



Title:	MyAAPG Basic Training
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1. Objectives

- To provide instruction to the users of MyAAPG on how to login, navigate, update their profile, become knowledgeable in the collaboration model, and use the Forums module.
- To provide instruction on how to obtain assistance.

2. Logon

	<p>In the address bar of your browser, enter the following address</p> <p>www.myaapg.org</p>
	<p>A. Enter your User Name: (e.g. <i>jblogs</i>)</p> <p>B. Enter your Password: (it will be a minimum of 7 characters)</p> <p>C. Click the Login button</p> <p>Note: Users will have received an email with their username and password via email.</p> <p>Be sure to check your “Junk Mail” for this email</p>
	<p>If you cannot remember your password;</p> <p>A. Click on the “Forgot Password ?” link</p> <p>B. Enter your Username User Name are general the first intial of your first name and your whole last name. For example, John Smith would have the following user name: <i>jsmith</i></p> <p>C. Click “Send Password”</p>



Retrieve Password

You can request your password by providing your User Name:

User Name:

[Send Password](#)

Within a couple of minutes you will receive an email with your password in it.

Note: if you cannot remember your User Name AAPG Members need to contact their Staff Liaison Staff Liaisons need to submit a Helpdesk Request

Please update your password before continuing.

Password Last Changed: Tuesday, January 05, 2010
The Portal Administrator has required you to change your password, before you can log in.

Password Expires:

Change Password
In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

Current Password:

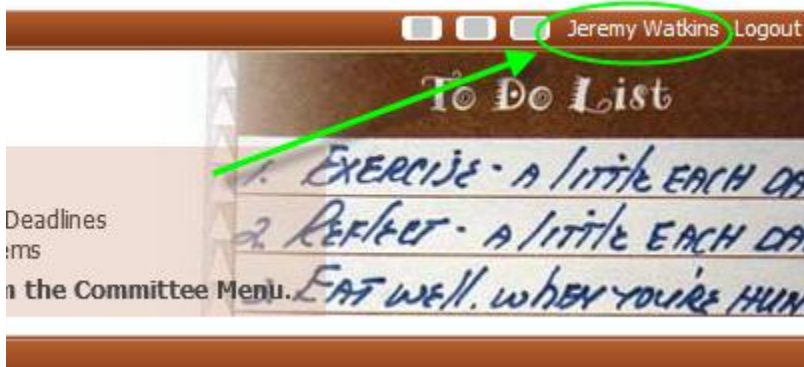
New Password:

Confirm Password:

[Change Password](#)

The first time you log into MyAAPG, you will be prompted as in the example to the left to change your password

- A. Re-enter your password in the Current Password field
- B. Enter a New Password in the next field Passwords must be 7 characters in length and should contain a combination of upper and lower case, numbers and letters and a special character like the '#' sign.
- C. Re-enter your new password in the Confirm Password field
- D. Click "Change Password"



After you login, you will see your Display Name in the top right of the page.

Click on your Display Name to view and start managing your profile.



MyAAPG

Manage Profile

Manage User Credentials | Manage Password | Manage Profile | Manage Services

User Name: jwatkins

First Name:

Last Name:

Display Name:

Email Address:

[UnRegister](#) [Update](#)

On this page you can update your First and Last Name, Display Name and email address.

Click on Manage Password if you want to change your password

Click on Manage Profile to update your address, biography, timezone, employer, position title, etc.

Be sure to click [Update](#) whenever you want to apply changes you have made.

3. Navigation

Web Site MyAAPG Committees Forum Help

Operations & Administration >

Student Focus >

Sections/Geoscience >

Global Development >

Outreach >

Finance and Accounting >

Geoscience > Tech Advisory

Membership > GIS Publications

Publications Pipeline

Publications

Committees > Geoscience > GIS Publications

Committee Menu

[About](#)

[Calendar](#)

[Action Items](#)

[Documents/Files](#)

[Forum](#)

Announcements

Conference Call Scheduled - The GIS Publication on Monday, Januar

An agenda will be emailed to you (located in the menu to the committee moderators).

Talk to you soon!

This is the first Committee to G

The GIS Publication

Upon logging into MyAAPG more menu items will appear on the navigation bar below the banner. E.g. Committee, Forum Help

Click on these menu items or hover over them to display the submenu.

Each Committee has its own Committee Menu on the left side of each page.



The screenshot shows the AAPG website interface. At the top, a breadcrumb trail reads: [Committees](#) > [Geoscience](#) > [GIS Publications](#). Below this, a 'Committee Menu' is visible on the left with links for [About](#), [Calendar](#), [Action Items](#), [Documents/Files](#), and [Forum](#). The main content area displays an announcement: 'Conference Call Scheduled - The GIS Publication on Monday, January...'. A red circle highlights the breadcrumb trail, and a red arrow points from it to the 'Announcements' header.

Below the main navigation a 'bread crumb' will display to show you how you navigated to the current page you are on.

You can click on pieces of the bread crumb to navigate back to those pages.

Click on Committees to view a list of the committees and people associated with each committee.

