Nutrition and Dietetic Educators and Preceptors Portal Instructions

This online portal is a communication and networking tool for the members of the Nutrition and Dietetic Educators and Preceptors (NDEP) Group. The portal includes a message board, an electronic mailing list (EML), a resource library and calendars for all NDEP events. This document will help you familiarize yourself with the NDEP portal in a simple step-by-step format. Once becoming a member of the NDEP group, you are automatically a member of the portal. There is no need to sign up.

Getting Started:
To get to the portal, go to: http://ndep.webauthor.com
This is the log-in page for the portal.

- Your user name and password for the NDEP Portal is the same as your Academy member ID and password. The NDEP log in information is the same information as how you log into the Academy’s Eatright.org website. If you do not know your username for the Academy’s website please contact Member Services at Phone: 800-877-1600 extension 5000 OR 312-899-5000 and reference you need your ACADEMY member log in information!
- Click the Sign-In button.
- If you are experiencing other programs logging into the site, click the link under “Having Trouble” and explain the issue.
- If you forgot your password, click on the link to have a temporary password emailed to you.

Note: Passwords are case sensitive.
Here is a screen shot of the main page once you log in.
Entering a Community:

When you log into the portal, you will have to click on the community you would like to enter. You do this by clicking the name of the community – shown below:
This is the NDEP Community Home Page which is also the NDEP EML service.

Toolbar Descriptions:
- **Home**: EML Service
- **Library**: Resources for all members
- **Discussions**: EML service (same as the home screen)
- **Calendar**: Calendar management tool to view upcoming meetings/webinars/conferences and details
- **Members**: List of members in the NDEP portal
My Profile:
In the upper right hand corner of the portal, you will see your user name with a drop down menu. In the drop down menu, you will find Update My Profile. Your personal contact information is maintained in these fields.

- Here you can include in any additional profile information, bio and picture.
  1. Update the time zone information so that the calendar feature will work properly and be accurate time for you.
  2. Under preferences, you will update whether you would like to receive the EML messages real time, daily digest, or no messages at all. Real Time means that as soon as someone posts or replies to a discussion topic or question you will receive an email notification. Daily Digest means you will receive one email at the end of the day with all the discussion topics for that day. You can also turn this feature off entirely, by choosing None. This feature will work directly with the new EML service, which you will learn about later.
  3. Make sure you have clicked “opt-in” if you want to receive email blast messages from NDEP.
Next, you can upload a picture of yourself in your profile.

Library:
Educational resources and other documents related to the NDEP Group are uploaded by the portal leaders. Currently, the educational resources are uploaded based on the program type. The most recent uploaded documents are listed on the right hand side of the screen.

**NOTE:** At this time, only community leaders and admins are able to post to the library. When you have educational resources to post to the library, please email them to ndep@eatright.org.
In the library, there are topics and subtopics listed.

- If you would like to view one of the documents in the 2019 Regional Meetings folder, for example, click on the title of the topic “2019 Regional Meetings.” Then click on “Eastern Regional Meeting Agenda.”
- Once you click on the document title, you may view the item in this screen or download/print right from this screen.

<table>
<thead>
<tr>
<th>NDEP Eastern Region Spring Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE:</strong> April 4th &amp; 5th 2019</td>
</tr>
<tr>
<td><strong>LOCATION:</strong> Westin Annapolis; Annapolis, Maryland</td>
</tr>
<tr>
<td><strong>MEETING WEBSITE:</strong> Review videos at NDEP website</td>
</tr>
</tbody>
</table>
Discussions/EML:
You can access the Electronic Mailing List by clicking on the Home tab or by clicking on the Discussions tab. Make sure you have made the necessary updates under My Profile as to how you would like to receive messages from the EML. In the discussions or home tab, you can view recent EML messages, post an EML message or respond to a posted item. To get to the EML, click on the gray tab labeled Home or Discussions.

**NOTE:** If you choose the Daily Digest method, you will not receive attachments to any messages when you receive your daily email of messages.

- Once you have clicked on the Home or Discussions tab, you can see all the latest messages on the EML. The most recent message will be posted at the top.

- To view a message click on the topic name you would like to read.
• For Example, once you click on the message “NDEP- Quality of Students on RD Exam...” you can see the string of messages. The latest message will always appear on top.

