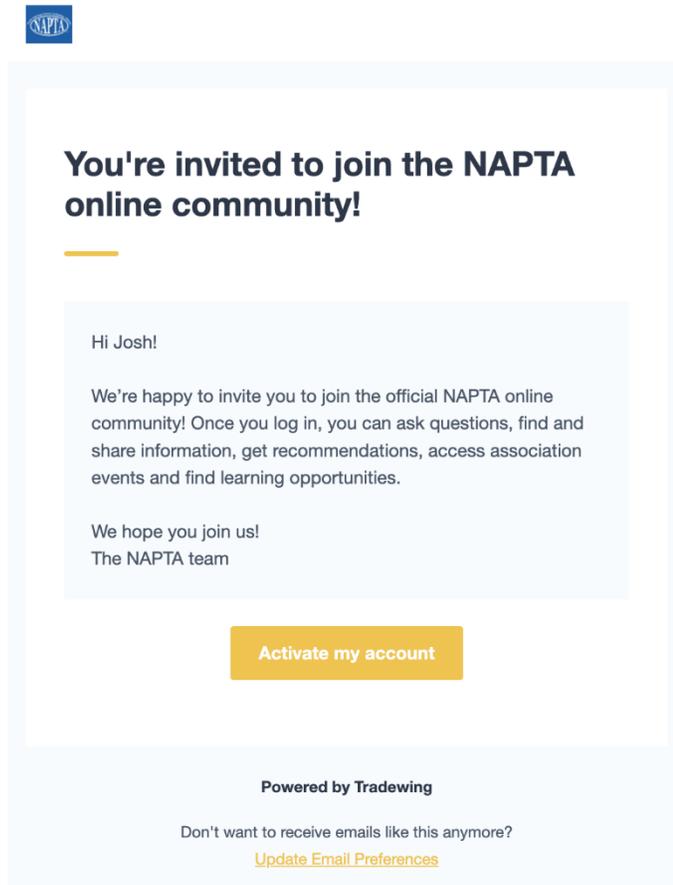




## NETWORK NAPTA USER SET UP GUIDE

**Welcome to Network NAPTA – North American Process Technology Alliance’s all-in-one community platform for sharing Best Practices and more! Let’s get started on setting up your new Network NAPTA account.**

1. You will receive a notification email from <notif@network.naptaonline.org> inviting you to join the Network NAPTA online community. Click the “Activate my account” button in the email. If you can’t find your invite, check your junk folder and add <notif@network.naptaonline.org> as a recognized sender.





## NETWORK NAPTA USER SET UP GUIDE

- This will send you to the domain <https://network.naptaonline.org> prompting you to set a password for your new Network NAPTA account. (Chrome is the recommended browser for this software platform).

Hi Josh, welcome to the NAPTA online community!



Let's activate your account!

Email

Set a Password \*



## NETWORK NAPTA USER SET UP GUIDE

3. Next, you will need to read & accept the Community Code of Conduct.



Hi Josh, welcome to the NAPTA online community!

**First things first, please read & accept our code of conduct.**

The code of conduct ensures that we cultivate a community we all enjoy and find useful!

**NAPTA Tradewing Code of Conduct**

The North American Process Technology Alliance (NAPTA) is committed to diversity, equality, and providing a safe and productive meeting environment that fosters networking, education and advocacy that is free of harassment, discrimination, and hostile conduct. NAPTA promotes equal opportunities and treatment for all participants, regardless of gender, sexual

I read & accept this code of conduct

Accept



## NETWORK NAPTA USER SET UP GUIDE

- Next, you will be asked to confirm your account details including first name, last name, job title, and company.

The screenshot shows a user setup confirmation window. On the left, a yellow vertical bar contains a hand icon and the text: "Hi Josh, welcome to the NAPTA online community!". On the right, the window has a close button (X) in the top right corner. Below the NAPTA logo, the heading "Let's confirm your details!" is followed by the instruction "Please confirm your name, last name and job title." The form includes three input fields: "First Name" (containing "Josh"), "Last name" (containing "Napta"), and "Job Title" (containing "Job Title"). Below these is a "Company" field (containing "Company name"). At the bottom right, there is a "Next" button and a progress indicator consisting of three dots, with the first dot being filled.



## NETWORK NAPTA USER SET UP GUIDE

5. Network NAPTA has different “groups” to help you access and participate in discussions and resources relevant to your interests. Select a few of our options that best fit your needs.

Hi Josh, welcome to the NAPTA online community!

**Now, join a few groups relevant to you!**  
Groups help you access and participate in discussions relevant to your interests. It looks like you've been added to a few already.

