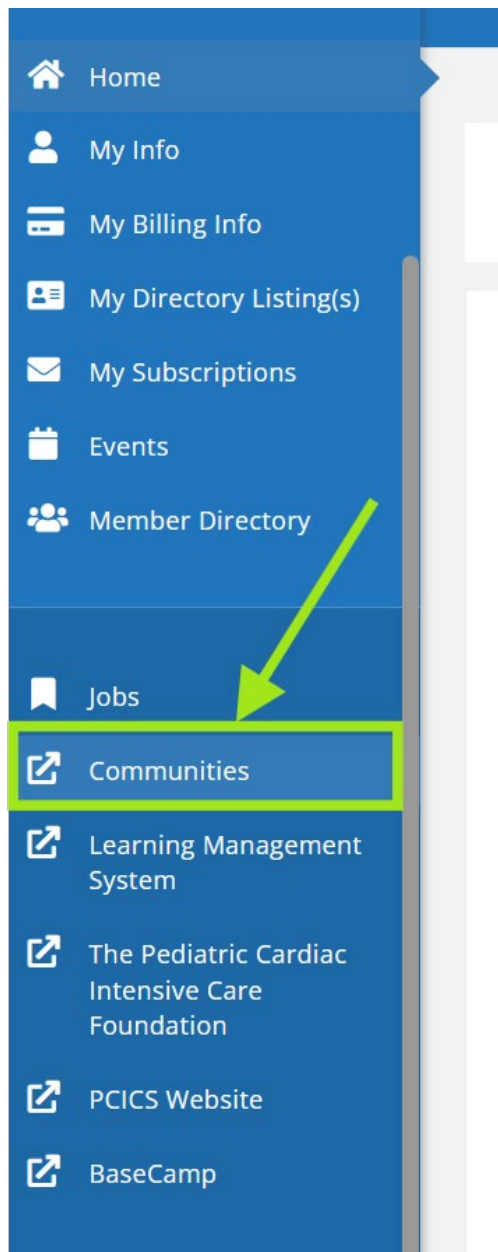


Navigating to the PCICS Community Platform

Please log in to the [Info Hub](#) using your PCICS account user name and password. The Info Hub can also be accessed through the login button in the top right navigation of the [PCICS website](#).

After logging into the Info Hub, select **Communities** from the left side menu of your Info Hub home page to navigate to the Community Platform.



Please note that email notifications are coming soon. After you log into the Community, you will see your notifications in the upper right corner.



Interacting with SIGs and Committees

After navigating to the PCICS Community site, a list of your SIGs and Committees will appear in the left side navigation. Click the name of the SIG or Committee to visit the SIG or Committee's Community page.

On the SIG and Committee's Community pages, you will see the following tabs:

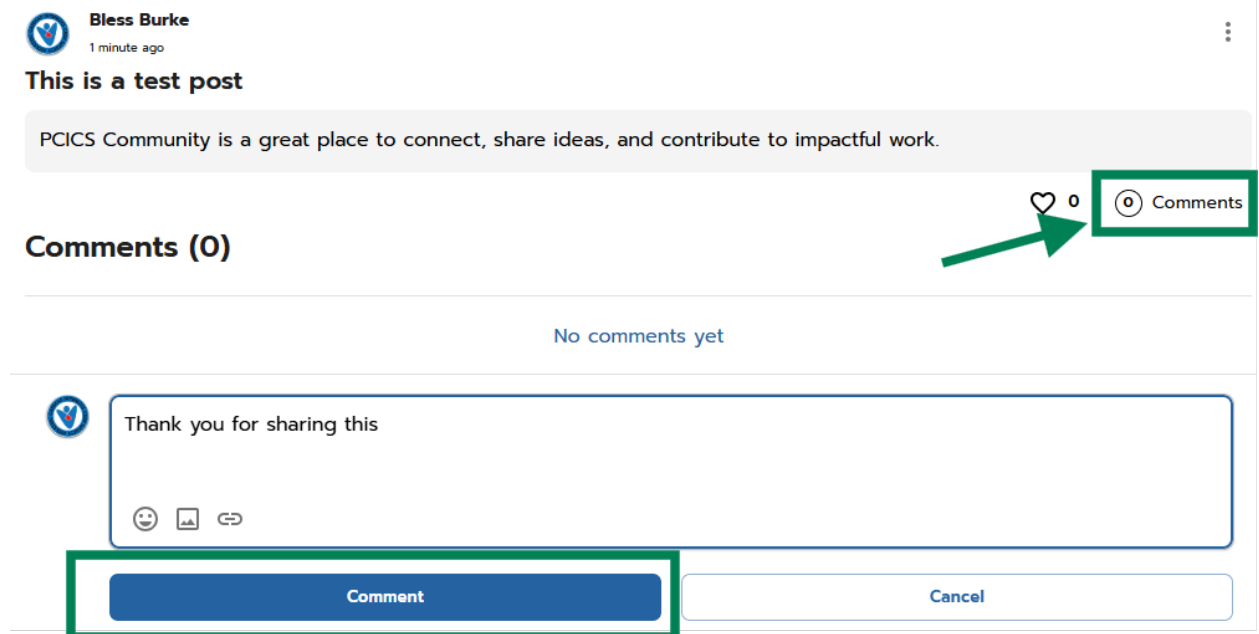
About

The **About** tab displays SIG or Committee announcements and a list of members.

