

# NDC DS Forums User Guide

Guide for Community Forum Users

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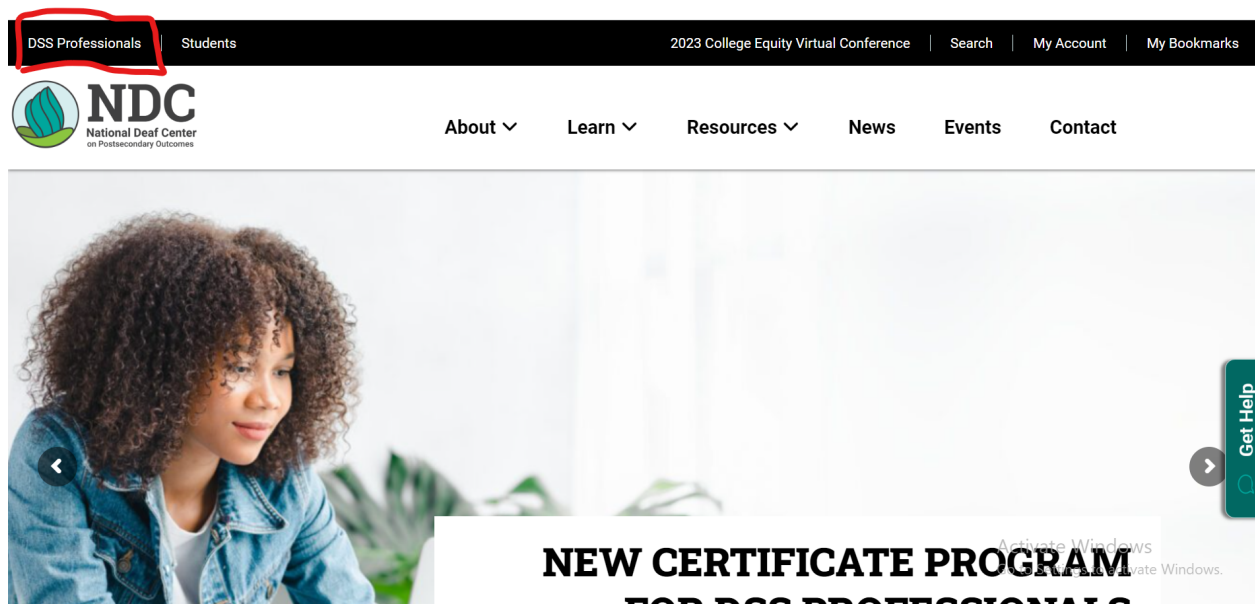
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## Where to Find the Forum:

Before you do anything else, make sure you are logged into your NDC profile on the top right of the webpage.

