



## New User Quick-Start Guide

AIAA Engage is the exclusive online community for AIAA members (and guests). It is a virtual discussion forum for seeking out advice, sharing expertise, and connecting with colleagues. Welcome! Please review the following information to help you get started.

### Logging In

1. Go to [engage.aiaa.org](https://engage.aiaa.org) and click the green **Sign In** button in the top right corner.



- You can also access Engage by clicking on the logo in the Resources section of the [aiaa.org](https://aiaa.org) homepage (towards the bottom of the page).

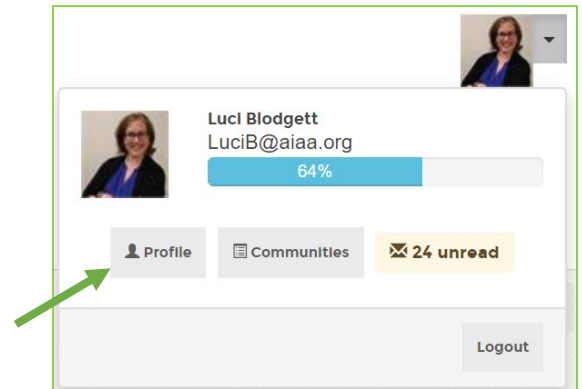
### Resources

 <b>ARC</b> AEROSPACE RESEARCH CENTRAL	 <b>ENGAGE</b>	 <b>AIAA</b> FOUNDATION	 <b>INDUSTRY</b> GUIDE
Find premiere aerospace technology, engineering, and science content and research across 100+ topics.	Connect with all of your AIAA colleagues online. Find your community and join the conversation.	Support the next generation of aerospace professionals through innovative educational programs and recognition.	Search a list of businesses and contacts in the astronautical and aeronautical industries.
<a href="#">SHOP PUBLICATIONS &gt;</a>	<a href="#">JOIN THE CONVERSATION &gt;</a>	<a href="#">DONATE &gt;</a>	<a href="#">INDUSTRY GUIDE &gt;</a>

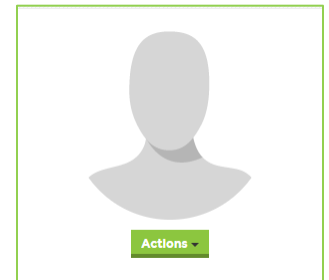
2. Simply enter your AIAA member/customer login information. If you do not know your login credentials, click "Forgot Password" in the login box.
  - If you have never been an AIAA member or have never had an AIAA login, enter your email address under "Create an Account" and follow the steps to create your AIAA account and login credentials. (There is no cost associated with creating an account and it does not require a commitment to becoming a member.)
3. When logging into AIAA Engage for the first time, you will be asked to read and review and accept the Code of Conduct before proceeding.

## Completing Your Profile

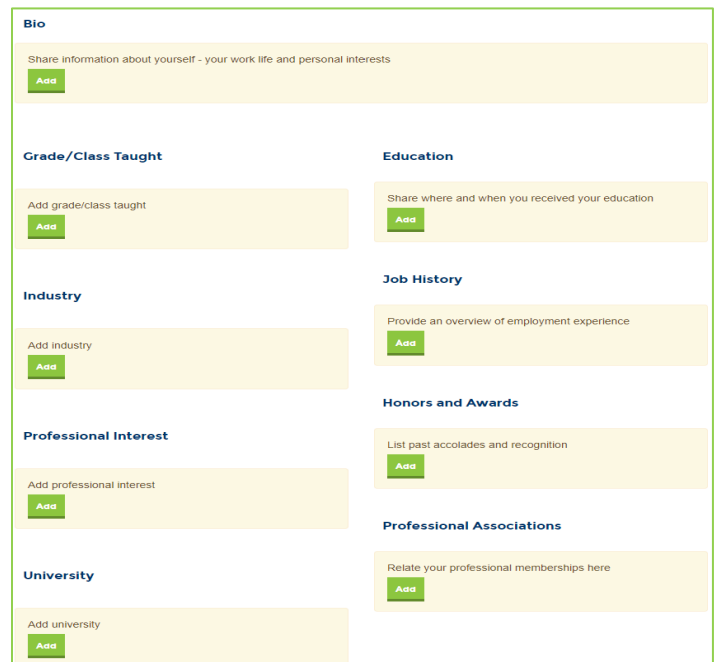
After you've logged in, you can view and edit your profile by clicking the user icon in the top right corner and selecting **Profile**.



