



Corrections Community

Jail Administrators Discussion Forum "Cheat Sheet"

Welcome the fastest growing online community for corrections professionals.

Welcome to the Jail Administrators forum!

This forum is a communication tool that is managed by the National Institute of Corrections (NIC). Membership is strictly moderated by NIC and discussions in this forum are private and only accessible by other members. Please use this forum to seek information, share information, and connect with fellow members.

Getting to the forum...

- ⇒ **Go to:** <http://community.nicic.org> > Forums > Private Forums > Jail Administrators
- ⇒ **Direct link:** <http://community.nicic.org/forums/65.aspx>

Posting a new message...

- ⇒ **Go to:** <http://community.nicic.org> > Forums > Private Forums > Jail Administrators > "Write a New Post"
- Direct link:** <http://community.nicic.org/forums/AddPost.aspx?ForumID=65>
- ⇒ **Do NOT reply or post new messages by email.** This is not a listserv. New messages and replies must be done online. Use the links provided in emails from the forum to reply to message.

Getting forum email...

- ⇒ You must subscribe to the forum if you want to be sent email alerts whenever new messages are posted.
- ⇒ **Email subscriptions:** <http://community.nicic.org> > Forums > Shortcuts > Forum Email Subscriptions > Change the "No" to "Yes" for the forums you wish to receive email alerts.
- Direct link:** <http://community.nicic.org/forums/ForumSubscriptions.aspx>

Helpful links...

- ⇒ **Manage your account (name, email address, etc.)**
Direct Link: <http://community.nicic.org/user/EditProfile.aspx>
- ⇒ **Look up your account (name/password)**
Direct Link: <http://community.nicic.org/user/EmailForgottenPassword.aspx>

Questions and technical support...

- ⇒ For questions about the forum or network, please contact Sandy Schilling at (800) 877-1461 x4430 or email schill@nicic.org
- ⇒ For technical support or assistance with using the forum, please contact Joshua Stengel at (800) 877-1461 x4432 or email CommunitySupport@nicic.org.
- ⇒ **Online support:** <http://community.nicic.org> > Forums > Technical Support
Direct link: <http://community.nicic.org/forums/12.aspx>

My Login Information

Sign In Name (not case-sensitive)

Password (case-sensitive)*

Getting Started

Joining a new online group can be a little intimidating at first, but here are some tips for how you can get involved and become a valuable member.

- ◆ **Explore.** Plan to spend at least 15-30 minutes exploring the discussions that have already taken place or are in progress.
- ◆ **Create a new post.** A quick introduction makes a great first post. It lets the group know that a new member has joined and it lets you see how the system works and what happens when you create a new post.
- ◆ **Reply to an existing post.** Find a topic or discussion and post a reply. Even if you are just agreeing with something that someone else said, it's good practice and lets the group know you are willing to participate.
- ◆ **Stay involved.** There are a number of ways to monitor and stay in touch with the group. Pick the option that works best for you and make sure you stay connected.
- ◆ **Explore—again!** There are many amazing opportunities that the Corrections Community has to offer. A variety of news columns (blogs) offer great information about what's happening in Corrections and there are a number of public forums that you can also use.

* Please don't write down your password if you also use the same password at work or other private accounts. Instead, you could just write in a hint like, "Same as work" to remind you what your password is.