

# DE Action Network User Guide

The National Credit Union Foundation is excited to announce that we have officially launched our DE Action Network! This has been a long time coming but we hope this will be worth the wait.

We've named this the Action Network because the hope of the Foundation is that by having the ability to connect and share ideas with one another, it will allow help you to complete your DE projects and drive value to your organization and your community.

This community is available to all US DEs and is a place for respectful conversation, sharing of ideas, keeping in touch with fellow DEs and staying informed on DE events.

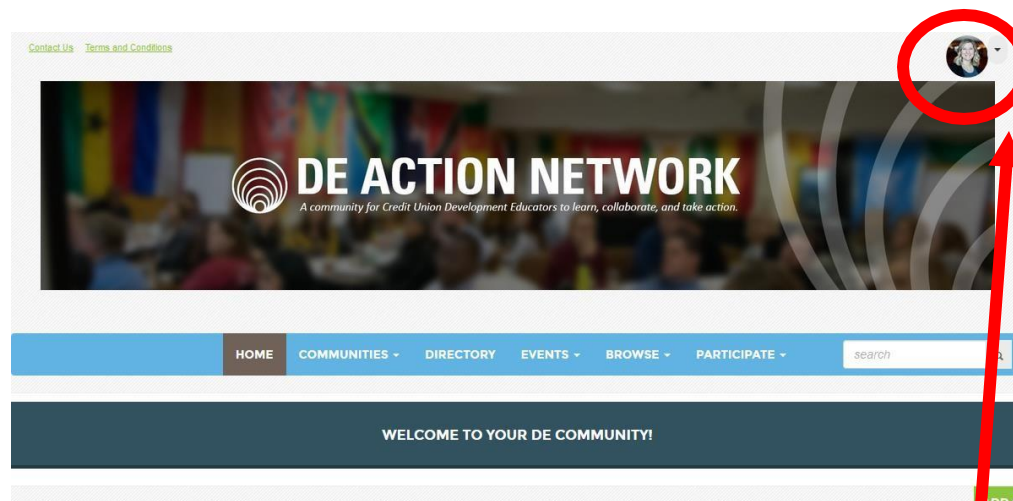
## Before you get started....

### General Ground Rules:

1. This is a community designated to individuals who have graduated from a US Credit Union Development Education Training. Only those who can provide the year they attended will be admitted. (Please note: International use will be launching in the coming months)
2. Respect all members of the community – treat others as you wish to be treated.
3. This is meant to be a community for sharing resources, projects and ideas. Community admins have the right to take down any content that does not relate to the goals of the network.

### Creating Your Account

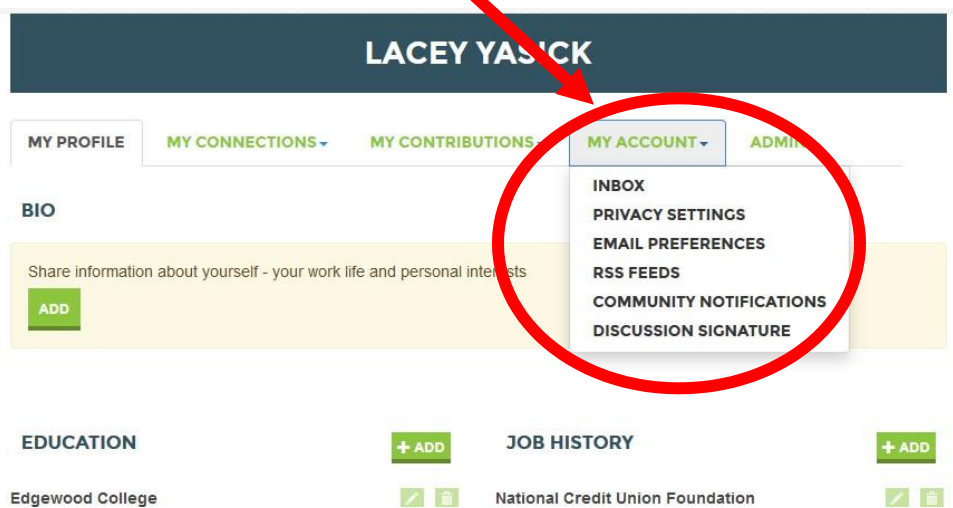
1. Visit: <https://denetwork.ncuf.coop/home>
2. You will need to create an account by filling in all required field forms on the main page.
3. Once you submit information, you will need to be approved and added to the community.
4. Once you are approved, it's best to personalize your account.



- Click the dropdown arrow at the top right and select “Profile”
- On this landing page is where you can add in additional information about yourself, add a profile picture, ect.
- You will see you have options to look at your connections, add in contributions, and personalize your account settings.

