The Circle



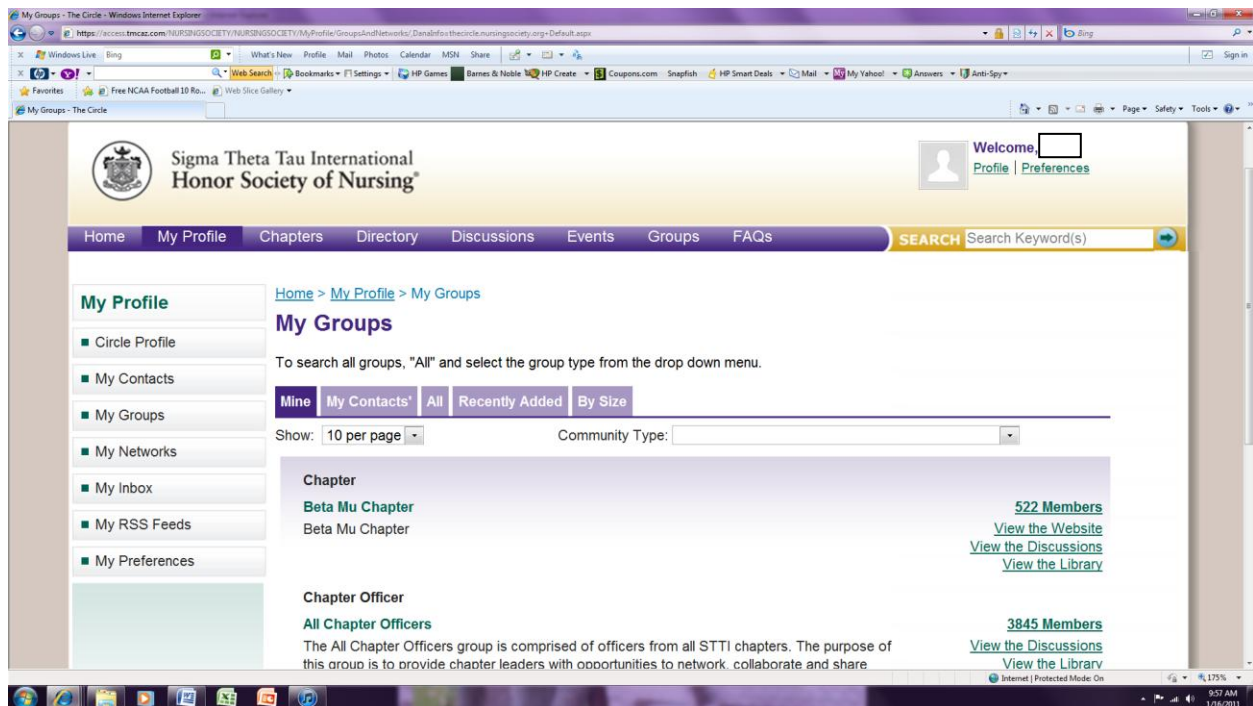
Circle Profile: This is your Personal Profile. you will automatically be on this page after clicking on "My Profile" and logging in.

My Contacts: This is where you can add other STTI members to your contact list for easy reference. By clicking on "Add contacts" you can use the directory to find other STTI members you would like in your contact list.





My Groups: Your group should include the Beta Mu Chapter of STTI.



My Networks: Networks are groups that are automatically built based on the Certifications, Interests, Job History and Education you've specified in your profile. Find people who share your background and interests or discover common background and interest among your existing contacts!

My Inbox: Receive messages and invitations for events from STTI members.

The RSS Feeds: Participate in discussions, read blogs, and access the resource library via the RSS Feeds link.

My Preferences: This is where you will select the information you share as well as with whom you share it. Remember to click "SAVE" when done.

The screenshot shows the 'My Preferences' page for the Sigma Theta Tau International Honor Society of Nursing. The page is viewed in a Windows Internet Explorer browser. The navigation menu includes Home, My Profile, Chapters, Directory, Discussions, Events, Groups, and FAQs. A search bar is located on the right side of the menu.

My Profile

- Circle Profile
- My Contacts
- My Groups
- My Networks
- My Inbox
- My RSS Feeds
- My Preferences

My Preferences

Contact Preferences

Community members may contact you by inviting you to become their contact, inviting you to join a community, or sending you a message. Notifications will be stored in your Inbox. Notifications may also be forwarded to an email address based on your selected preferences.

Allow community members to contact me?

Yes No

Notifications are currently being sent to: mdoyle6@cox.net ([click here to change](#))

I would like to forward to my notification email address:

Contact Requests Yes No

Community Invitations Yes No

Regular Messages Yes No

Forward Comments Yes No

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

I would like to be included in the member directory and community rosters:

Yes No

Picture	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Nobody
My Blog	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Mutual Contacts	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
My Communities	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody
My Networks	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Company Information	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Job Title and Department	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
City, State, Zip	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Nobody

Country	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input checked="" type="radio"/> Public	<input type="radio"/> Nobody
Website URL	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Email Address	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody
Contact me options	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Bio	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Education	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Job History	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Primary Specialty / Areas of Interest	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Certifications	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
My Documents	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Type of Position	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Digital Ribbon	<input type="radio"/> My Contacts	<input type="radio"/> Members Only	<input type="radio"/> Public	<input checked="" type="radio"/> Nobody
Honors and Awards	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody
Professional Groups and Associations	<input type="radio"/> My Contacts	<input checked="" type="radio"/> Members Only	<input type="radio"/> Public	<input type="radio"/> Nobody

IMPROVING WORLD HEALTH THROUGH KNOWLEDGE™