Getting Started

Welcome

ANS Collaborate is the virtual networking site exclusively for ANS members. It is your portal to engage with your colleagues through discussion boards, to exchange information through document and file sharing, and to stay up to date on your division or committee activities through event postings. You can also establish mentor relationships, view your colleagues’ profiles and communicate directly with other ANS members through the ANS Collaborate messaging service. Be involved!

What is ANS Collaborate?

ANS Collaborate brings together great ideas, lessons learned and valuable insights from within the nuclear science and technology community. This private, virtual networking site is your portal to engage with your ANS member colleagues through discussion boards, to exchange information through document and file sharing, and to stay up to date on your Professional Division or Committee activities.

Should you have any questions, issues, or problems using ANS Collaborate, please contact Member Services at members@ans.org or 800-323-3044.

1. How to get to ANS Collaborate
Click on the link on the home page of the ANS Website:

Or visit: http://collaborate.ans.org/home  Bookmark this link!
If you are not already signed-in to the ANS website, the ANS Collaborate site will direct you to the ANS website login page. Once you have signed-in, you will be sent back to the ANS Collaborate home page.

Log in to the ANS website (single sign-on):

2. Create and view your profile. After you are logged in, you can begin to build your profile and connect with others.

In the ‘My Profile’ section, you can update your profile and link to your social networks.
3. In the ‘My Account’ section, you can view your messages, create a signature, and set your communication preferences for ANS Collaborate.  Note: This has no effect on your email preferences from ANS National, and is only used to select how often you wish to be notified when members contribute to ANS Collaborate.

Basic Site Navigation

4. The ‘Home’ section is your personal home page. There you can view the latest discussions from all your ANS groups and any recently shared documents.

5. In the ‘Groups’ section, you can view the ANS groups you belong to (My Groups), or what groups may be open for any ANS member to join (All Groups) – future enhancement.
6. In the ‘Network’ section, you will find the member directory. Here you can search for other ANS members and invite them to connect with you within the site.

7. In the ‘Events’ section, you can post your Professional Division’s meetings and other events. To make events visible only to your group, select the name of your group in the drop down box. If you want the event open to all members in ANS Collaborate, leave this space blank. (Note: ANS Collaborate cannot be used to publicize other organizations’ events.)
8. In the ‘Browse’ section, you can search through the all the discussion posts and library entries of your group(s).

9. In the ‘Participate’ section, you can post a message, or share a new file with your group(s).

10. To upload a file or document, follow the steps shown below:

   From Group Home Page, click on the “add” button next to “Latest Shared Files.”
10. To upload a file or document (Continued)

Fill in requested information, then click “next”:

Click “choose and upload”:
10. To upload a file or document (Continued)

Choose the source of your file or document:

Select the file from your computer or other place:
10. To upload a file or document (Continued)

Click on “Upload” button:

And, it is posted!
11. To edit an existing document, you have to navigate to the library of your group. Select the document, go to ‘Actions’, and select ‘Edit’.

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