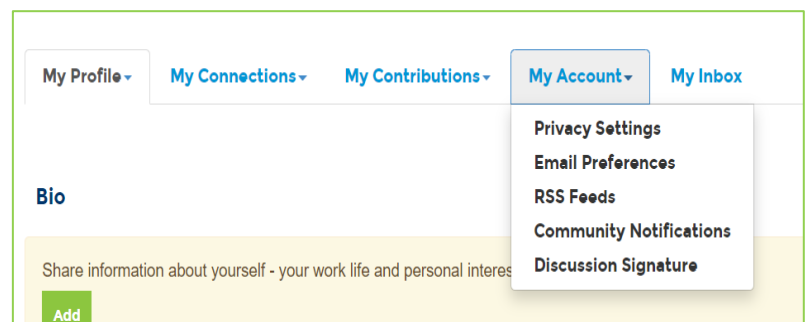
1. Upload a photo by clicking the **Actions** button under the blank avatar and selecting "Change Picture". (Discussion posts from individuals with a profile picture always receive more responses!)



2. Fill out additional profile information by clicking the **Add** buttons in each section. (Note, this is not required, and you can come back to fill in more details at any time.)



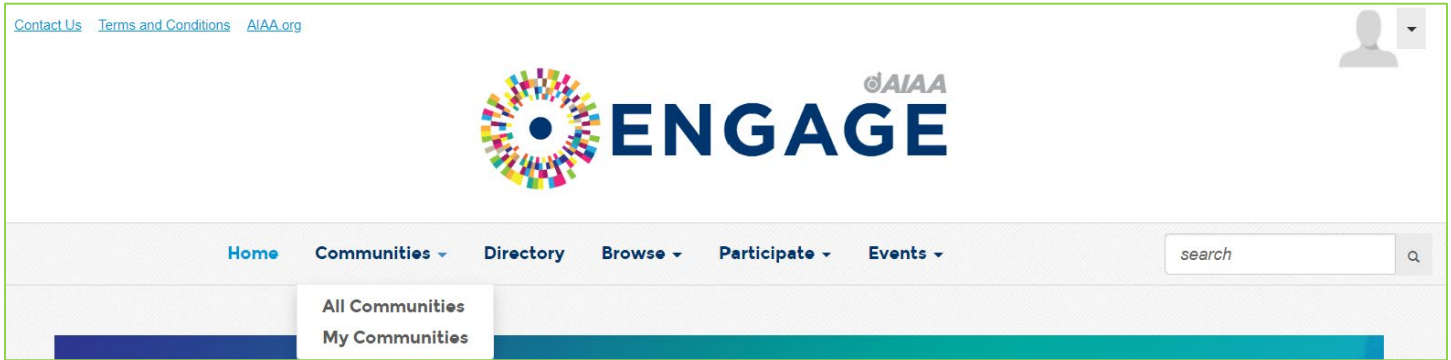
3. This is also where you can access additional account settings. You don't necessarily need to do anything with these right away; just be aware that this is where you can access and modify your settings.



