

## ACT-IAC CONNECT

Welcome to ACT-IAC Connect – a member directory and who’s who of the government IT community. As an ACT or IAC member you can now share information about yourself with your peers in the government IT community. You can also learn more about others in this community and find individuals who share your interests and passions.

You can use ACT-IAC Connect to:

- ❖ Keep the community up-to-date on your personal information and interests - apply your personal preferences to what you share;
- ❖ Quickly see the ACT-IAC communities and committees to which you belong – and see who else is participating;
- ❖ Identify other ACT-IAC communities and committees which may be of interest to you;
- ❖ Let the community know about your professional and personal interests – and your involvement in community affairs;
- ❖ Locate other members of ACT and IAC;
- ❖ Create and maintain a list of your contacts within the ACT-IAC community;
- ❖ Communicate with your contacts and other ACT-IAC members;
- ❖ Through your automatically created networks you can see others who share your organization, issues and interests;
- ❖ Create a blog or blogs to share your ideas and thoughts with the ACT-IAC community.

Complete your individual profile today and strengthen your bonds within the ACT-IAC community.

Frequently Asked Questions:

Q. Who is included in ACT-IAC Connect?

A. Only those individuals who are members of ACT (government) and IAC (industry) are included in ACT-IAC Connect. If you are an IAC member and your company drops its membership you will no longer be included in the directory. If you leave government you will no longer be in it unless you join an IAC members company.

Q. Is my contact information available to everyone?

A. Not unless you choose to make it available. When you first sign on you will see that your basic contact information (email, phone number and address) is not being shared. If you wish to make this information available to other ACT-IAC members (and you are encouraged to do so to promote networking), you can make that change via My Preferences. The next question describes how to control what can be seen and by whom.

Q. Can I control my personal information and who sees it?

A. Yes. As indicated above, most of the personal information has to be provided by you. In addition, you can control who sees that information. On the Profile Page, go to the My Preferences tab. You can control both the specific pieces of information that will be displayed and who can see it. Your choices on who can see your information are: My Contacts – includes only those individuals you have selected to be your contacts in ACT-IAC Connect; Members Only – all ACT and IAC members; Public (this is a baseline system setting that is the same as the Members Only setting for our purposes) - all ACT and IAC members can view, non-members do not have access to the directory; and Nobody – nobody will see your information.

Q: How do I know this forum won't just become a rolodex for vendors?

A: Government issues and public service – not industry promotion – drive the ACT-IAC agenda. IAC Principles state that “IAC and its members shall not engage in business development or promotion”. IAC members are made aware of, and expected to adhere to, these principles. The ACT-IAC community is a collaborative body that has been in place for over 20 years. ACT (the government side of the house) created IAC as an industry advisory body. The purpose of the partnership is to collaborate to solve IT issues for the purpose of better serving the public. The American Council for Technology is a nonprofit organization. It is not a lobbying group. It is vendor/technology neutral. The participants in the collaboration believe strongly in the mission of better serving the government through IT.

Q. What is the source of the information on the personal profile?

A. The basic demographic information (name, title, employer, contact information) is based on your information in the ACT-IAC membership database. All the other information (bio, interests, employment history, education, etc.) has to be provided by you. ACT-IAC does not maintain this information.

Q. If I update my personal information in ACT-IAC Connect, will it update my information in the ACT-IAC database?

A. Yes. If your title, address, phone number or other demographic information changes you can update it here and it will update your profile in the ACT-IAC database. If you update that information through the web site it will also update ACT-IAC Connect. Important Note: There is an exception for IAC members who have changed jobs and wish to change their employer. Only the company's point of contact can alter corporate records. . If you want to change your company, contact your POC or the ACT-IAC staff at [membersupport@actgov.org](mailto:membersupport@actgov.org)

Q. I created a new account (or updated my personal information) in the ACT-IAC database but I am not in ACT-IAC Connect. Why?

A. ACT-IAC Connect and the ACT-IAC database are synchronized once every day (usually around 3 AM). It will take a day for your updated information or new account to show up in ACT-IAC Connect.

Q. Other members can initiate emails through ACT-IAC Connect. Can I have these emails sent to my regular email box?

A. Yes. On the *My Preferences* tab you can select the email address you wish your ACT-IAC Connect emails forwarded to and the type of emails you wish forwarded.

Q. What are Communities?

A. There are two types of Communities. The first are those ACT-IAC committees, working groups and other relationships that have been established officially by ACT-IAC. For example, the ELC Planning Committee and the 2010 Partners Class would be examples of these communities. The second type of community includes those established by individual members of ACT-IAC. Every person in ACT-IAC Connect has the ability to establish communities. See a later question for more details.