Feed

Select the **Feed** tab to initiate or participate in discussions. This section functions as a message board, allowing members to create posts, respond to existing content, and exchange ideas. Multiple file types may be attached to posts. For clarity, all

comments are threaded directly under the original post.



Meetings

Please note that only SIG and Committee Co-Chairs can create meetings. To join a meeting, select the **Meetings** tab, choose the meeting, and click **Attend Session**. You may also add the meeting to your calendar by clicking **Add to Calendar**.

Before joining, you will be prompted to confirm your camera and microphone settings. You may also blur your background or add a custom background using the **Visual Effects** icon.

Meeting controls include muting/unmuting, turning the camera on or off, screen sharing, raising your hand, reactions, and chat. Moderators can record meetings by selecting **Start Recording** from the three-dot menu.

Resources

Documents are stored in the **Resources** tab. To upload a file, go to **Resources** and click **Upload**. You may create a new folder or add the file to an existing one.

To notify SIG members of a new upload, create a post or reply in the **Feed** tab and include the file name. Members can search for the file by name in the **Resources** tab.

Messaging a Member

To contact a fellow SIG or Committee member, navigate to the Member Directory under the **About** tab. Members who have enabled direct messaging will display three dots beside their name. Click the dots and choose **Message Member**. A new window will appear, allowing you to type your message.

Updating Your Profile in the Community Platform

To personalize your Community profile, click the **silhouette icon** in the upper-right corner and select **Profile**. You can add a profile photo, title, institution, social media links, location, a personal bio, work and education history, and your skills and interests.

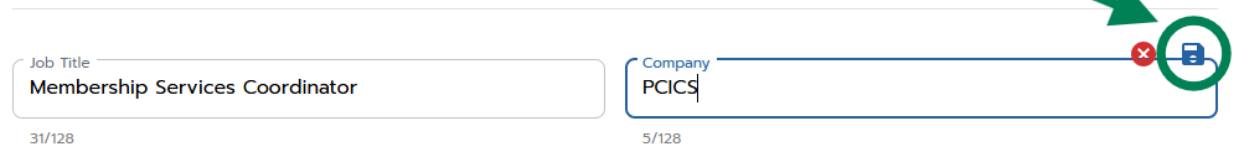
Be sure to click the floppy disk icon to save your updates:

Experience

Membership Services Coordinator

PCICS

September 2025 -



The screenshot shows a profile update form for the 'Experience' section. It includes a 'Job Title' field with the text 'Membership Services Coordinator' and a 'Company' field with the text 'PCICS'. Both fields have character counts (31/128 and 5/128 respectively). In the top right corner of the form, there is a red 'X' icon and a floppy disk icon. A green arrow points to the floppy disk icon, which is also circled in green, indicating that this icon should be clicked to save the updates.

To exit, click on “Committees and SIGs” at the top of the screen

Updating Your Account Settings

To change your Notification Preferences, Time zone, Privacy, Messenger, and Camera & Microphone settings, click on the silhouette in the upper right-hand corner and select Settings.

To exit click on “Committees and SIGs” at the top of the screen

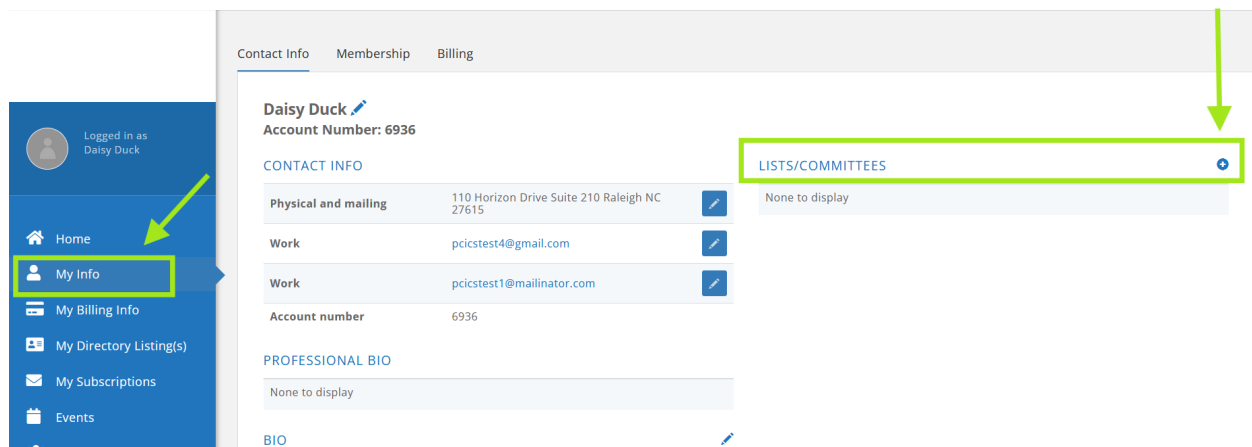
Navigate back to PCICS

To get back to your PCICS account home page click “Info Hub” on the left side of your screen under “Quick Links.”

Joining a Special Interest Group (SIG)

Please log in to the [Info Hub](#) using your PCICS account user name and password. The Info Hub can also be accessed through the login button link in the top right navigation of the [PCICS website](#).

From your Info Hub home page, select **My Info**, then click the **plus (+)** sign in the **Lists/Committees** column to see the list of groups you can join and make your selection(s).



Once you join a SIG you see it listed under **Lists/Committees**. Please allow up to 10 minutes for your selection(s) to sync with the Community Platform.