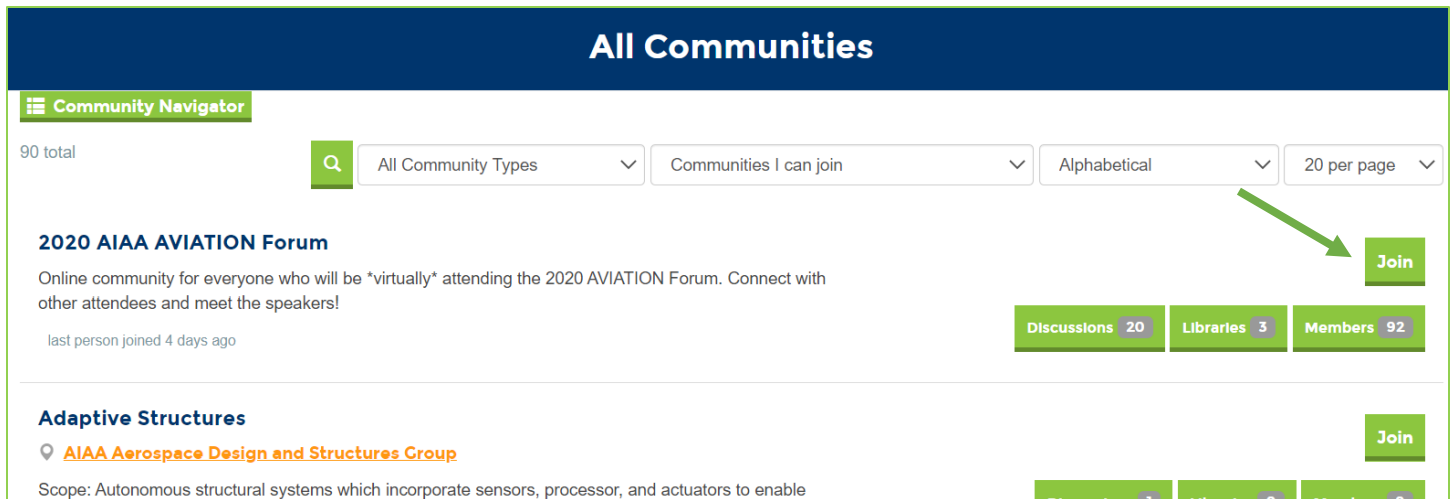
## Joining Communities

All AIAA members are automatically added to the “Open Forum” community. Affiliations to Sections, Regions and AIAA Committees will automatically associate you with the corresponding communities within Engage. You can also join other communities based on specific interests.

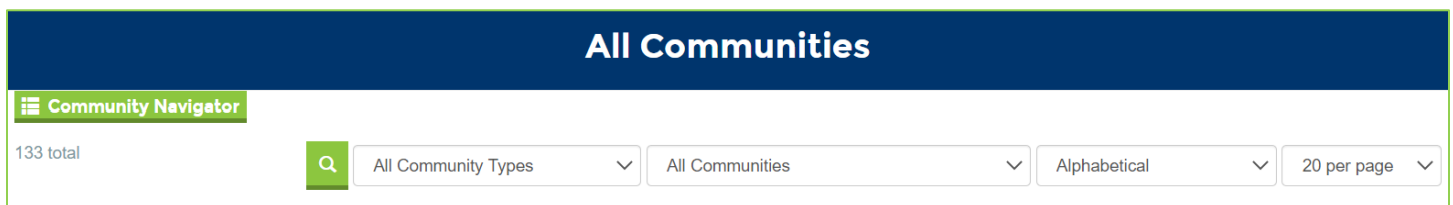
1. Click on “Communities” from the top navigation bar and select “All Communities” to browse other AIAA communities that may interest you.



2. Communities that are “open” to anyone will be listed with a **Join** button.



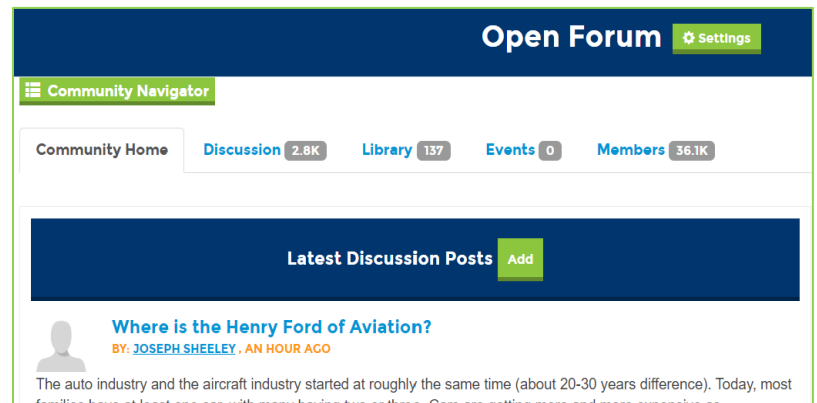
3. Utilize the Search and Filter options to refine your options.



