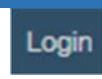
Your CCA

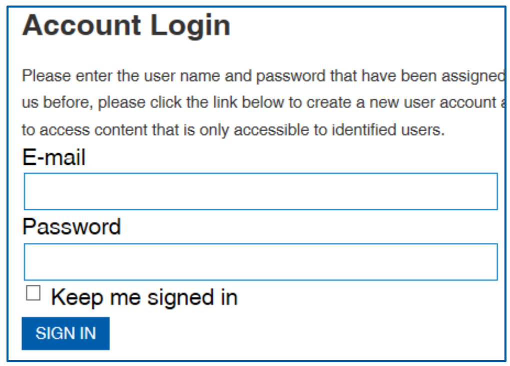
- Getting Started

Sign In

1. Click the **Login** link in the upper left corner of the screen.



2. Provide your E-mail and Password information, and click the **SIGN IN** button. This is the same login information that you always use on the CCA website.



DO NOT CREATE A NEW ACCOUNT OR EMAIL ADDRESS!

Your login is tied to your CE credit tracking, attendance, payment, and other records of your CCA membership.

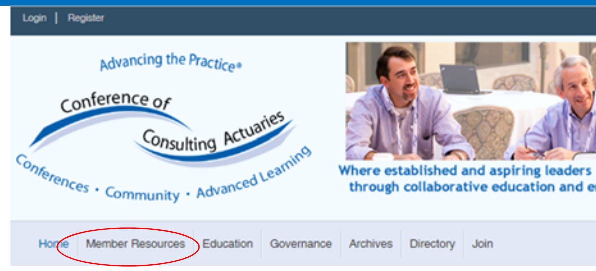
If you have any difficulty with the password reset function, please email conference@ccactuaries.org or call the CCA office at 847-719-6500 between the hours of 8:30 AM and 4:30 PM CT Monday - Friday.

Note: When you first join, a Terms & Conditions page will display. You are required to agree to these before being allowed access to the community site.

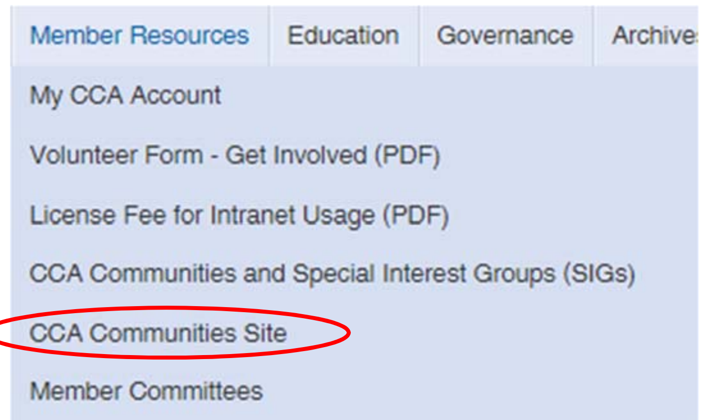
You should now be signed in. To confirm, look in the top right of the screen: the **SIGN IN** button should no longer be there.

Access the Community

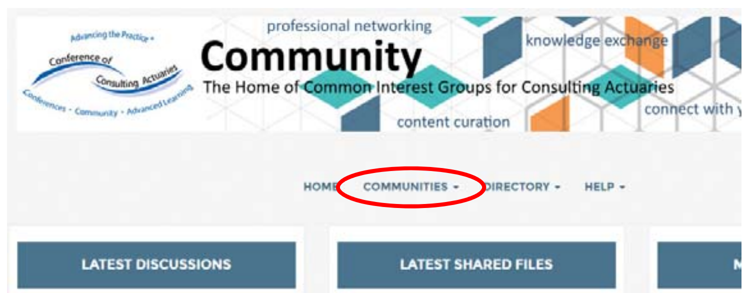
1. Click **Member Resources**.