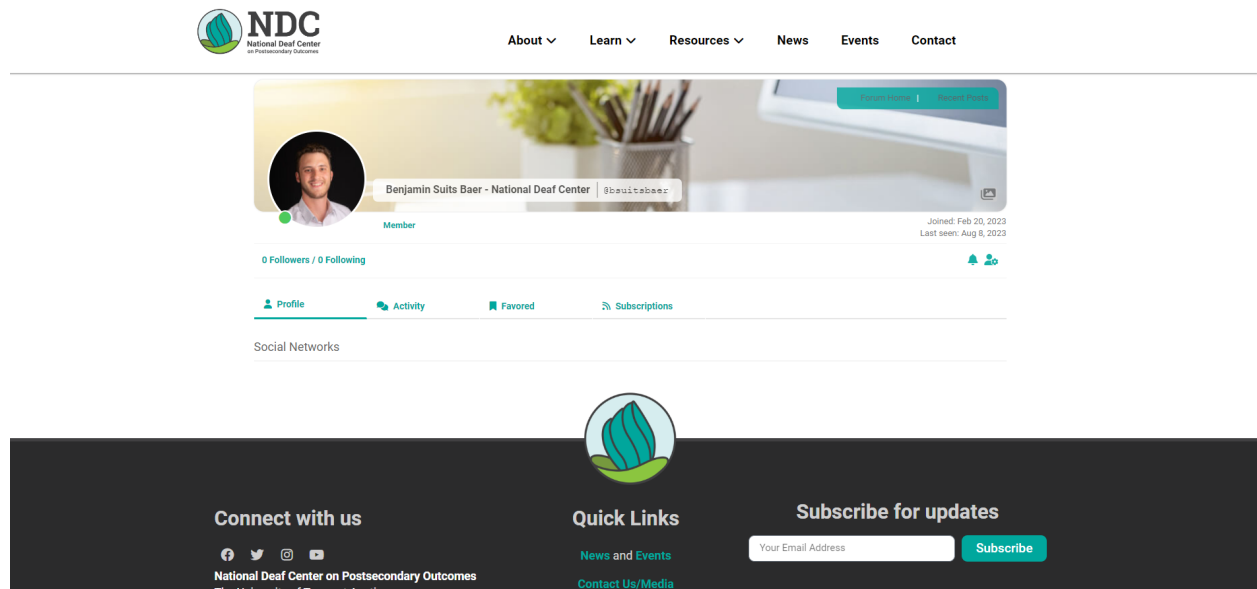
When you go to the NDC website, you will see a button “DSS Professionals” in the top left corner. Click here.

Please note that “My Account” on the top right-hand side is not associated with the forum at all.

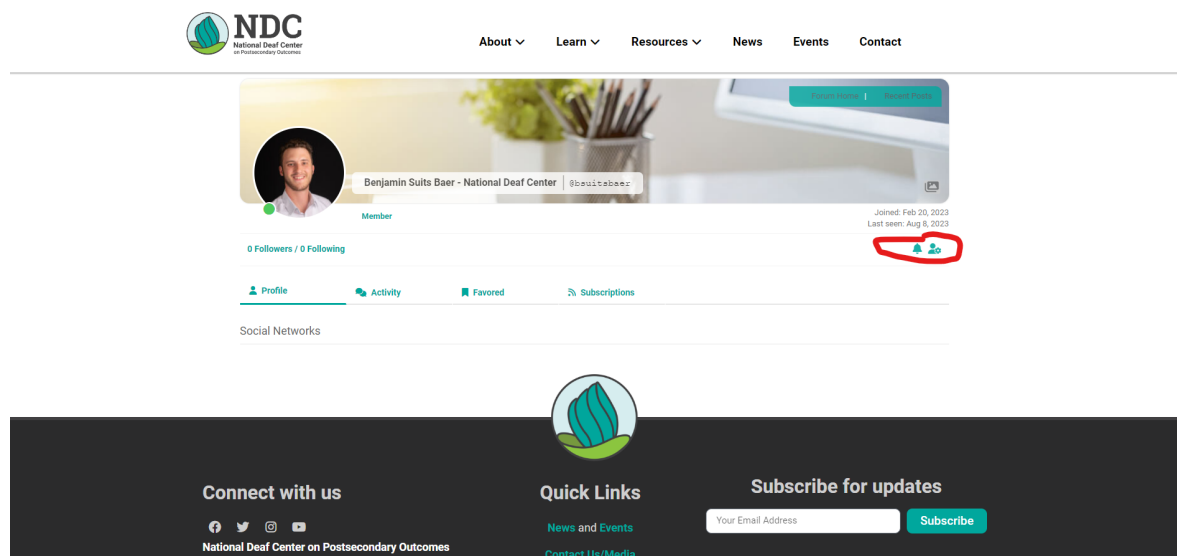


# How to Set Up Your Profile and Avatar:

1. Upon entering the forum, you should see your name and a blank avatar. To set up your profile and avatar, click on your name and you should come to a page that looks like this:



2. On the right hand side, you will see two buttons, click on the far right that looks like a person with a gear, these are the settings of your profile:



3. You will then be taken to a page that looks like this:

0 Followers / 0 Following

Profile Activity Favored Subscriptions

Username **bsuitsbaer**

Display Name \* Benjamin Suits Baer - National Deaf Center

Nickname \* bsuitsbaer  
URL Address Identifier

Email \* benjamin@nationaldeafcenter.org

Title \* Member

Avatar  
 Default avatar  
 Specify avatar by URL:  
 Upload an avatar  
Choose File No file chosen

About Me  
B I

Website Website

4. Please adjust the following settings: your “Display Name”, and “Avatar”.

- When editing your display name, please follow the format: [FIRST/LAST NAME - INSTITUTION or EMPLOYMENT]
  - The forum doesn’t automatically display this information and it’s pertinent for other users to know who and where people are from.
- Please upload your profile picture to the avatar.

0 Followers / 0 Following

Profile Activity Favored Subscriptions

Username **bsuitsbaer**

Display Name \* Benjamin Suits Baer - National Deaf Center

Nickname \* bsuitsbaer  
URL Address Identifier

Email \* benjamin@nationaldeafcenter.org

Title \* Member

Avatar  
 Default avatar  
 Specify avatar by URL:  
 Upload an avatar  
Choose File No file chosen

About Me  
B I

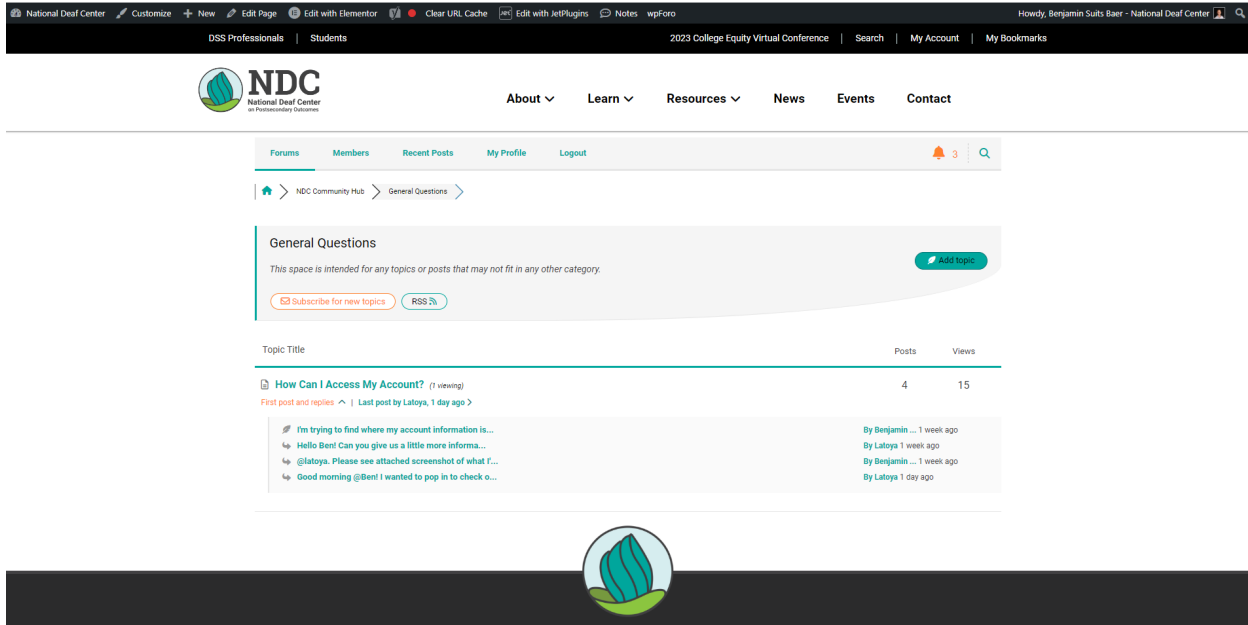
Website Website

5. Scroll down to the bottom and click “Save Changes”.

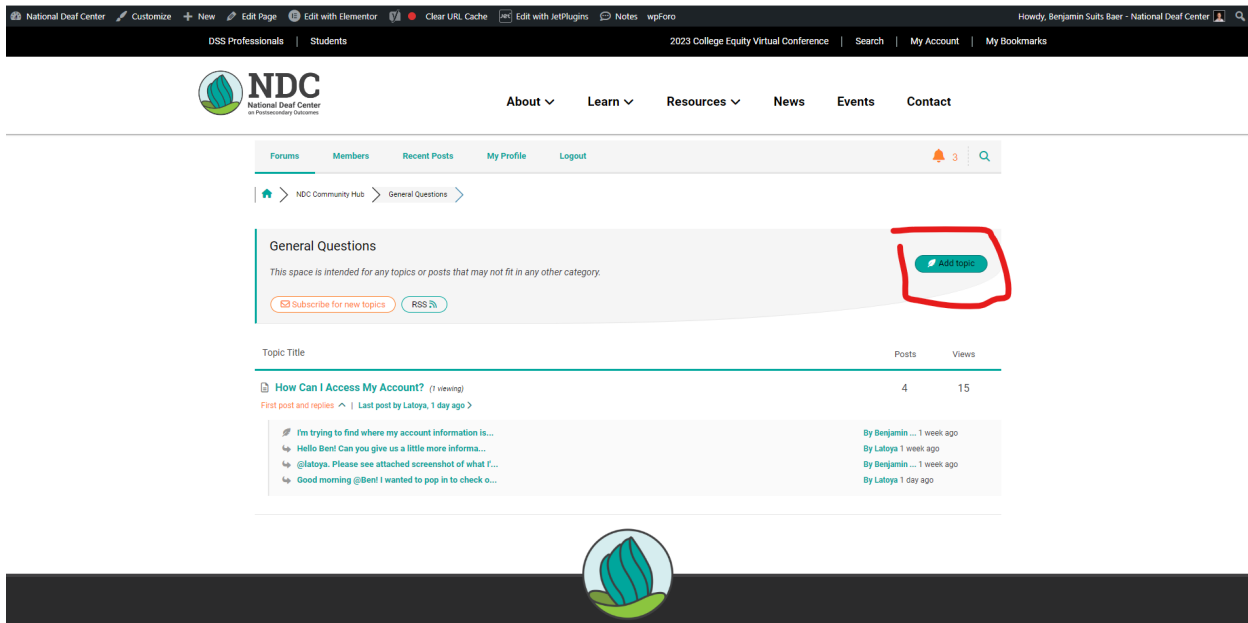
6. You have successfully updated your profile!