Q. Is every Community open and accessible by every person in ACT-IAC Connect?

A. No. Access to information about each community is determined by the community manager at the time it is established. Some communities are open to everyone. Others are only open to (and viewable by) members of that community.

Q. What is the difference between My Communities and All Communities?

A. *My Communities* are those communities to which you belong. *All Communities* is a list of all communities within ACT-IAC that are open to the entire membership.

Q. How can I set up a community?

A. On the *My Communities* or *All Communities* page you will see a link called Create a New Community. Click on that link and you will be taken to the Create a Community Page. After you enter the name of your community and a description of the community you can decide who can be a member of – or view – your community. Your choices are: Invitation Only – available only to those individuals you specifically invite; ACTGOV Members – open to every ACT and IAC member; Authenticated – includes ACT-IAC members and some non-members who are in the ACT-IAC database; Public – same as ACTGOV members; and My Contacts – only those individuals in your contact file in ACT-IAC Connect.

Q. What are Networks?

A. *Networks* are relationships created automatically based on certain common traits or interests. For example, your networks may include company, job title, job function, school and professional interests. Networks are also created based on free form fields such as Personal Interests, however, these entries

must be spelled identically. For example, members who enter “travel” as a personal interest will form a network with others who share that interest.

Q. How can I create a Blog?

A. Go to the *Blogs* tab on the profile page. Once you are on the Blogs page click on New Blog. Enter the Title of your blog and then write the entry. Before saving and publishing the blog you need to select who can see and comment on your blog. Your choices as to who can Read the blog are: Public – any member of the public can see what you write; Authenticated – ACT-IAC members and non-members who may have accounts in the ACT-IAC database; ACTGOV Members – all members of ACT and IAC; My Contacts – only those individuals in your contact directory. You can also control who can comment on your blog. Your choices are: ACTGOV Members – members of ACT and IAC; Authenticated – members of ACT and IAC and some non-members who may be in the database; My Contacts – those individuals in your contact directory; and No Comments Allowed – nobody can comment. You also have the option of associating a blog with a particular community. Associating a blog entry with a community only establishes a link – it does not limit that blog to members of the community. Reading and commenting permissions are still controlled by the other choices mentioned.

Q. I have some thoughts about how to improve this functionality. Who should I contact?

A. We welcome all suggestions about ways to improve ACT-IAC Connect. Send us an email at [membersupport@actgov.org](mailto:membersupport@actgov.org) and we’ll be in touch.

Q. What are the default Preference settings in ACT-IAC Connect?

## Contact Preferences

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Community members may contact you by inviting you to become their contact, inviting you to join a community, or sending you a message. Notifications will be stored in your Inbox. Notifications may also be forwarded to an email address based on your selected preferences.

### Allow community members to contact me?

Yes  No

Notifications are currently being sent to: [your email address](#) ([click here to change](#))

I would like to forward to my notification email address:

Contact Requests

Yes  No

Community Invitations

Yes  No

Regular Messages

Yes  No

Your profile may be accessed through the member directory and community rosters. You have control over the information others see on your profile.

**I would like to be included in the member directory and community rosters:**

Yes  No

Picture

My Contacts  Members Only  Public  Nobody

My Blog

My Contacts  Members Only  Public  Nobody

Mutual Contacts

My Contacts  Members Only  Public  Nobody

My Communities

My Contacts  Members Only  Public  Nobody

My Networks

My Contacts  Members Only  Public  Nobody

Company Information

My Contacts  Members Only  Public  Nobody

Job Title and Department

My Contacts  Members Only  Public  Nobody

Address Lines

My Contacts  Members Only  Public  Nobody

City, State, Zip

My Contacts  Members Only  Public  Nobody

Country

My Contacts  Members Only  Public  Nobody

Website URL

My Contacts  Members Only  Public  Nobody

Phone1

My Contacts  Members Only  Public  Nobody

Phone2

My Contacts  Members Only  Public  Nobody

Phone3

My Contacts  Members Only  Public  Nobody

Phone4

My Contacts  Members Only  Public  Nobody

Email Address

My Contacts  Members Only  Public  Nobody

Contact me options

My Contacts  Members Only  Public  Nobody

Current Client Activities

My Contacts  Members Only  Public  Nobody

Bio

My Contacts  Members Only  Public  Nobody

Education

My Contacts  Members Only  Public  Nobody

Job History

My Contacts  Members Only  Public  Nobody

My Organization

My Contacts  Members Only  Public  Nobody

My Professional Interests

My Contacts  Members Only  Public  Nobody

My Personal Interests

My Contacts  Members Only  Public  Nobody

Job Function

My Contacts  Members Only  Public  Nobody

ACT-IAC Leadership Role

My Contacts  Members Only  Public  Nobody

My Community Interests

My Contacts  Members Only  Public  Nobody