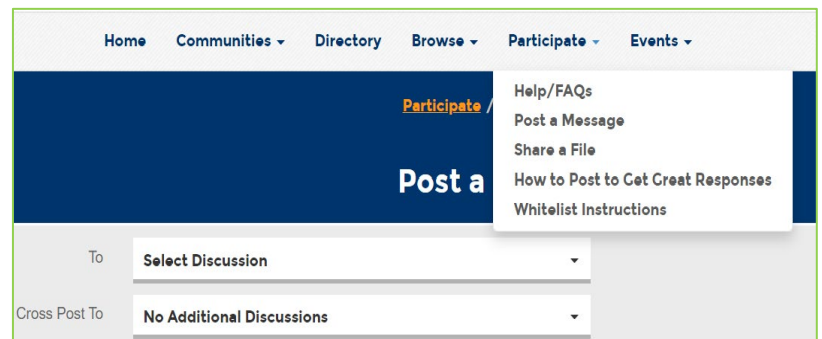
## Starting a Discussion

There are three different ways to start a new discussion in any community to which you belong. The first listed method is our recommendation as the best/easiest method. Please Note: Whichever method you use, you will have the option to choose *one* other community (that you belong to) for cross-posting. This may be useful if you are posting something that you would like to share with your full Region in addition to your local Section, or if you belong to two committees that may both be interested in what you are posting.

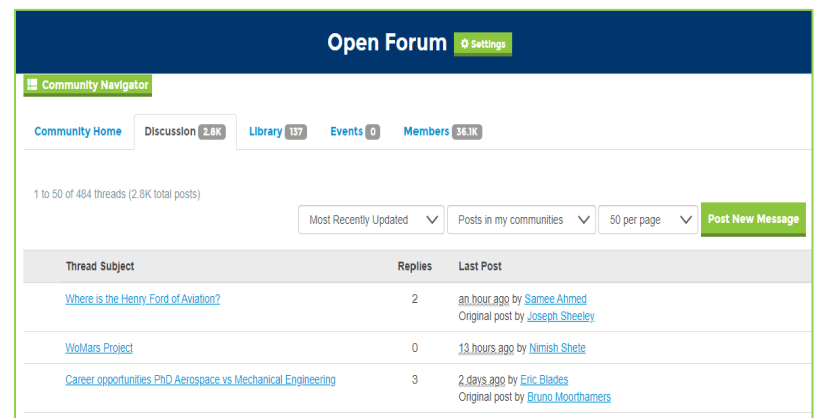
1. From the Community Home screen, click on the **Add** button to create a new post.



2. Click on the "Participate" tab from the top navigation bar, then click on "Post a Message". You will need to select which community you are posting the message to before publishing your post.



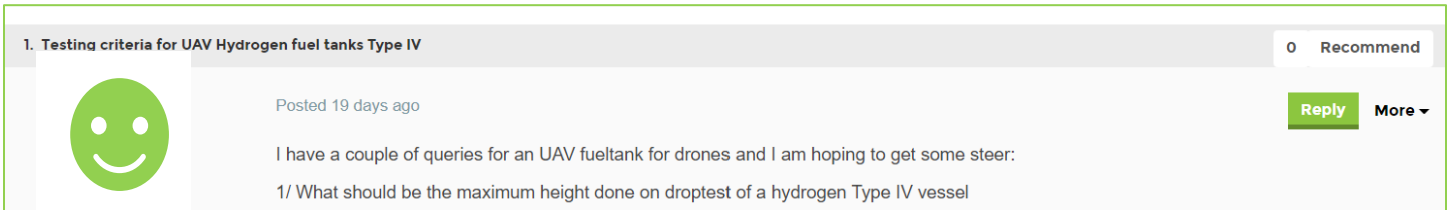
3. From the Community Home, view the Discussions tab to browse recent posts. Click the **Post New Message** button to add a new discussion.