# How to Post and Respond to Threads

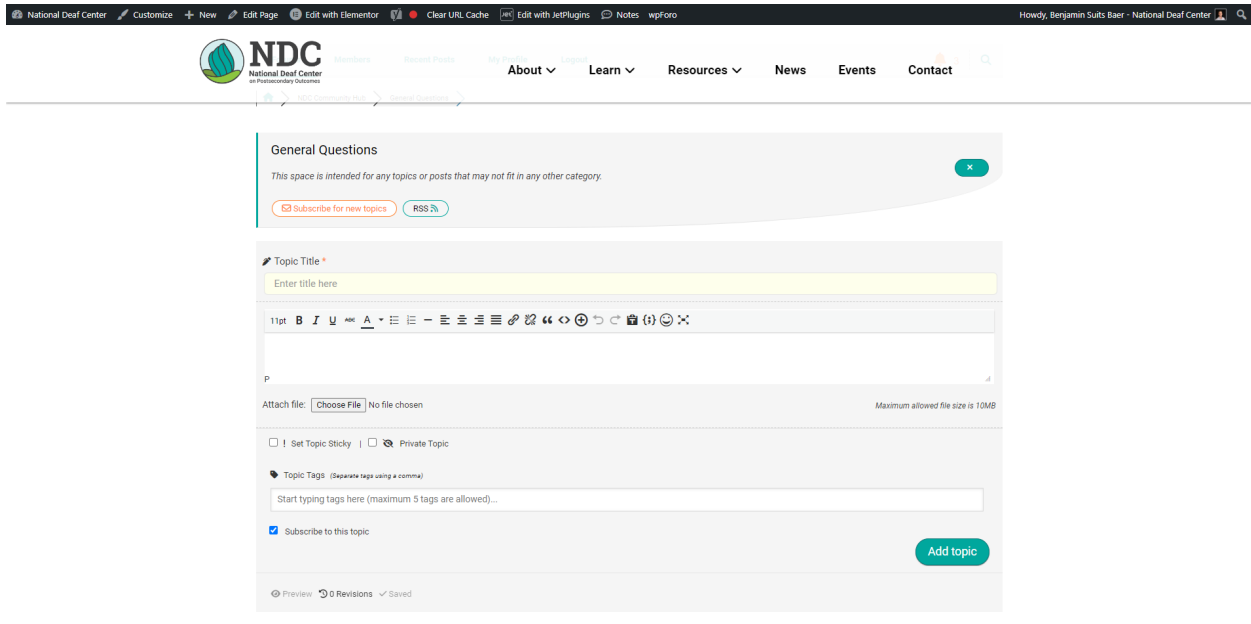
1. You can post and respond to threads by “adding a topic” for a new thread as shown below.



2. To start a new thread, simply “add topic” to one of the categories on the main page of the forum.



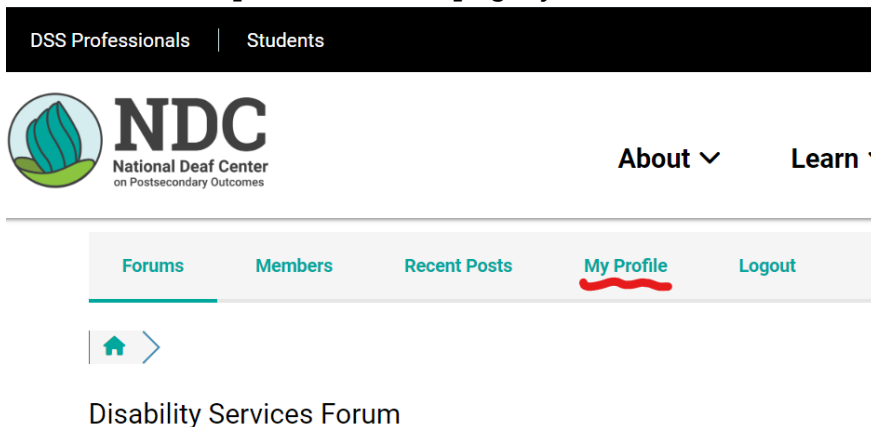
3. Please title your topic and be specific so forum users can know what you're posting about.



4. When you're finished with your post, click "add topic" to the forum and it will be published for viewing.

## Managing Subscriptions

1. On the top of the forum page, you will see a tab marked "My Profile"



2. There will be a drop down, click on "Subscriptions"
3. You'll be taken a page that looks like this:

Subscription Manager

Subscribe to all new topics and posts     Subscribe to all new topics

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**NDC Community Hub**

<input checked="" type="checkbox"/> Topics and posts	<input type="checkbox"/> Topics	– Announcements & Updates
<input checked="" type="checkbox"/> Topics and posts	<input type="checkbox"/> Topics	– DS Forums User Guide
<input checked="" type="checkbox"/> Topics and posts	<input type="checkbox"/> Topics	– NDC Suggestions Box
<input checked="" type="checkbox"/> Topics and posts	<input type="checkbox"/> Topics	– General Questions

4. Click on “Subscribe to all new topics and posts”
5. Click on “Update Subscriptions” on the bottom right of the page.
6. Success! You have successfully updated your subscriptions.
  - a. You should now get notifications **on the forum itself** when someone responds to your post or comment.
  - b. You will receive **an email notification** when a new post has been added to a topic category.

