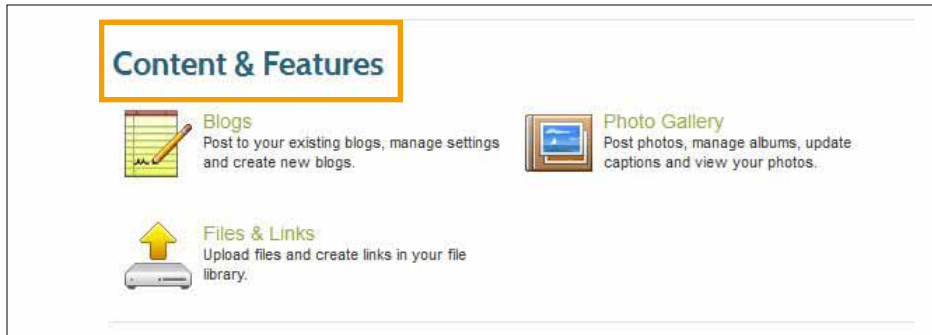


How To: Upload a File or Link

(To share with other ANN members.)

1.) Go to www.academyonline.org, and sign in to your member account.

2.) On your **Manage Profile** page, scroll to the section titled **Content and Features**



3.) Click on **Files & Links**.



4.) You are now on the file and link submission page.



5.) In this example, we are going to add a link from a favorite site. Fill out the form, and write a short description of your link. You can choose to have this link be visible on your profile, or have it be a private link only visible to you. After you complete this form, hit the **Submit** button.

The screenshot shows the 'Add Item to My Files & Links' form. The form fields are as follows:

- Item Type:** File URL
- Name:** NICU INK Book Publishers
- Visible to:** Private (Not Visible in Profile) Members Only
- URL:** http://www.nicuink.net/
- Description:** 863 (of 1000 characters remaining)
NICU Ink is an award-winning publishing company dedicated to providing high-quality informational books to neonatal and perinatal nurses.

Callouts with arrows point to the following elements:

- Top right:** Create a name for your link (points to the Name field)
- Middle right:** input the URL, don't forget to include the http:// in your address. (points to the URL field)
- Bottom right:** Write a short description of your link (points to the Description field)
- Bottom left:** The Submit button is highlighted with a box.

6.) You will now see the link you created in your **File & Links** Library.

The screenshot shows the 'Files & Links for Jill Example' library. A table at the bottom of the page lists the added link:

ORDER	OPTIONS	ITEM NAME	TYPE	VISIBLE	LAST MODIFIED
1		NICU INK Book Publishers	Link		1 minute ago

The table is highlighted with an orange box. The page also includes a search bar, a calendar, and a 'My Profile' sidebar with navigation links like Profile Home, Manage Profile, Groups, Files & Links, Messages, Membership, and Refer a Friend.

7.) At this point you can edit your link, delete your link, or choose to add more files and links.




Specializing in neonatal nursing education.

HIP CNE ACTIVITIES CONFERENCES ONLINE STORE PUBLICATIONS & RESOURCES CAREERS CORPORATE SUPPORT

Files & Links for Jill Example

View Files & Links

Re-Order **Add a New Item**

ORDER	OPTIONS	ITEM NAME	TYPE	VISIBLE	LAST MODIFIED
1	 	NICU INK Book Publishers	Link		1 minute ago

Click here to add more files and links

Click here to delete your link or file

Click here to edit your link or file description and information

8.) Congratulations, you have now started your link and file library to share with your ANN member connections and colleagues. You will now see your links and files on your **Profile Home** page.

Neonatal Nursing™
Specializing in neonatal nursing education

MEMBERSHIP CNE ACTIVITIES CONFERENCES ONLINE STORE PUBLICATIONS & RESOURCES CAREERS CORPORATE SUPPORT ADVERTISING

Community Search

Enter search criteria...

Jill Example

Last updated: 1 minute ago
Individual
jexample@academynurseanesthetistnursing.org
1425 N. McDowell Blvd
Ste 105
Petaluma
California
94954 United States
(1 Map)

FILES & LINKS
NICU INK Book Publishers (NEW)
View All >

PROFESSIONAL INFORMATION

Current Position: Staff Nurse
Nurse Level: Level III
Hospital Name: Sunnyside Hospital
Hospital Address: 123 Happy Lane
Hospital City: Thrifted
Hospital State/Province: CA
Hospital Zip/Postal Code: 12345

ANN Insta
In what city are likely to attend conference?
Boston
San Diego
Hawaii