## Replying to a Discussion Post

You can reply to posts either through the Engage website, or directly from the daily digest emails.

1. (When viewing through the website...) Use the **Reply** button at the top of a discussion to reply directly to the thread. Your reply will be added to the thread and will be visible to other members of the community.

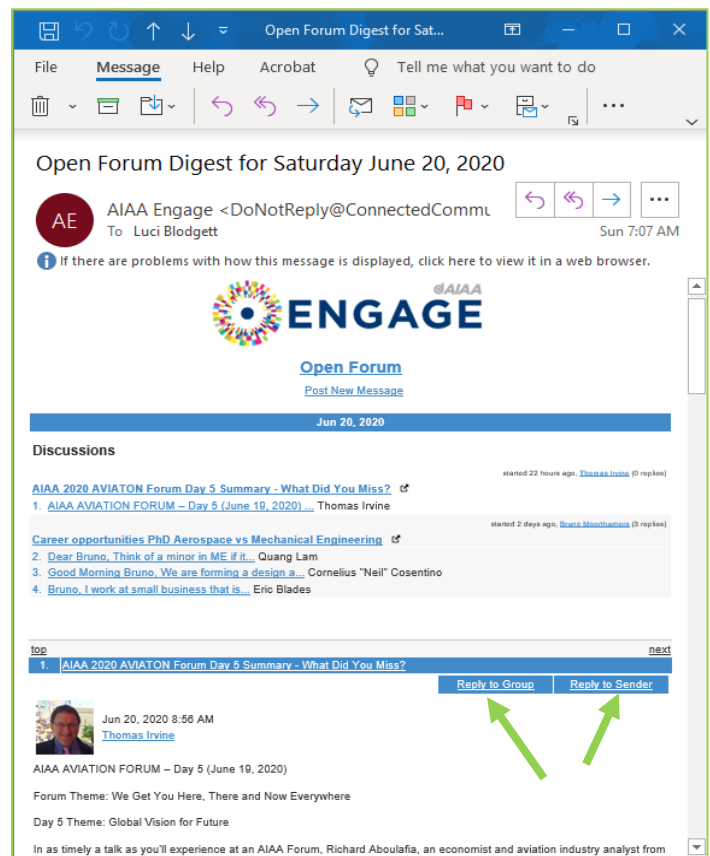


2. If you need to reply privately due to sensitive information (or simply because you just want to thank someone directly), you can use the Reply Privately option instead. This will send a direct message and email notification to the original poster.



3. You can also reply without ever leaving your regular email inbox. (This is an example of the Open Forum Digest; you may also receive digests from other communities you belong to. Manage your email preferences from your Profile/Account page.)