## Registration and Account Questions

- **How do I change or update my password?**
- **Can I request my account and posts be removed?**
  - To request a post or your account to be removed, please contact [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org).
- **How do I delete or deactivate my account?**
  - To request a post or your account to be removed, please contact [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org).
- **How do I adjust my settings?**
  - You can adjust your settings in your profile by clicking on your name.
- **What are the responsibilities of form moderators?**
  - Forum moderators are available to monitor and provide general guidance within the forum.

## Posting and Participation

- **Why do you need to “subscribe” to topics?**
  - Due to the set up of the forum’s capabilities, you need to subscribe to a topic to receive notifications. When you subscribe to a topic, you need to verify via your account email address.
- **Can I make my posts and profile private?**
  - No posts and profiles are private on this forum.
- **How can I search for topics or posts?**
  - There is no search function on this forum, everything is consolidated into categories.
- **Can I post anonymously?**
  - There is no capability to post anonymously.
- **I have a question but I don’t want to post to the forum as there’s no anonymity, where do I go?**
  - Please email [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org) with any questions you may have.
- **Can I edit or delete my posts?**
  - There does not appear to be an option to edit or delete posts.
- **Can I share links and images in my post?**
  - You can share links and images as well as PDFs.
- **What are the responsibilities of forum moderators?**
  - Forum moderators are available to monitor and provide general guidance within the forum.
- **How do I start a new topic?**
  - If you want to start a new topic, please contact the forum administrators at [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org)
- **How do I reply to an existing topic/thread?**
  - Click on the topic thread you want to explore and you’ll be taken to a new page where you can write a new post or respond to a post.

## Forum Etiquette and Rules → Community Guidelines

- **What’s the forum’s policy on ... (marketing, sharing events, ...)**
  - We do not condone marketing or solicitation of products



within the forum.

- **What is considered appropriate behavior and language within the forum?**
  - The baseline is respect for each other's opinions and processes. If you believe that a post or comment is inappropriate or crosses a line, please email [help@nationaldeafcenter](mailto:help@nationaldeafcenter) with specifics.
- **Why was my post removed?**
  - Your post was removed due to a number of reasons: it did not comply with our community guidelines or it did not prove useful to the community discussion at hand.
- **What are the responsibilities of form moderators?**
  - Forum moderators are available to monitor and provide general guidance within the forum.

## Privacy and Security

- **Can I post anonymously?**
  - There is no capability to post anonymously.
- **Can I make my posts and profile private?**
  - No posts and profiles are private on this forum.
- **What do I do if I receive a suspicious private message?**
  - If you've received anything suspicious or out of the ordinary, please contact [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org)
- **I have a question but I don't want to post to the forum as there's no anonymity, where do I go?**
  - Please email [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org) with any questions you may have.

## Technical Issues

- **How do I adjust my settings?**
  - You can adjust your settings by clicking on your profile and make any changes you would like to make.

## Searching and Navigating Forums

- **How do I reply to an existing thread?**
  - Click on the thread you want to reply to, it will take you to a new page where you can formulate a response in the text box shown.
- **How do I start a new topic?**
  - If you want to start a new topic, please contact the forum administrators at [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org)

## Interacting with Other Users

- **How do I mention or tag other users in my posts?**
  - You cannot mention or tag other users in a post.
- **How can I send a private message to a user?**
  - You cannot send private messages to a user. However, you can click on a user and it will take you to their profile.

## Leaving the Forum

- **Can I request my account and posts be removed?**
  - To request a post or your account to be removed, please contact [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org).
- **How do I delete or deactivate my account?**
  - To request a post or your account to be removed, please contact [help@nationaldeafcenter.org](mailto:help@nationaldeafcenter.org).