In the Committee's column click on the name of the Committee and you will open the 'About' page for that committee

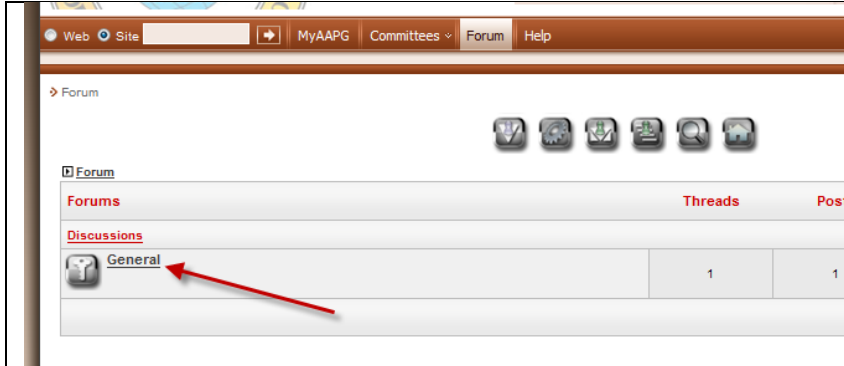
The second screenshot shows the 'Committees' page. A table lists various committees under 'Management Area' and 'Committee'. A red circle highlights the 'Committee' column, and a red arrow points to the 'GIS Publications' link. The table includes columns for 'Staff Liaison', 'Committees Manager', and 'Exec Committee Liaison'.

4. Committee Collaboration Model

Item	Viewable by Public	Viewable by All AAPG Members	Viewable by Members of the Committee	Updateable by Committee Members	Updateable by Committee Moderators
Committee Menu: on the left side	Yes	Yes	Yes	No	No
Announcements:	Yes	Yes	Yes	No	Yes
Committee Moderators list:	Yes	Yes	Yes	No	Yes
Members and Roles List:	Yes	Yes	Yes	No	Yes
Committee Mission Statement:	Yes	Yes	Yes	No	Yes
Calendar:	No	No	Yes	No	Yes
Action Items:	No	No	Yes	No	Yes
Documents/Files:	No	No	Yes	No	Yes
Forum:	No	No	Yes	Yes	Yes



5. Forum

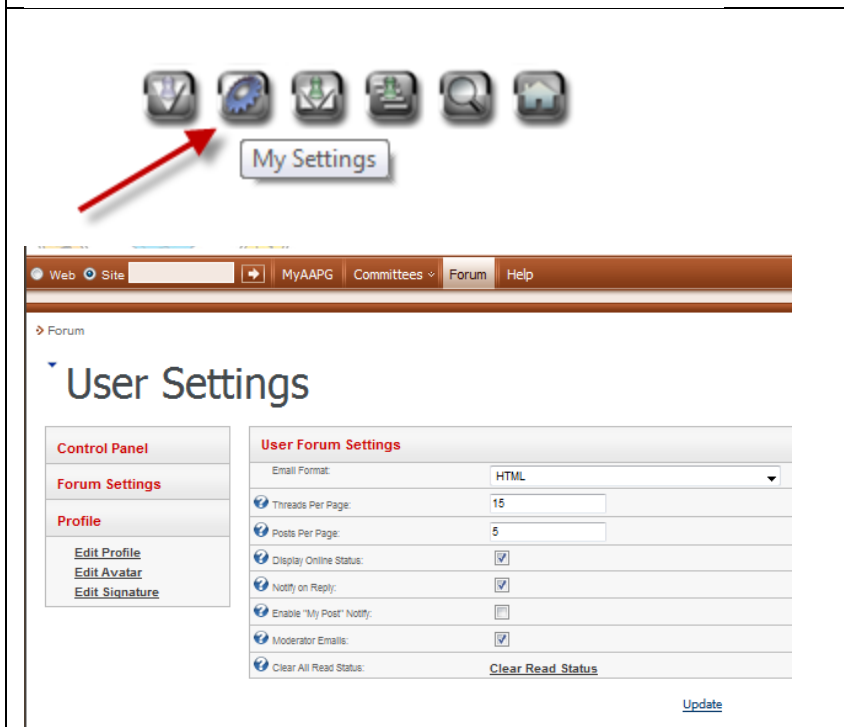


Click on Forum to view a list of public forums that will be available to all Members.

Click on the General Forum to view a list of all threads/discussions created in the General Forum



Click "New Thread" to start a discussion



Click the Wheel/Sprocket to view and update your personal Forum Settings

This is where you can upload your avatar, add to your biography, add a signature that displays which all your posts and more.



6. Help / Assistance

Web Site MyAAPG Committees Forum Help

Help - Frequently Asked Questions

Q1. What is the model for using this collaboration tool?

Answer: The pages created for the Committees are a 'Members Only' Service of AAPG.

There are two roles for the Committees: Committee Member and Committee Moderator.

Committee Members can view the following pages for the committee to which they are a member; About, Calendar, Committee Members can contribute to the Forum.

Committee Moderators can view and contribute to all the pages for the committee to which they are a moderator.

The Committee Moderators are identified in the top right corner of the About page for each committee.

Q2. Who do I need to contact for assistance or if I have questions?

Q3. Why can't I add or update an item on the Calendar or Action Items for my Committee?

Q4. Why can't I upload a file into the Documents/Files for my Committee?

Click on 'Help' on the main navigation menu to view a list of help questions

Click on a check to display the answer

Committee Members that require assistance should contact the Primary Committee Moderator. If the Primary Committee Moderator cannot assist, then they should contact the Staff Liaison.

The Staff Liaisons are the connection between the committee and the AAPG IT Department. Staff Liaisons should submit a helpdesk ticket to IT via the 'Support' ticketing system.