



10 easy steps to get started in The Circle

1. Go to The Circle at <http://thecircle.nursingsociety.org>.
2. Sign in or out by using the gold "Sign In" button in the upper-right corner

Visit www.nursingsociety.org

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Welcome, Michelle
[Profile](#) | [Preferences](#)

Home My Profile Chapters Directory Discussions Events Groups FAQs SEARCH Search Keyword(s)

Update your profile
Update your profile to include links to your blog, Facebook page and other networking sites.

Announcements
[Add](#)
February Chapter Website of the Month
Congratulations to Eta Beta Chapter! The chapter website has been selected as the February 2012 Chapter Website of the Month! E-mail chapserv@stti.iupui.edu with any questions, or to nominate your chapter for Website of the Month [Visit the Eta Beta Chapter Website](#)
[Edit](#) [Delete](#)
Find out about CIRC
The Caring International Research Collaborative (CIRC) is a collaboration of academic and clinical leaders as well as consultants in health care.
[CIRC](#)
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3. Log in by entering your e-mail address and seven-digit member. If you changed your password at the time of induction, or for other STTI websites such as *Reflections on Nursing Leadership*, that is the password you will use.

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Login [Home > Login](#)

■ Home
■ My Profile
■ Chapters
■ Directory
■ Discussions
■ Events
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E-mail Address

Password

[Forgot Password?](#)
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Welcome to The Circle!
Sign in to access:

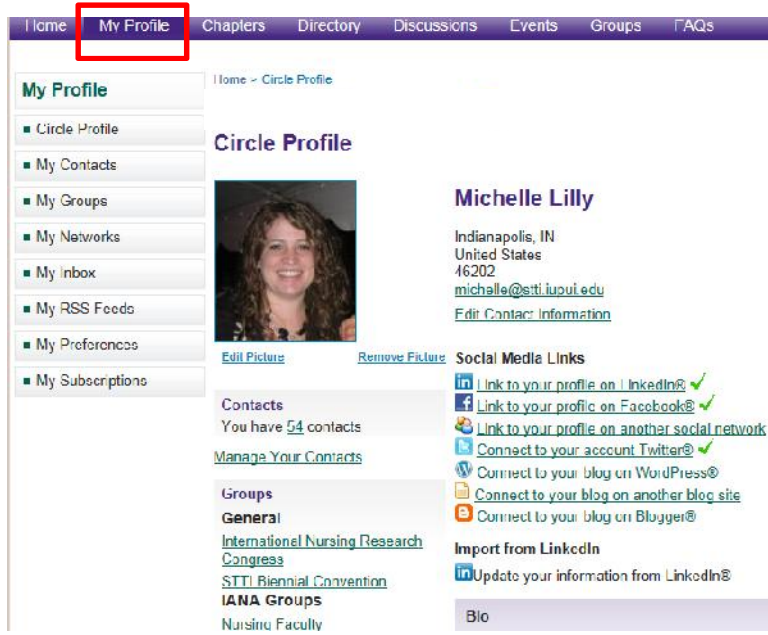
1. your profile on The Circle
2. your STTI Chapter or Workgroup
3. an STTI-affiliated Community

Enter the same User ID and Password you use to access the STTI family of web sites.