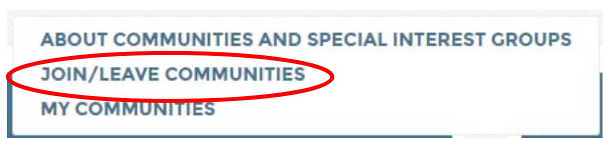
2. Click **CCA Communities Site**.



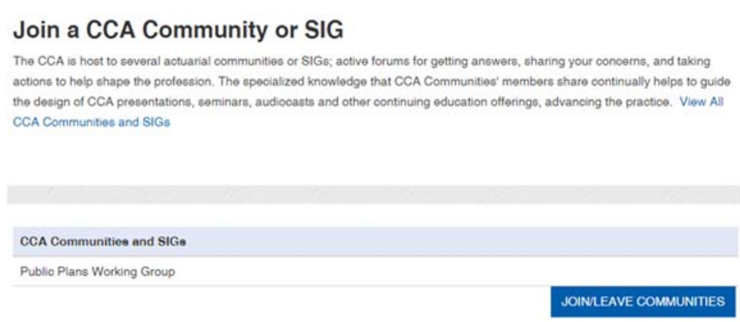
3. The **Communities** website appears. Click the drop-down arrow to the right of **Communities** link in the middle of the page.



4. Select **Join/Leave Communities**.



5. The **Join a CCA Community or SIG** page appears with the list of communities to which you already belong. To leave the current community or join other ones, click the **Join/Leave Communities** button.



6. The list of available communities appears.
   - **To join a community**, select its checkbox.
   - **To leave a community**, de-select its checkbox.

7. Click the **Save** button to retain the choices.

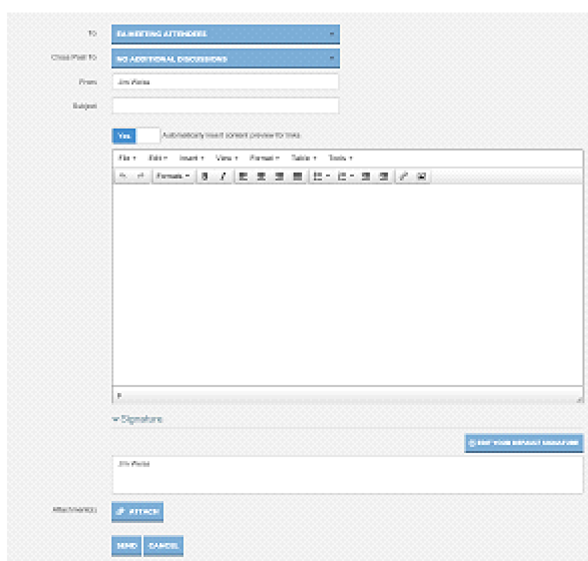
Create a Discussion Post

1. From the **Community Home** page, click the **Discussion** tab.

2. Click the **Post New Message** button.

3. Compose and send your discussion posting:

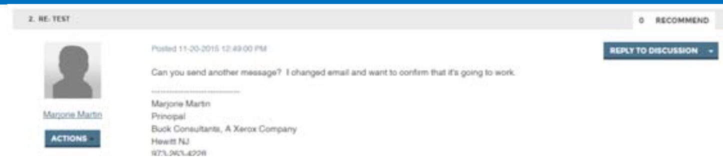
   A. Type a subject line.
   B. Write your message.
   C. Add an attachment (optional).
   D. Click **SEND**.



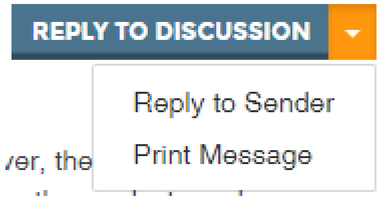
Note that this message will be sent to EVERYONE in the community.

Reply to a Discussion Post

1. From the discussion post to which you wish to respond, click **Reply to Discussion**.



Note: If you want to reply only to the sender of the message, click the drop-down arrow to the right of **Reply to Discussion** to select **Reply to Sender**.