### Updating Privacy, Preferences & Notifications

1. Click the “My Account” tab



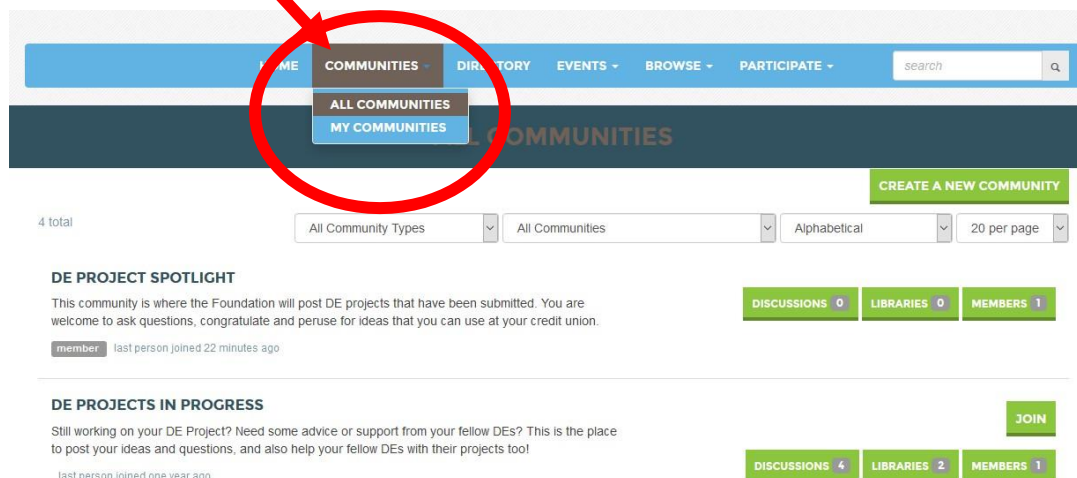
2. Under “**Privacy Settings**” you can select what you would like members to be able to see. Ensure that you are comfortable with these settings and that you are only sharing what you wish.
  - a. Note: We suggest keeping your email, name and state public so that if you are interested in being connected with DEs close by, people can search for you.
3. Under “**Email Preferences**” you can ensure that system & admin notifications are going to the right email, and opt-in or out.
4. “**Community Notifications**” – **this is the big one!**
  - a. Once you belong to specific communities, this is how you would edit the amount of emails you receive. You have three options:
    - i. Real time – immediately when something is posted, you will get an email
    - ii. Daily Digest – once a day summary of any/all posts
    - iii. None – never notified
  - b. Note: You can go in and edit these preferences at any time.
5. Under “**Discussion Signature**” you can personalize your signature for ease when commenting or creating posts.

### Communities:

In order to help you connect in a more efficient way, we have created 4 communities. They are:

1. **DE Project Spotlight:** Intended for the Foundation to post completed DE Projects that have been submitted. Members of this community can view them, ask questions, congratulate and gain ideas for projects of your own.
2. **DE Projects in Progress:** Still working on your DE Project? Need advice or support from fellow DEs? This is your hub! Ask questions, help each other out – do what we do best and cooperate!
3. **Engagement Opportunities:** This is where you can learn about upcoming opportunities for DEs such as alumni events, roles and international work. You can also share your own credit union related events here.
4. **The Lobby:** Have a specific question you are looking for insight on – a lending product? Financial literacy program? You name it, here is where you pose it! The lobby is meant to be the “catch-all” for those questions you are currently posting in the DE Facebook Page.
  - a. The benefit of using the community vs the Facebook page is that individuals can comment right to your post, include links, and others can reap the benefits as well!

To see content in any of these communities, you can simply click on the “Communities” tab and select “All Communities”



- Once you see the communities, you can select “Join” next to the one’s you would like to be a part of!
  - Once you hit join, you can select your email preferences here for notifications.
- Once you are added to the community, you can add a post, view the posts that are already there, or reply to posts.

HOME COMMUNITIES DIRECTORY EVENTS BROWSE PARTICIPATE search

DE PROJECT SPOTLIGHT SETTINGS

COMMUNITY HOME DISCUSSION 1 LIBRARY 0 MEMBERS 1

1 to 1 of 1 threads (1 total posts)

Most Recently Updated Posts in my communities 50 per page POST NEW MESSAGE

Thread Subject	Replies	Last Post
<a href="#">Vanessa Molla Kuduk - Channeling Passion into Philanthropy</a>	0	3 minutes ago by <a href="#">Lacey Yasick</a>

Within the community discussion is where you should see all posts.

- You can click on individual posts to view and comment.
- You can click on library to view all documents that were saved.
- You can view the members that belong to the group.

### **Directory**

Here is where you can locate fellow DEs! Search by name, or if you are looking for DEs in your area select “Advanced Search” and add in the criteria you are looking for!

### **Events**

DE specific events will be added and updated here such as training dates, Luncheon, workshops, etc. Have an event you would like to see listed? Let us know and we will add it to the main calendar!

### **Browse**

You can view discussions here from various communities as well as library entries – which are any documents people have shared.

### **Help/FAQ**

If you are having trouble or have questions, this is a GREAT resource to help you. They have answered lots of questions and provide great direction.

That’s it! We hope you find lots of value in this new DE Action Network. We are excited to see all the shared ideas, resources and projects! If you have any questions, please contact Maggie Wolff at [mwoff@ncuf.coop](mailto:mwoff@ncuf.coop).