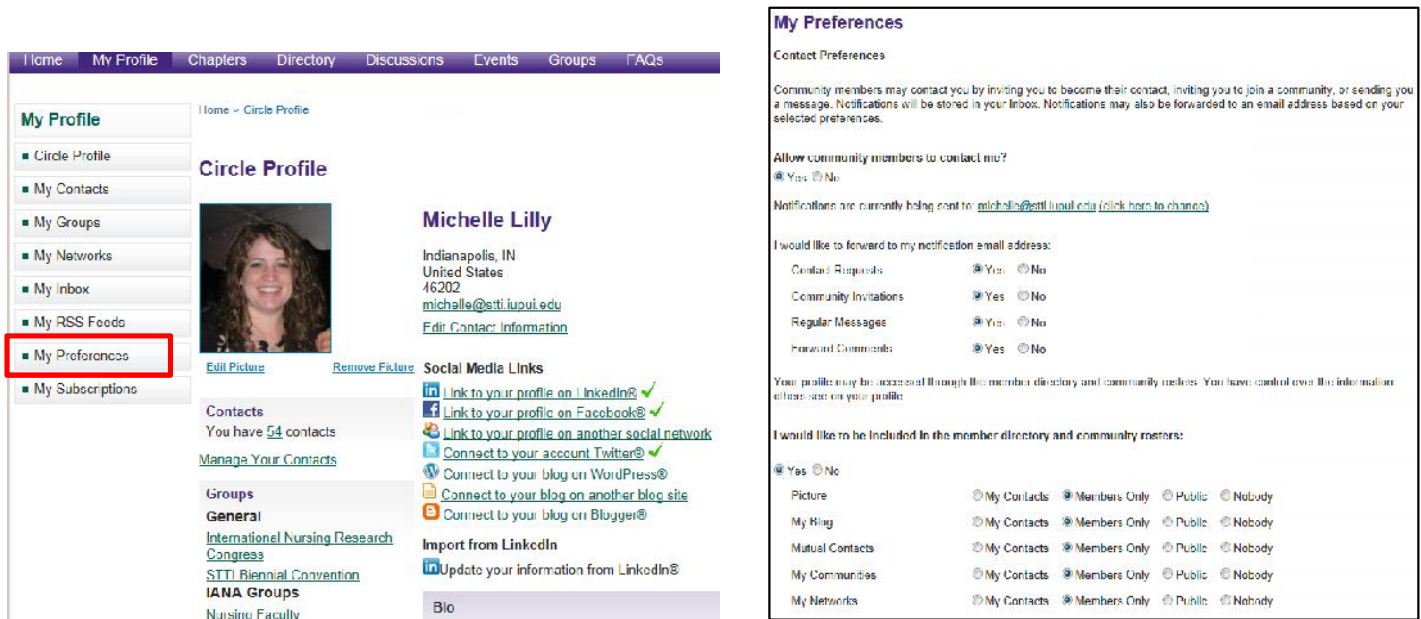
If you are new to STTI, your **User ID** is your primary e-mail address and your **Password** is your seven digit constituent number.

Need Help? Please contact [Member Services](#).

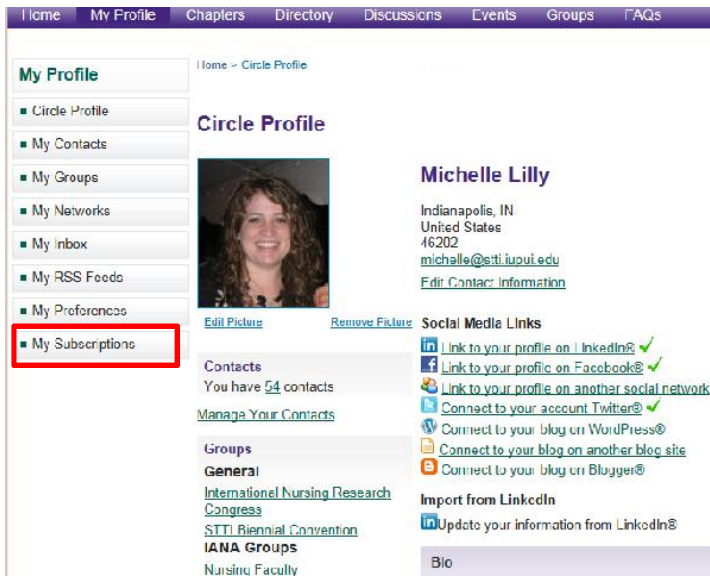
- Click on “My Profile” to add information you’d like to share with others, such as your biography, type of position, certifications and much more. This will create networks for you to find other STTI members with similar information. You may also choose “Edit Contact Information” to change or update your information. Your edits to contact information will be visible on your next log-in.



