

# Log in and set up for migrating users

## Overview

This article provides a step-by-step guide on how to login to Connected for the first time as a new user after you've been sent a "Welcome to Connected" email.

It will provide you with instructions on how to set up your profile and navigate the platform.

## Before you start

The details retained in the previous email distribution platform, ListServ, will be migrated over to the new platform, Connected, and once migrated over to Connected you will receive a Welcome email.

The below set up process is not necessary for Members who want to use Connected via email only.

The instructions below are only required for Members who want to use the web-based version of Connected and access more functionality, or for Community Administrators to enable the management of their Community.

If you wish to join an existing Community, please contact the relevant Community Administrator who can invite you to join the platform and send you the relevant instructions.

## Using Connected by email only

The instructions contained in this document are applicable for Members who want to use Connected via email only.

## Create and reply to discussions via email

1. Open the email you received from [mail@mail.connected.schools.sa.edu.au](mailto:mail@mail.connected.schools.sa.edu.au)
2. To create a new discussion with your community, click on reply on your email system and type new subject on the subject line and send.
3. To reply to your Community on a discussion, select reply on your email system or via the buttons contained within the email.

## Using Connected via the web platform

### Logging in for the first time

1. A "Welcome to Connected" email will be sent to you from [mail@mail.connected.schools.sa.edu.au](mailto:mail@mail.connected.schools.sa.edu.au)
2. Go to the [Connected Login Page](#) and click on '**Did You Forget Your Password?**'.
3. Enter the email address that this email was sent to and select **Send Password Link**.
4. In the '**Forgotten password**' email, select '**Click here to reset your password**'.
5. On the Reset Password page enter your new password, re-enter to confirm the password, and select '**Update**'.
6. You will be prompted to read and agree the [Terms and Conditions](#). Once completed, you will be directed to your Member home page.

When entering a new password, the password length must be 8 – 30 characters; contain at least 1 capital letter, 1 numeric character, and 1 special character.

7. Your member dashboard will now be displayed.

## Update your details

1. If your name appears incorrectly on the dashboard, click on your initials to update your profile.
2. Click the **pencil icon** to open the text box and edit your details.
3. Update your First Name and Last Name and click **Save**.
4. To find your community select **Communities** from the menu bar then select **My Communities**.
5. Explore the list of Communities you have been invited to and joined. Select a Community to view discussion threads that have been posted.

## Further Information

1. Further information and instructions on using Connected can be found in the User Guides tab at the top of the page. This information includes:
  - Managing your email notification preferences
  - Viewing your communities
  - Creating a new discussion thread (via email/ via Connected)
  - Replying to a discussion (via email/ via Connected)
  - Creating a new library entry
2. Community Administrators have additional functions and can refer to the Department for Education EdI and EdIT pages for additional information. Information on EdIT includes:
  - Navigation to the Administrator Functions
  - Editing Member's Role
  - Restricting or Removing a member from a community
  - Moderation
  - Adding or Inviting Members