

# Welcome to NiUG's Social Networking Site

## Getting Started

To visit the NiUG Social Networking Site, type or paste the following address into your web browser: <http://members.niug.com>.

On your first visit, you will see the community homepage with a Sign-In link in the upper right corner.

Share, Compare, Become More Aware

Membership Events Career Center Listserve Chapters **Members**

Community Home My Profile People Groups Calendar Blogs Forums Library

### Welcome NiUG Members!

This community is here to help you:

- Learn about iMIS. Share, Compare, Become More Aware!
- Share Information, Ideas and Experiences with other iMIS users
- Get to know your fellow NiUG members

**To get started using this site:**

- 1 Visit your profile – Upload your photo, Add your bio
- 2 Browse Groups – Join one or start your own!
- 3 Want to know more? Browse the Library

### Member Spotlight

[Read More](#)

**Pilar Archer, Account Executive/Senior Consultant, Accounting & Association Software Group**

"Social Networking for iMIS is the MySpace/Facebook for associations. It provides associations and their members with the latest networking capabilities, via a virtual online community with a set of social media tools that provide powerful real-time communication to members. And, it integrates directly with iMIS. What better vehicle than a virtual online community to strengthen an organization's branding within its marketplace, improve communication with its members, and deliver a terrific member benefit that will help with retention and recruitment!"

### Community News

[See All Blogs](#)

**iBEF Blog**

[First Customer Roadmap in the US - AAMI](#)

### POPULAR GROUPS

[New Member Entire Community Social Networking 101](#)

### Did You Know?

**New! Google Maps**  
Find other members [on the map!](#)

### Top Resources

[Resource 1](#)  
2.1MB PDF  
Text describing resource 1.

[Resource 2](#)  
201K Excel  
Text describing resource 2

[Resource 3](#)

## Signing-In

Use your NiUG username and password to sign-in. The NiUG web site and social networking site use the same username and password.

Share, Compare, Become More Aware

Membership Events Career Center Listserve Chapters

[Print page](#)

**NiUG Conference**  
CHICAGO, IL  
May 27-29, 2009  
[more info](#)

**GET CONNECTED with NiUG**

If you are a member, or have previously registered at this site, enter login information here.

Please use the form below to login.

**Registered users enter login information here**

\*Login:

Password:

[Login](#)

( [Forgot your password?](#) )

Once you are logged in, click the link to continue.

The screenshot shows the NiUG website home page. At the top left is the NiUG logo with the tagline "Share, Compare, Become More Aware". To the right of the logo, the user's name "Ms. Susan Yuk" and title "National Assn. of Student Financial Aid Administrators" are displayed, along with a "logout" link. On the right side, there are three orange buttons: "Join NiUG", "About NiUG", and "Contact NiUG". Below these is a dark blue navigation bar with links for "Membership", "Events", "Career Center", "Listserve", and "Chapters". A message in the center reads: "You have successfully logged on to the National iMIS Users Group Web site. Please feel free to use the navigation buttons on top and to the sides to find your way around the site." Below the message is a link "Click here to continue!" which is circled in red. On the left side, there is a banner for the "NiUG Conference CHICAGO, IL May 27-29, 2009".

The NiUG home page (<http://www.niug.org>) will also have a link to the Social Networking Site. You can log in to the NiUG web site and the social networking site at the top of the page.

The screenshot shows the NiUG website home page login form. At the top left is the NiUG logo with the tagline "Share, Compare, Become More Aware". To the right of the logo, there is a login form with fields for "Username:" (containing "lyuks@nasfaa") and "Password:" (containing masked characters), and a "Login" button. The entire login form area is circled in red. On the right side, there are three orange buttons: "Join NiUG", "About NiUG", and "Contact NiUG".

First time users of the social networking site will be prompted to read and accept a User's Agreement.

