Using Discussion Forum on Resource Website
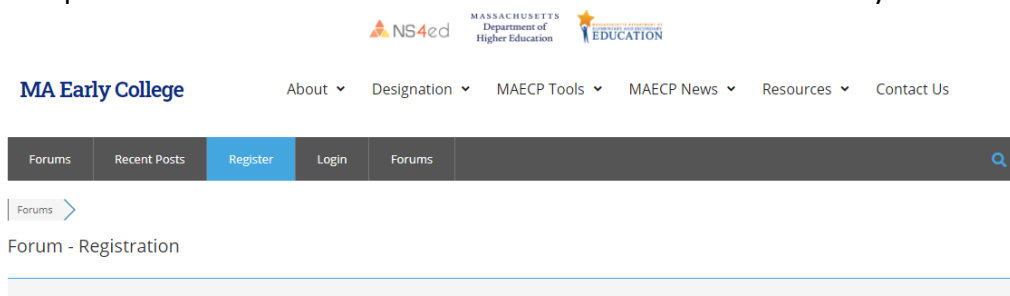
Follow the directions below to register for the discussion forum.

1. Go to http://www.maearlycollege.com/ Password: MAECP
2. Go to drop-down menu labeled "MAECP Tools" and click on "Community Forum."

3. Click "Register" button.
4. Choose and enter a User Name. (We recommend choosing a user name that is somewhat recognizable, since only your MAECP colleagues will be using this forum. Additionally, if we cannot find your name and/or email in our database, your registration to the forum will be denied. Suggestions include first initial/last name, first name/last initial, or some combination. Ie. KKennedy, KellyK, KellyKen.)
5. Enter your **school** email address.
6. Choose a password with a minimum of six characters. (We recommend choosing something that is a minimum of eight characters with capital and lowercase letters, and at least one number or symbol.)
7. Click blue "Register" button at bottom. Note: While it appears you are now registered and can access the forums, you still cannot see the forums/discussion or posts as your registration must be approved.

When you click the blue "Register" button, the administrator/moderator of the forum (Kelly Kennedy at kelly@ns4ed.com) receives an email that you have registered. She will then go in, approve your registration and send you an email to let you know your registration was approved. (During typical business hours, your registration should be approved within an hour or two. Otherwise, it may take up to 24 hours.)

After your registration has been approved, follow the directions below to post a new topic:

1. Go to http://www.maearlycollege.com/ Password: MAECP
2. Go to drop-down menu labeled "MAECP Tools" and click on "Community Forum."
3. Click "Log In" button.
4. Enter your user name and password.
5. Click blue "Sign In" button. (You should then have access to the forum where you can see main forum headings.)
6. Click forum of interest.

7. At this point, we recommend you click the orange label "Subscribe for new topics" (You can easily change your profile settings later if you feel you are receiving too many emails. It's important to remember that membership to this Community Forum is limited only to MAECP leaders.)
8. To add a new topic/question, click on blue "Add New Topic" button.
9. Enter topic title, much like you would enter a subject for an email.
10. Enter text in text box.
    a. Note 1: Do not click "Private Topic" as only admin will see post. If you need to contact forum administrator, email is better option – kelly@ns4ed.com
    b. Note 2: "Subscribe to this topic" is checked by default so that you receive responses to your post. To receive responses, leave box checked.
11. Click blue "Add Topic" button.

Follow the directions below to reply to a topic:

1. Go to http://www.maearlycollege.com/ Password: MAECP
2. Go to drop-down menu labeled "MAECP Tools" and click on "Community Forum."
3. Click "Log In" button.
4. Enter your user name and password.
5. Click blue "Sign In" button. (You should then have access to the forum where you can see main forum headings.)
6. Click forum of interest.
7. Click Topic Title to which you want to respond.
8. Scroll down to "Leave a Reply."
9. Type response.
10. Click blue "Add Reply" button.
11. Your reply will appear in the forum and will be emailed to those who subscribed.