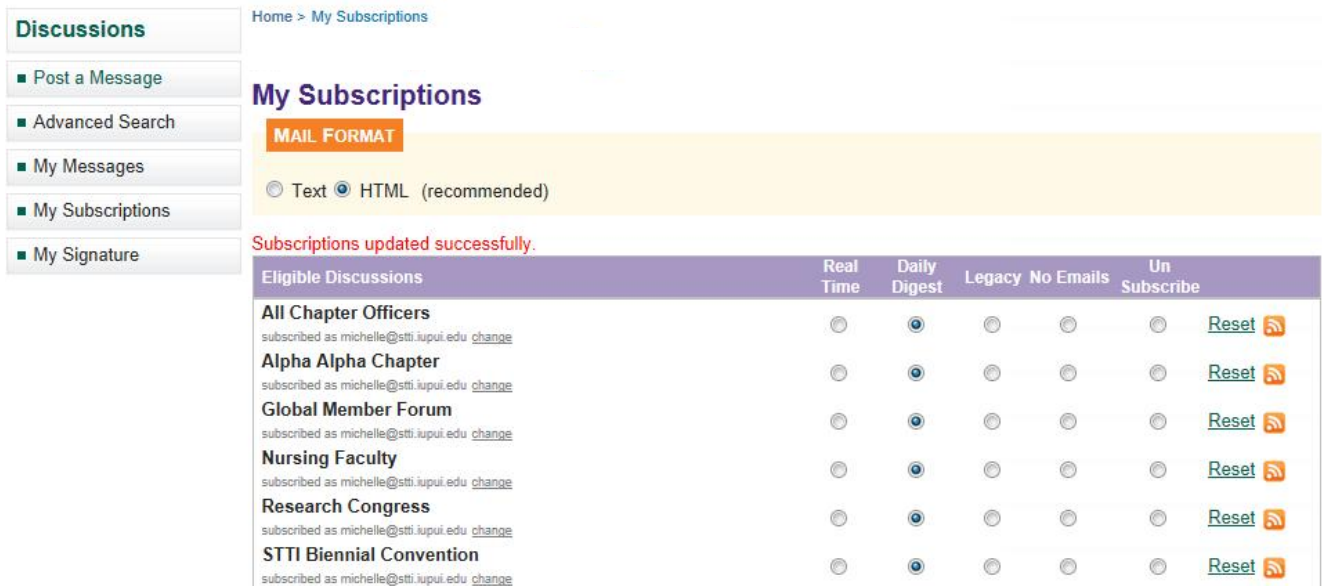
- Select, from the list at the left, “My Preferences” to indicate what information will be shared with others. For example: You may want your address visible to “Nobody” or “My Contacts”, but your city and state visible to “Members Only” so members can search for you geographically, or determine if you’re the Mary Smith they know by the listed city and state location. When finished, you’ll need to scroll down to the bottom of the page and hit “Save”.



6. Next, be sure to update your subscriptions to receive communication about discussions that are important to you!



Select “Daily Digest” to get a daily summary of your eligible discussions. Be sure to subscribe to the Global Member Forum and your chapter’s discussion forum, to ensure you are connected at the global and local levels. Hit “Save” when you are finished, and you will see the red message “Subscriptions updated successfully.” (As seen below).



7. Now you're ready to make contact with other members. Search for a member by going to the purple navigation bar at the top and selecting "Directory". This function allows you to search by name, e-mail and keywords. Select the "Advanced search criteria" link to search by location, interests, certifications and more.

Home My Profile Chapters **Directory** Discussions Events Groups FAQs SEARCH Search Keyword(s)

Home > Find An STTI Member

Directory

Advanced Search

Find an STTI Member

First Name

Last Name

University

Email Address

[Advanced search criteria](#) - Find workgroup and community colleagues on The Circle

Special Interests or Activities
Search by keyword

Nursing Programs
Search by keyword

Find Members Clear All

Click on "Find Members" to search using the information you have just input into the system. This will pull up a list of options for you, based on the criteria.

Home > Advanced Search

Directory

Advanced Search

Search Results

[Export Data](#)

[Switch name to First Last](#)

Showing 1 to 1 of 1

Sort [Name Z-A](#) Sort [University A-Z](#) [City](#) [State](#) [Country](#) Show: 20 per page

Hurley, Mary Rita

[Add Mary Rita as contact](#)
[Send Message](#)

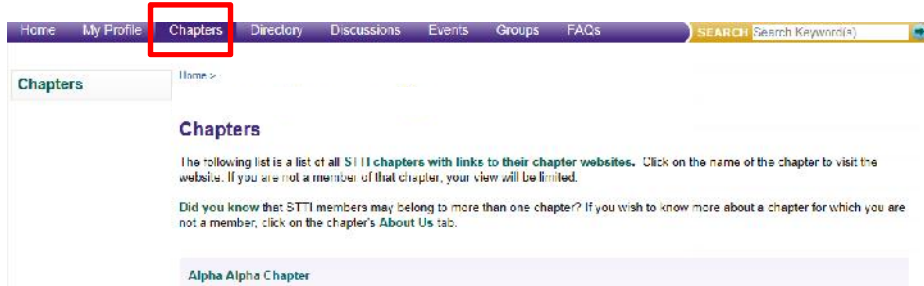
Oregon Center for Nursing
Executive Director
Portland, OR, United States

When you've found someone, add them as a contact or send them a message (see above). If you send a message, the "from" line in the e-mail they receive will say "On Behalf of [Your Name]."

8. Messages sent to you from The Circle go to your "Inbox", located on "My Profile".




9. To see your chapter website, click on "Chapters" from the purple navigation bar and select your chapter from the alphabetical listing. Your chapter website allows you to post resources and discussions, see upcoming chapter events, read news and much more.




Here is an example of a chapter website:



10. Click on “Home” to share a story, read a story, join a discussion, check out events, and begin networking. Look around, have fun and expand your circle!

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