



## AlinC User Guide

*What to do after you've joined the AlinC Community*

### **Features:**

First things first, fill out your profile!

Completing your profile will allow you to identify yourself to other AlinC members. Further, a completed profile allows you to make full use of the AlinC mentorship application by ensuring you receive the best matches possible.

[www.allincancer.org](http://www.allincancer.org)

- On this page, you'll find the goals of AlinC, background information, testimonials, sponsors, our monthly newsletter, and contact information
- To login, click the login tab and fill in your email address and password
- For new members wishing to register, click the login tab and you will find a "Register" button beneath the login box
  - o To proceed as a new member, fill in your basic information, and you will then receive an email notification with your new login information

### **AlinC Homepage (LinkingHealthProfessionals network):**

- To access the AlinC Home Page, click on "AlinC – All in Cancer" on the left side bar under **My Communities**
- On the homepage, you'll find the latest files added to the repository (resources), recent news, recent discussion board posts, and the latest information on the posting board
- On the side bar, you'll find links for news, posting board, discussion forum, events, repository, and instant poll, under **My Applications**

\* LinkingHealthProfessionals (LHP) is a collaborative knowledge network, designed to provide healthcare professionals with the means to connect and collaborate. It is a safe, secure, and well-established network provided for those trained in healthcare.



\* The AlinC community is private, and users must request to join and gain membership.

### **News:**

- Under the **News** tab, you will find the latest news from AlinC
- All AlinC members have the opportunity to post relevant news

### **Posting Board:**

- The posting board is a place to find miscellaneous updates, resources, and news, etc.
- You can post requests for new resources and articles, special news about achievements pertaining to yourself or a colleague, or any other suggestions you may have for AlinC
- To post something on the posting board, simply click the “Create New” tab at the top of the page

### **Discussion Forum:**

- The discussion forum is a place to ask questions, state your opinions, and engage in an overall discussion of various topics, including mentorship in medicine, leadership development in medicine, general leadership principles, and research developments
- You will also find a Q&A thread for any general questions or concerns you may have
- The Helpful Hints thread offers step-by-step instructions for using the discussion board and using the AlinC membership application
- If you wish to reply to a post, simply:
  - o **(1)** click on the particular topic that interests you
  - o **(2)** click on the specific thread to which you wish to reply
  - o **(3)** click “reply” in the right hand corner of the post
- If you wish to create a new topic or thread, click on the “add topic” or “add thread” links at the top of the page
- For more help using the discussion board and tips on how to post, check out the “netiquette” file in the *repository*
- If you make a mistake, feel free to change it! Notifications from discussion posts are only sent out once every 2 weeks



### **Events:**

- The events page contains a calendar and list of upcoming events and conferences
- All members of the AlinC community can add events to this page that they feel are valuable and relevant to other AlinC members
- To add an event, simply click the “Add Event” tab at the top of the page

### **Repository:**

- In the repository, you will find articles, book reviews, course/conference overviews, important links, and current job opportunities
- Under the link “netiquette” you will find basic guidelines for posting on the discussion forum and the posting board
- The repository offers you a broad range of resources containing information on general leadership, leadership in medicine, the importance of mentoring in medical practices, and many more topics
- If there are any resources you feel would be a valuable addition to the repository, do not hesitate to contact AlinC or post your suggestion on the **posting board**

### **Instant Poll:**

- Under the **Instant Poll** tab, you will find various polls relating to the value and use of AlinC, as well as various surveys regarding your experiences in medicine, and demographic surveys
- When a new poll is active, a notice will be added to the posting board

### **Inbox:**

- Your inbox can be found in the top right corner of all pages
- From here, you can send messages to any member of the AlinC community, as well as to any users on the LinkingHealthProfessionals website

### **Community Members:**

- If you are curious about who else is involved in AlinC, you can browse other community members’ profiles
- Click on the “Home” tab at the top of the page
- Under *Community Updates* click the line “Members”
- To view all AlinC members, simply select the tab “All Members”



### **Inviting New Members:**

- If you wish to invite a colleague to the AlinC community, click on the “Users” tab at the top of the page
- On the side bar under “Users” there is a link to “Invite Colleagues”
- This will redirect you to a page that allows you to send an invitation via email, and attach a message to your colleague

### **Applications:**

- Now that you have filled out your profile and know how to use all of the AlinC features, you can download applications to your own personal homepage
- Start by clicking on the “Applications” tab at the top of the page
- Next, click “Browse Applications”
- A list of applications will become available for you to download
- AlinC highly recommends downloading the mentorship application to help you find your ideal match
- After you have downloaded an application, it can be found on the side bar on the homepage after logging in
- For more information on using the AlinC Mentoring Application, see “Helpful Hints” on the **discussion board**

**Thank you for choosing to join AlinC!**