The screenshot shows the "Please Join Our Community" page. At the top is a navigation bar with links for "Welcome", "My Page", "People", "Communities", "Forums", "Library", and "Help". The main heading is "Please Join Our Community". Below this is a welcome message: "Welcome! The area of the site you are about to enter is part of the Community Network. By entering, you agree to abide by the user agreement, and that other community members will be able to see the information on your profile that is not hidden." Below the welcome message is the "User Agreement:" section. It contains the following text: "We all want this Community Network to be a safe and comfortable environment through which members and staff can connect, and be a useful and productive tool for working and learning together. To ensure this, we ask each participant to agree to the following as a condition for participation:" followed by three bullet points: "\* I will behave responsibly and respectfully towards all members of this Community, respecting their values and viewpoints as well as their rights and feelings.", "\* I will work with other community members to ensure that it remains welcoming to new participants and ideas, and embraces diversity.", and "\* I will work with my fellow members to deliberate and make equitable decisions. I will do my best to see that every decision making process includes reasonable representation of those who are directly affected by its outcome." Below the agreement text are two checkboxes, both of which are checked: " I have read and agree to these terms." and " Yes, I would like to join the community." Below the checkboxes is a "Cancel" button and an "Agree & Enter" button. Red arrows point from the text "Click both boxes to accept" to the two checked checkboxes, and another red arrow points from the text "Click to continue" to the "Agree & Enter" button. The "Agree & Enter" button is circled in red.

The User's Agreement basically asks you to "do no harm." At the end of the agreement we ask that you click to accept the terms as well as agree to join the community. Click both boxes and press the Agree & Enter button to continue.

## Home Page

**Ms. Susan Yuk:** [Sign-Out](#) | [My Profile](#) | [My Groups](#) | [Email Settings](#)

<< NiUG Home | Community Home | **My Profile** | People | Groups | Calendar | Blogs | Forums | Library

### Welcome NiUG Members!

This community is here to help you:

- Learn about *iMIS*. Share, Compare, Become More Aware!
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- Get to know your fellow NiUG members

**To get started using this site:**

- [Visit your profile](#) - Upload your [photo](#), Add your [bio](#)
- [Browse Groups](#) - Join one or [start your own!](#)
- Want to know more? Browse the [Library](#)

### POPULAR GROUPS

- [New Member](#)
- [Entire Community](#)
- [Social Networking 101](#)

### Member Spotlight

[Read More](#)

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### Community News

[See All Blogs](#)

**iBEF Blog**

**First Customer Roadmap in the US - AAMI**

Posted by Mr. Mick Varga on May 10th, 2009 7:34pm

A cast of many (12 customer team members, 4 from

### Did You Know?

**New! Google Maps**

Find other members [on the map!](#)

### Top Resources

- Resource 1**  
2.1MB PDF  
Text describing resource 1.
- Resource 2**  
201K Excel  
Text describing resource 2
- Resource 3**  
1.2MB PDF  
Text describing resource 3.

This is the NiUG Social Networking Home page once you are logged in. You will see your identity and an expanded navigation menu in the upper right corner.

The home page contains news of interest to the NiUG members by the NiUG members.

Click on the My Profile link in the main navigation bar or click the Visit your profile link in Step 1 of Getting Started.

This will take you to your social networking profile.

## Your Profile

Adding information to your profile not only enriches the NiUG Social Networking site, it enriches your experience with the site. Entering information makes it easier for NiUG members to find others who share the same interests and iMIS products.

The screenshot shows the NiUG Social Networking site interface. At the top right, there is a user menu for "Ms. Susan Yuk" with links for "Sign-Out", "My Profile", "My Groups", and "Email Settings". Below this is a navigation bar with links for "<< NiUG Home", "Community Home", "My Profile" (highlighted), "People", "Groups", "Calendar", "Blogs", "Forums", and "Library". A secondary navigation bar includes "View Profile", "Edit Profile" (highlighted), and "Edit Blog". A search bar is located below the navigation, with a dropdown menu set to "People" and a "GO!" button. The main content area is titled "Edit My Profile" and includes a breadcrumb trail "home > my profile > edit my profile" and a timestamp "My time: 3:59pm (US:Eastern) [edit]". A link "View My Profile (Show how My profile looks to others)" is also present. The "Basic Directory Info" section contains a link "Upload New Photo" and a link "Edit Basic Information" (both circled in red). The profile information displayed is: Name: Ms. Susan Yuk, Associate Director of Computer Services, National Assn. of Student Financial Aid Administrators; MSN: yuks@nasfaa.org; Messenger: [blank]. The left sidebar menu is circled in red and includes: "Ms. Susan Yuk", "View My Profile", "Edit My Profile", "- Change Photo", "- Edit Basic Info", "- Manage Addresses", "- Edit Tags", "- Edit Phone Numbers", "- Edit Bio & Personal Info", "- Edit Email Address(es)", and "Create My Blog".

Use the left menu to navigate through the different sections of your profile, or scroll down the main page to view them.

