PNS Community Forum User Set Up

1. Go to the PNS Communities Forum page, [here](#).

2. Log in using your PNS member credentials. If you do not know your username or password, please contact [info@pnsociety.com](mailto:info@pnsociety.com). If you only need to reset your password, you may do so, [here](#).

3. Once logged in, you will see a first-time user prompt (see below). Click the blue button labeled ‘Communities Profile’ to proceed.

4. Next, complete your PNS Community Forum user profile. **We recommend setting your display name as your first name and last name.** This will make it easier for the PNS community to identify you. We also encourage you to **complete the profile fields** listed in the image below. You may **include specialty or area of interest** in the ‘Interest’ section.
The toggles at the bottom of this section may be adjusted to suit your preferences. You may adjust these preferences at any time from your user profile. **We recommend turning on the email notification settings so you can stay active and engaged with the threads you subscribe to.**

5. Once you have created your user profile, you will be routed to the PNS Community Forum landing page. From here, click the ‘Me’ tab and select ‘Profile’ from the dropdown to complete your profile setup.
We encourage you to upload a high-definition profile photo. You may click on the image of the person to upload your photo. From this screen you may also edit/update any of the fields in your profile by clicking the image of the gears in the upper right-hand corner (see below).

6. Click the ‘Forums’ tab to return to the PNS Community Forum landing page. Here, you will see the available forums where you may read and post to threads. Here, you may also post blogs and connect with other PNS Community Forum users.

If you have any questions regarding the PNS Community Forum, please reach out to the Executive Office at info@PNSociety.com.