• To reply to a message related to this topic or subject, you can click on the blue Reply button on the actual message you would like to respond to.
If you click the **black Reply button**—you will see this screen.

The subject of the email should stay the same in order to keep the message under the same thread.

**NOTE:** If you are posting a message within the portal and adding attachments, the attachments will **NOT** be sent within the body of the email message to all members of the EML. **Attachments are only sent within the body of a message when sent through a personal email to** ndep@ndep.webauthor.com **which you will learn about in the next section.** All messages and attachments will be saved to the portal.

This is the automatically checked. Please leave it checked so everyone can receive your message.

This is the previous message you are replying to.

By clicking this, you will receive a separate email message when someone responds to your message directly.

Click to save message and send.
• In order to start a new discussion or post a new message to the EML, click the **New Topic** button.

• This will create a new message box to start a new EML topic or message thread.

• Below is the new message box. By doing this, you are starting a new EML message. Follow the instructions below to start a new message and send your message.

![New Topic button](image)

**NOTE:** If you are posting a message within the portal and adding attachments, the attachments will **NOT** be sent within the body of the email message to all members of the EML. **Attachments are only sent within the body of a message when sent through a personal email to ndep@ndep.webauthor.com** which you will learn about in the next section. All messages and attachments will be saved to the portal.
Sending EML messages through Email only:
You can also send an EML message directly through your email without having to log into the portal system. You can do this by sending an email message to - ndep@ndep.webauthor.com. This will send the message directly to all members and also place the message on the portal under the Discussions tab. The email address is posted on the portal- see image below. This way to use the EML is similar to the old EML system.

Directions on how to send an EML message using your email only:
In order to send a message using your email and not going through the portal to post, you must open a new message in your email, enter the following email address- ndep@ndep.webauthor.com and include a subject and the body of the email. Then, send the message. If you are including attachments to your email- they WILL BE sent to all members within the body of the email message.

• This message will get sent to the portal and be posted there as a new message and also be sent to all members as a new message. You can check the portal to see if your message is posted after sending the email. As with any EML system, this may take a moment to post.

• You can also reply to a message directly from your email. Below is the email message of a recent post to the EML. Simply click reply in your email message to post a response.
Write the message as if you are sending a reply to an email and click send.

REMINDER: If you are looking to send attachments, send the EML message from your own email system and send to ndep@ndep.webauthor.com as they will be attached to the message sent to all members. A message sent via the
portal, will not include attachments when sending the message to all members. The attachments will still be present to view on the portal. All messages and attachments will be saved to the portal.

Members:
Click on the members tab to view a listing of all members of the community.

- Click on the name of a member to view their contact information. The only thing that is visible for others to see is your name and email address. If you include additional information such as a bio or picture, those will also be visible to all members then. Personal phone numbers and mailing addresses are not visible on the members tab.
Help:
Within the portal, there is a help button located on the top right hand side of your screen in your profile.

- In the drop down menu, click on the word Help.
• Once you click the Help Button, a screen will pop up. Click Request Help to send a question.

• Once you click request help, you can enter your request which will go to the ndep@eatright.org email box to be answered. Make sure to click submit request when you are done.
Tips about the Portal/EML:

- If you are experiencing difficulty in posting a message to the EML (some people have firewalls and do not get the reply from the EML), send the message to ndep@eatright.org.
- Be sure to include your name, personal email address, affiliation and/or phone number to allow someone to look for you in the members section and make a private or confidential email to you.
- Remember that not all EML members have large mailboxes. Any type of graphic files (including PowerPoint presentations) may overwhelm availability. Do not attach graphics or PowerPoint files to go to all members of the EML. These types of files can be sent to ndep@eatright.org to be placed in the library.
- Note that if you activate your “Out of Office Assistant” your EML messages may bounce back to the list and your subscription may be suspended and your profile will be marked as “opt-out” of future emails. You must log into your profile and opt back into the emails.
- If you do not want to receive messages for a specific period of time (like the summer term), go to your profile and update your email preferences to “None” or email ndep@eatright.org.
- Refer to the Portal “Net-etiquette” in the library for etiquette when using the portal and EML.
- For other questions, email ndep@eatright.org.
- Note: Technology can be frustrating at times and often has glitches, please be patient and use the portal often to feel more comfortable and at ease while using all the features.