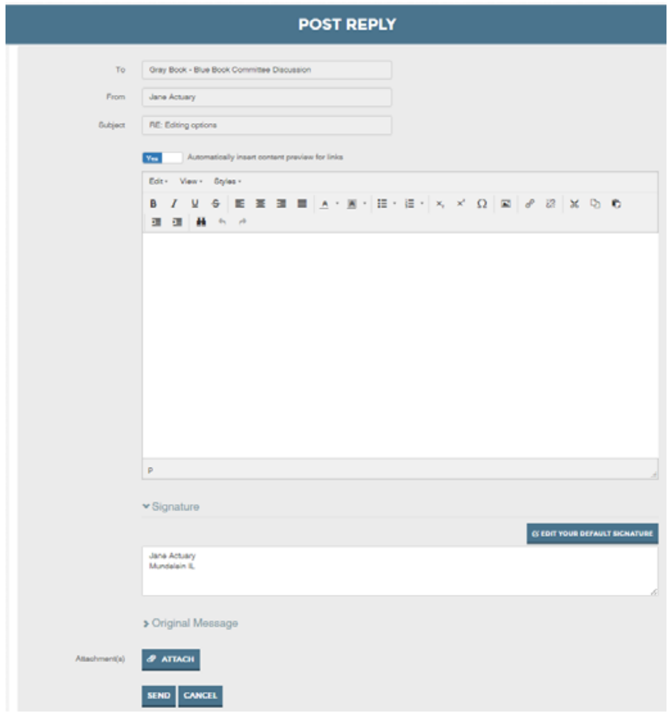


2. Compose and send your reply.

   A. Write your message.

   B. Add an attachment (optional).

   C. Click **SEND**.



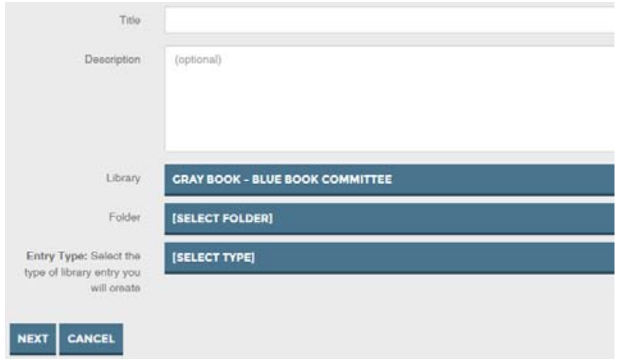
Add to Your Community's Library

1. From the **Community Home** page, click the link to the community into which you choose to upload your file.

2. Click the **LIBRARY** button, followed by the **Create New Library Entry** button.

3. Add your library entry:

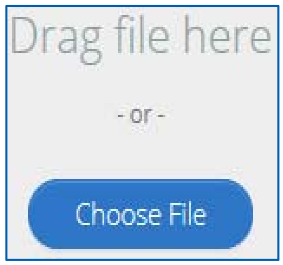
   A. Enter a Title.
   B. Enter a Description.
   C. Select a folder in which to store the document.
   D. Select which type of library entry this is (for Word docs, PDFs, and spreadsheets, select **Standard File Upload**).
   E. Click **Next**.



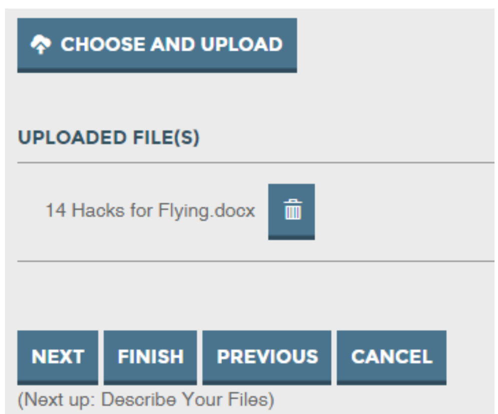
4. Click the **Choose and Upload** button.

5. Upload your library entry by using either of the following methods:

   A. Use the **Drag file here** function: Drag the file name into the box.
   B. To browse for your file: Click the Choose File button; select file.
   C. Click **NEXT** (at bottom right).