- Dealing with Operator Attrition
- General
- Teaching Process Troubleshooting – Best Practices
- Teaching Safety, Health, and Environment - Best Practices

Next



## NETWORK NAPTA USER SET UP GUIDE

- There are also tags in the community you can follow to help you get notified when other members of the community post about topics you care about. Go ahead and follow a few tags. Don't worry as notification settings can always be adjusted later on.

The screenshot shows a user setup dialog box with a yellow background on the left and a white background on the right. The yellow section contains a hand icon and the text: "Hi Josh, welcome to the NAPTA online community!". The white section is titled "Follow Tags you're interested in" and includes a close button (X) in the top right corner. Below the title, it says "Tags help you get notified when other members of the community post about topics you care about". There are several light blue buttons for selecting tags: Curriculum, Endorsement, Events, Instructor Skills Conference, OSHA/PSM Training Requirements, Production, Recruiting, Teaching and Training Skills, and Troubleshooting Skills Competition. At the bottom right, there is a yellow "Finish" button and three yellow dots on the left.



## NETWORK NAPTA USER SET UP GUIDE

7. Once you complete the account set up pop-up box, you will be directed to your Network NAPTA homepage. You will see a checklist to the right of the last steps you need to take complete setting up your account including adding a profile photo or making a post in any of the groups you previously joined. Hovering over a step in the checklist and clicking will take you to where you may complete the action.

### Welcome to the NAPTA online community! 🙌

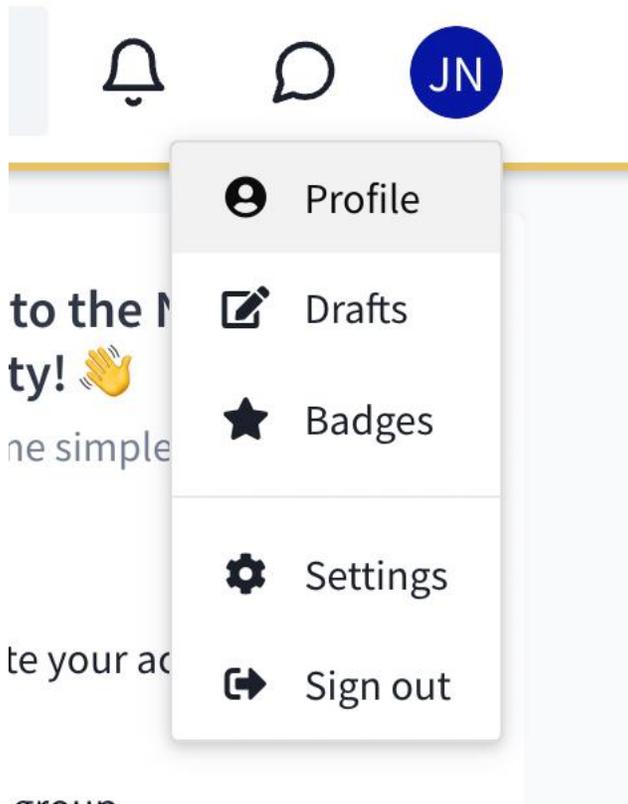
Here are some simple steps to get you started

- Activate your account
- Join a group
- Follow tags
- Add a profile photo
- Introduce yourself with a post



## NETWORK NAPTA USER SET UP GUIDE

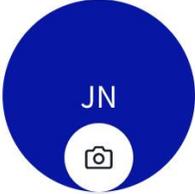
8. To view the profile you set up or make any further changes to your settings, click the circle with either your initials or profile photo (if you already added one) in the top right corner of your browser, then click profile.





## NETWORK NAPTA USER SET UP GUIDE

9. Add any further info in any available fields you wish. **Please note that only yourself and the NAPTA site administrator can view any contact info. Your contact info will not be visible to any other users.**



**Josh Napta**  
✉ josh+napta@tradewing.com



### About me

[Edit](#)

+  
Add a description

### Info

[Edit](#)

<b>First Name</b> Josh	<b>Last Name</b> Napta	<b>Credentials</b> <a href="#">Add Credentials</a>
<b>Email</b> josh+napta@tradewing.com <small>👁 Visible to you &amp; Admins</small>	<b>Primary Phone</b> <a href="#">Add Primary Phone</a> <small>👁 Visible to you &amp; Admins</small>	
<b>Job Title</b> <a href="#">Add Job Title</a>	<b>Company</b> <a href="#">Add Company</a>	
<b>City</b> <a href="#">Add City</a>	<b>State</b> <a href="#">Add State</a>	<b>Country</b> <a href="#">Add Country</a>
<b>Affiliation</b>		