Upload a photo of yourself so others can see who you are!

### Digital Photo Guidelines

- Only upload photo files with a JPG, JPEG, GIF, or PNG extension
- Recommended size: Should appear about 2 inches square on your screen (200 x 200 pixels at 72 DPI)

### General Photo Guidelines

- Your photo should be a clear headshot of you
- Please use a real photo of yourself so we can build community
- No copyrighted material

## Enter Your Tags

Tags are keywords that describe you or your interests. Listing tags gives NiUG members another way of finding you based on

### My Tags

A tag is a keyword or term that describes you or one of your interests. Tags are chosen informally and personally by people just like you in this community. People will be able to find you via visual tag clouds. Examples of tags: soccer, cat, and paris. Tags can be separated by spaces or commas. ([show more examples of tags](#))

[Save Tags](#)

## Enter Your Bio

Sharing your bio with NiUG gives the community a sense of who you are.

### My Bio

[Edit Bio](#)

Susan has been with the National Association of Student Financial Aid Administrators (NASFAA) since 1997. She has worked with various departments: Membership, Publications, Events, Finance which gives her a varied experience with the iMIS database. As the iMIS database administrator since 2000, she has been the primary leader for standardizing business rules and iMIS procedures for the association. In 2008, she led NASFAA's efforts to implement the web-based, self-service tool ISGweb with a successful launch of the software in September 2008.

The National Association of Student Financial Aid Administrators is a membership organization that serves the financial aid offices of higher ed institutions and other organizations related to the financial aid industry. NASFAA promotes the professional preparation, effectiveness, support, and diversity of persons and organizations involved in the administration of student financial aid, and facilitates communication throughout its community. NASFAA encourages and promotes programs that remove financial barriers to ensure student access to postsecondary education.

Click on Edit Bio to enter or edit information using a simple WYSIWYG text editor.

The screenshot shows the NiUG website interface. At the top, there is a navigation bar with the NiUG logo and the tagline "Share, Compare, Become More Aware". The main navigation menu includes links for Home, Community Home, My Profile, People, Groups, Calendar, Blogs, Forums, and Library. The user's name, Ms. Susan Yuk, is displayed in the top right corner, along with links for Sign-Out, My Profile, My Groups, and Email Settings. The main content area shows the "Edit Bio" page. On the left, there is a sidebar with a list of profile management options: View My Profile, Edit My Profile (highlighted), Change Photo, Edit Basic Info, Manage Addresses, Edit Tags, Edit Phone Numbers, Edit Bio & Personal Info (highlighted), and Edit Email Address(es). Below this is a "Create My Blog" button and a "Quick Links" section with a "List All People" link. The main content area features a search bar and a breadcrumb trail: home > my profile > edit my profile > edit bio & personal info. The "Edit Bio" section has a heading "Edit Bio" and a sub-heading "Edit My Bio". Below this is a text editor with a rich text toolbar and a text area containing the user's bio: "Susan has been with the National Association of Student Financial Aid Administrators (NASFAA) since 1997. She has worked with various departments: Membership, Publications, Events, Finance which gives her a varied experience with the iMIS database. As the iMIS database administrator since 2000, she has been the primary leader for standardizing business rules and iMIS procedures for the association. In 2008, she led NASFAA's efforts to implement the web-based, self-service tool ISGweb with a successful launch of the software in September 2008." The page also shows a search bar with "People" selected and a "GO!" button, and a "My time: 4:20pm (US:Eastern) [edit]" link.

## Add Additional Email Addresses

The NiUG Social Networking Site gives you the flexibility of having multiple email addresses to help you manage your social networking activities.

Ms. Susan Yuk: [Sign-Out](#) | [My Profile](#) | [My Groups](#) | [Email Settings](#)

Share, Compare, Become More Aware

<< NiUG Home | Community Home | **My Profile** | People | Groups | Calendar | Blogs | Forums | Library

View Profile | **Edit Profile** | Edit Blog

Search:  People  [advanced](#)

home > [my profile](#) > [edit my profile](#) > edit email address(es) My time: 4:32pm (US:Eastern) [\[edit\]](#)

### Edit Email Addresses

**Edit Email Information for Ms. Susan Yuk**

**Verified Email Address(es):**

yuks@nasfaa.org  Hidden\*  Allow Members to See primary [retire\\_email](#)

