ACVIM360 Instructions

Overview

ACVIM360 is a professional networking and information tool designed to connect Diplomates, candidates, and staff of the American College of Veterinary Internal Medicine (ACVIM).

ACVIM360 Provides:

- Instant access to specialty practice discussions, organizational news and current research
- The ability to find each other and connect quickly and easily
- A forum for accomplishing specialty group, committee and governance work
- The ability to engage in online discussions
- A place to share documents and resources

The following information should help get you started in ACVIM360. Please reach out to Membership@ACVIM.org if you have any questions.

Logging In

1. Go to https://community.acvim.org/home
2. Click on the "**Sign In**" button in the upper right corner. This will take you to the ACVIM website to input your information.
   a. If you already have a password for ACVIM.org, i.e., from a previous year's ACVIM Forum attendance or because you are a Diplomate in another specialty, you will use that password.
   b. For your first time logging in, click "**Forgot your password?**" to create a new password.

Navigation Bar

There are 4 categories you will you use the most from the navigation bar:

1. **Home**
   a. This is your general home page when you log into ACVIM360. It contains highlights from your communities and you can easily navigate from here.
2. **Communities**
   a. Communities are the discussion groups that you are a part of on ACVIM360. For example, you will see both Diplomate Announcements and Non-Clinical Discussion listed as two of your communities on ACVIM360.
   b. From this tab, you can see a list of communities you are a part of or explore "All Communities" to see where else you can join in the conversation.
3. **Directory**
   a. Here, you can find other ACVIM members and can usually find their contact information if they have elected to share it.
4. **Participate**
   a. This tab has a helpful Help/FAQ section for your reference.

Posting and Replying to a Discussion

Posting:

1. Click on "Communities", then "My Communities" from the dropdown menu.
2. Select the community you would like to post in.
3. On the community page, click "Discussion", then "Post New Message".
4. Create a post.
5. Enter your signature the first time you post a message.
6. Click the blue "Post" button at the bottom of the page.

Replying:

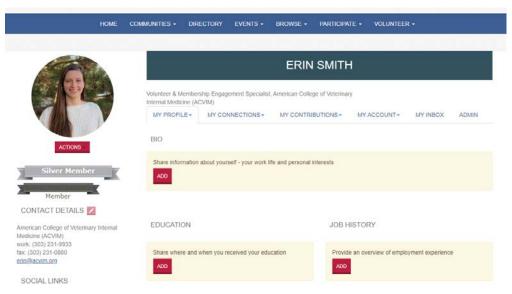When you want to reply to a discussion in your communities, you have a couple of options:

1. Hitting the red "Reply" button in the top right corner of the post will allow you to reply to the entire community.
2. From the dropdown options on the same "Reply" button, you can select "Reply Privately" to only reply to the poster.

Profile Settings

We encourage you to explore your profile and update any information you'd like here. You can also access your privacy settings, email notifications, etc. from your profile.

To update your profile:

1. Click on the icon in the top right corner and select "Profile".
2. From here, you can update your picture, any contact information, and add details about yourself as you wish. To edit any of the information, click the pencil icon to the right of the area you want to edit.

Community Notification Settings

To adjust notification settings for your communities:

1. From your profile, go to "My Account" and select "Community Notifications" from the dropdown menu.
2. Here you will see all your communities and can adjust your preferred settings. We ask that you keep on some sort of email setting (either Real Time or Daily Digest) if you are on a committee.
   a. **Real Time:** You'll receive an email whenever someone posts in the community.
   b. **Daily Digest:** You'll receive one email a day with a summary of discussion for this community.
   c. **No Email:** You will not receive emails for this community.