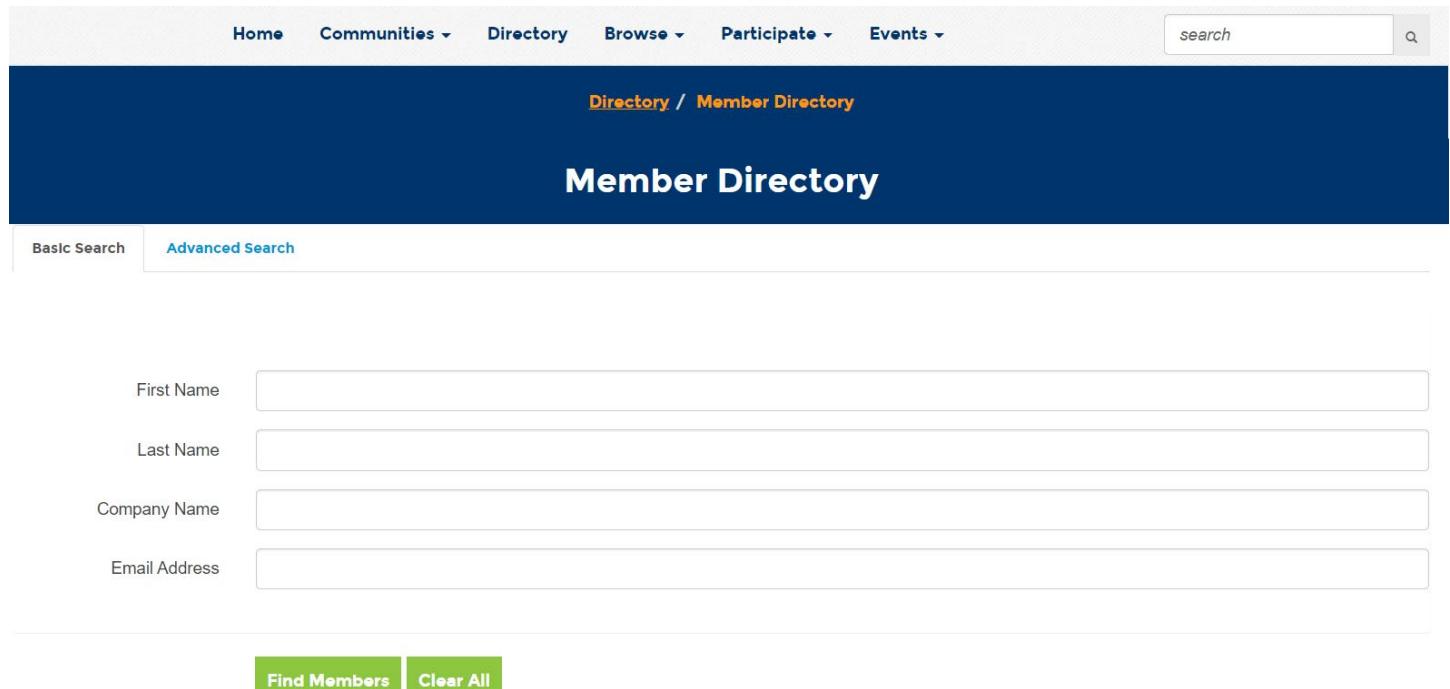
- Scroll down in the digest email to view the full discussion posts. At the top of each post, you will see the option to reply. Similar to replying through the website, you can either "Reply to Group" so that your response is added to the thread and will be visible to all members of the community, or "Reply to Sender" to create a private message that will be sent directly to the original poster.
- When you click either button, it will open an outgoing email window. You will not be redirected to the website; you will simply send your response as if you were sending someone an email.



## Finding Other Members

**Please Note:** This is a “members-only” benefit. Non-member users are unable to view profile details.

Click on “Directory” from the top navigation bar to search for colleagues or acquaintances you think may also be involved with AIAA. You can request to “connect” with another individual and send them direct messages. (Email addresses are not publicly shared within the Engage directory. Messaging through Engage protects your privacy while still allowing you to grow your network.)



The screenshot shows the top navigation bar with links: Home, Communities, Directory, Browse, Participate, and Events. A search bar is on the right. Below the navigation bar is a dark blue header with the text "Directory / Member Directory" and "Member Directory" in large white font. Underneath is a search section with two tabs: "Basic Search" and "Advanced Search". The "Advanced Search" tab is active. It contains four input fields: "First Name", "Last Name", "Company Name", and "Email Address". At the bottom of the search section are two buttons: "Find Members" (green) and "Clear All" (green).

## Need Additional Help?

- Tech Tip Tuesday posts are archived here: <https://engage.aiaa.org/browse/tip-tuesday-archive>
- Tips for successful posts: <https://engage.aiaa.org/participate/posting-guide>
- Not receiving digest emails? Whitelisting instructions: <https://engage.aiaa.org/participate/whitelisting>

Please don't hesitate to reach out for additional assistance!

Luci Blodgett, Online Community Manager

[lucib@aiaa.org](mailto:lucib@aiaa.org) or [communitymanager@aiaa.org](mailto:communitymanager@aiaa.org)