

NACDD's Member Portal Quick Start Guide

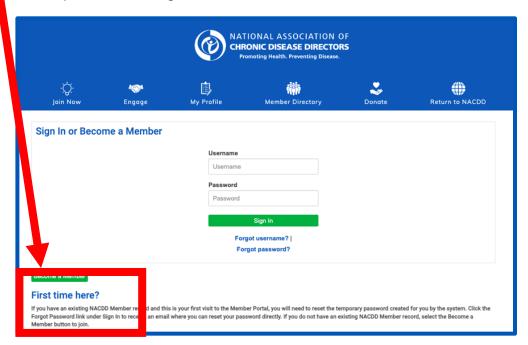
Welcome to NACDD's <u>Member Portal</u>, the new hub where Members update their Member Profile, manage their NACDD email preferences, and access resources like the <u>Engage Community</u>.

Here are a few tips to help you maximize your NACDD Member benefits.

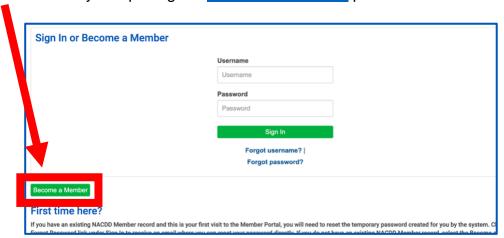
Login at members.chronicdisease.org

If you have an existing NACDD Member record, follow the instructions outlined in the "First Time Here" section of the Member Portal.

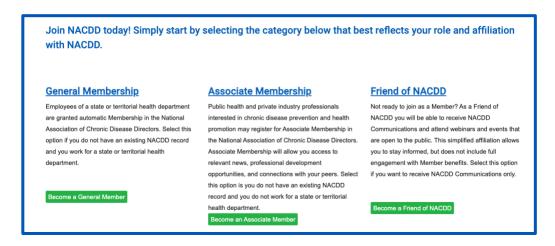
- Your username is the email affiliated with your existing NACDD Member record.
- On your first visit to the Member Portal, you will need to reset the
 temporary password created for you by the system. Click the "Forgot
 Password" link on the "Sign In" page to receive an email where you can
 reset your password directly. If you do not receive the email to retrieve or
 reset credentials, contact Member Services at members@chronicdisease.org.
- For future visits to the Member Portal, you will simply enter your username and password to login.



If you do not have an existing NACDD Member record, you can create a new record by completing the **Become a Member** process.

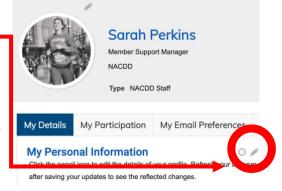


To continue, select the category that best reflects your role and affiliation with NACDD: **General Membership**, **Associate Membership**, **or Friend of NACDD**. Once you've selected a Membership category, follow the prompts to submit the requested information and finalize the Become a Member process.



Tip #1: Review and Update Your Member Profile

- Select "My Details" and click the pencil icon to edit information in a specific section.
- Select "My Participation" to update your Job Focus and Areas of Interest.



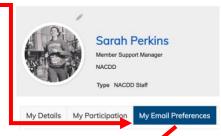
Tip #2: Manage Your NACDD Email Preferences

 Select "My Email Preferences" and use the checkboxes to opt-in and opt-out of the NACDD communications you would like to

receive, including chronic disease specific newsletters.

All Members are encouraged to select "NACDD News" to receive general announcements from NACDD, including information about professional development and other opportunities as well as the Impact Brief newsletter.

You can update your communication preferences at any time.



Email Preferences

| would like to receive communications from NACDD, such as newsletters, toolkits and other email resources, in the following subject matter reas (check all that apply): |
|--|
| ✓ Arthritis |
| ☑ Block Grant |
| ☑ Cancer |
| ☑ Chronic Disease Competencies |
| ✓ Communications |
| ☑ Diabetes Prevention and Management - This includes receiving the quarterly newsletter "The Connector." |
| ☑ Environmental Public Health |
| ✓ Epidemiology |
| Evaluation |

Tip #3: Join the Conversation in the Engage Community

- Select "Engage" in the Member Portal navigation menu to access the Engage **Community**, NACDD's online community for Members to network, share ideas and resources, and participate in online discussions.
- For more information on Engage, visit engage.chronicdisease.org.



Note to active Engage users: Effective September 13, 2023, Engage has a new and improved login process via the Member Portal. Prior Engage login credentials will not work.



- On your first visit to the Member Portal, you will need to reset the temporary password created for you by the system. Click the "Forgot Password" link on the "Sign In" page to receive an email where you can reset your password directly.
- Your username is the email affiliated with your existing NACDD Member record.

Tip #4: Learn More About NACDD and Member Benefits at chronicdisease.org.

- We encourage you to attend one of our monthly <u>General Member Webinars</u>, which explore emerging public health topics.
- You may also want to check out our <u>Online Learning Center</u>, which has 30 courses on topics including leadership development, workplace tools, <u>advocacy</u>, and more.
- Our <u>Publications Library</u> includes resources that may be helpful in your work.
- And you can share your program's successes on our website by submitting a success story.

View our **Frequently Asked Questions** for more information.

Need additional support? Have more questions? We're happy to assist you! Contact us at members@chronicdisease.org.