*\* This setting hides your email address from view on your profile page. Email addresses marked 'Hidden' will still be visible within emails that you send to Groups. Your email address will appear in a Group's 'Email Archives' when you send a message to a Group.*

**Add New Email Address:**

Enter Another Email Address You Use:   Set as Primary

[Cancel](#) [Add Email Address](#)

**Edit Email Settings**

Group Subscriptions	Select Email
NiUG Social Network Review <a href="#">[My Membership Settings]</a>	Select Different Verified Email <input type="button" value="Save"/>
yuks@nasfaa.org <input checked="" type="radio"/> get individual emails <input type="radio"/> get as digest <input type="radio"/> no emails: read on web only <a href="#">[remove me from group]</a>	
<b>General Subscriptions</b>	<b>Select Email</b>
Everyone	Select Different Verified Email <input type="button" value="Save"/>
yuks@nasfaa.org <input checked="" type="radio"/> get individual emails <input type="radio"/> get as digest <input type="radio"/> no emails: read on web only	

You can add additional email addresses by entering a valid email address and clicking the Add Email Address. An email will be sent to that address to validate the address. Once verified, you can use this email address for your group subscriptions.

## Edit Basic Information & Manage Addresses

Your Main Profile is maintained on the NiUG web site.

### Edit Basic Info

To edit this information, please click the following link: [Edit Main Profile](#)

Title: **Ms\*\***  
First Name: **Susan\*\***  
Middle Name or Initial: **\*\***  
Last Name: **Yuk**  
 Hidden (except first initial)  
 Show Members\*\*

Job Title: **Associate Director of Computer Services**  
Organization: **National Assn. of Student Financial Aid Administrators**

The following fields are for this Social Network only.

Time Zone:

AIM:  \*\*

MSN Messenger:  \*\*

Skype:  \*\*

Yahoo! Messenger:  \*\*

Last Updated: May 8th, 2009 2:33pm [Cancel](#)

### Manage Addresses

Manage multiple addresses, including privacy settings.

**My Official Address**

This is the address where the office will send my mail. You can edit your Primary Address in your master member database profile.

**My Community Address**

Show this address on this site so others can connect with me. I can also choose to not show an address.

**Official Address / Community Address**

Organization Name: **NASFAA**  
Street Address: **1101 Connecticut Avenue, NW (map)**  
**Suite 1100**  
City: **Washington**  
State/ Province/ Region: **District of Columbia**  
ZIP/Postal Code: **20036**  
Country: **United States**  
Website Address:  
Notes About This Address:

**Privacy Settings:**

**Official Address**  
All office mailings will be mailed to this address.

**Community Address**  
I have selected the **Bold** address items to share with this Community Network. To hide parts of your address, choose "Privacy Settings."

**My Business Address**

You can update your information in a separate window.

The screenshot shows a web browser window titled "Edit Main Profile" for a member of the National Assn. of Student Financial Aid Administrators (NiUG). The page features a navigation menu with options like "Membership", "Events", "Career Center", "Listserve", and "Chapters". The main content area displays the member's profile information, including contact details and membership status. A sidebar on the left offers options to "Edit my Profile" and "Renew Your Dues!". A promotional banner for the "NiUG Conference CHICAGO, IL" is also visible.

**Ms. Susan Yuk**  
National Assn. of Student Financial Aid Administrators  
[logout](#)

Join NiUG About NiUG Contact NiUG

Share, Compare, Become More Aware

Membership Events Career Center Listserve Chapters

**NiUG**  
National Assn. of Student Financial Aid Administrators  
**Ms. Susan Yuk**

ID: 5042  
Company: National Assn. of Student Financial Aid Administrators  
E-Mail: [yuks@nasfaa.org](mailto:yuks@nasfaa.org)  
Work Phone: (202) 785-6962  
Home Phone:  
Toll Free:  
Fax: (202) 785-1487  
Title: Associate Director of Computer Services  
Nickname: Susan  
Birth Date:  
Join Date: 09/14/2007 (mm/dd/yyyy)

Record Type: Member  
Individual  
Status: Active  
Company ID: 5041  
Prefix: Ms.  
Suffix:  
Category: IMIS User  
Gender: F

**Edit my Profile**  
Change Login/Password  
Renew Your Dues!

[Print page](#)

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CHICAGO, IL  
May 27-29, 2009  
[more info](#)

**GET CONNECTED**  
with NiUG

\*\* Shown in Member Directory