6. Click the **Next** button.



7. Describe your files:

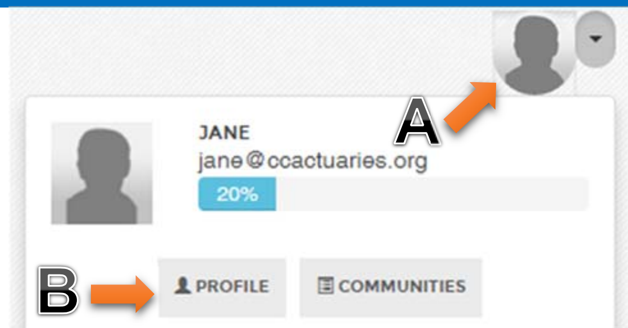
   A. Enter a title for your file.
   B. Enter a description for your file.
   C. Click Next.

Note: Adding tags will make your document searchable.

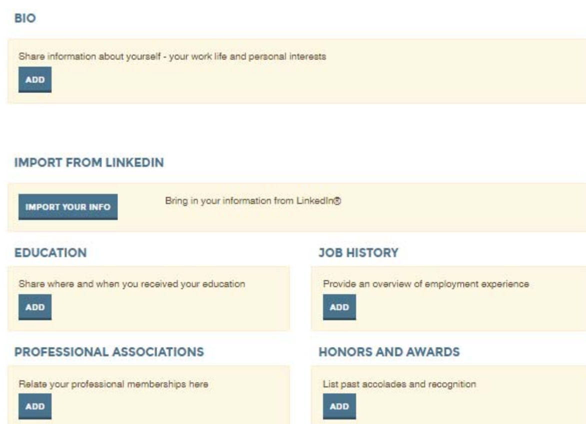
Update Your Profile

1. Open your profile:

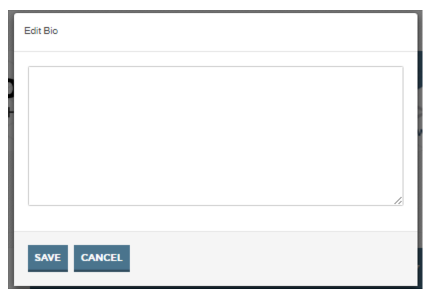
   A. Click the down arrow next to your profile.
   B. Click the **Profile** button.
   C. The **Profile Page** will display.



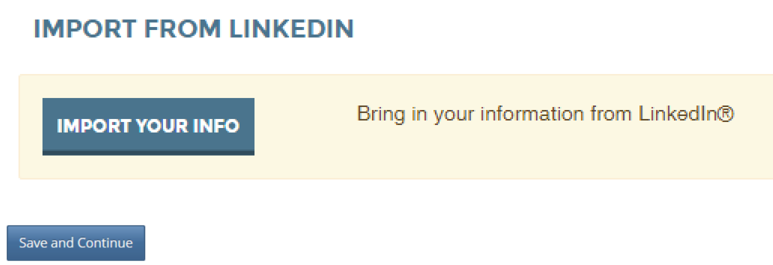
2. Profile information is recorded within **BIO**, **EDUCATION**, **JOB HISTORY**, **PROFESSIONAL ASSOCIATIONS**, and **HONOR & AWARDS** categories. Click the **ADD** button to add new information, the **PENCIL/EDIT** icon to update current information, or the **TRASH** icon to delete current information.



3. The **BIO** edit screen is displayed (at right). Type or copy & paste the information you want to appear in your profile and click **SAVE**.



Note: You can (optionally) also import your picture and certain career summary information from LinkedIn. To do so, click the **Import Your Info** button. Then, select which content you want to include in your profile, and click **Save and Continue** to finish.



Shortcuts

Be sure to read the table below, which provides simple, time-saving keyboard shortcuts.

Task	Shortcut
Return to this page	Press Home
Find a word or phrase within the document	F5
Move through the document faster than by scrolling	Page Up or Page Down
Save this document to your computer	Ctrl + Shift + S (Save As)