Discussions and Resource Sharing for SQA Communities
What is SQA Connect and what are (my) communities?
SQA Connect is an online tool for SQA members and colleagues to network, communicate, and collaborate. The communities in it replace the SQA listservs with enhanced ability to participate in discussions and share resources such as documents, images, and links.

There is a community for each Specialty Section, Committee, and Regional Chapter* of SQA. There are also communities for Registered Quality Assurance Professionals (RQAPs) and SQA Mentoring Program participants.

You are automatically enrolled in communities for the SQA groups or programs in which you participate.

SQA Connect will become available as an app that can be downloaded to mobile devices. In the meantime, it can be used in the browser on the device.

Most community participants are SQA members, but some communities include non-members, such as RQAP and regional chapter* communities.

* Regional chapter communities will be activated in the weeks following the initial launch of SQA Connect.
About these Instructions

The following slides in this presentation walk through SQA Connect and provide links to the FAQ page for detailed instructions on specific features. Read on to see how to start discussions, access resources and make connections with fellow QA professionals.

Community Etiquette and Privacy Guidelines

The first time you sign in to SQA Connect, you will be asked to agree to these guidelines. Please follow them.

More Information about SQA groups and programs:

- Committees: sqa.org/sqa/committees
- Specialty Sections: sqa.org/sqa/specialtysections
- Regional Chapters: sqa.org/sqa/chapters
- Mentoring Program: sqa.org/sqa/mentoring
- RQAP Credential: sqa.org/sqa/rqap
How do I get started with SQA Connect?
To get started, go to connect.sqa.org and use the link in the top, right corner to sign in with your existing SQA username and password. (If you need username or password assistance, use the links provided on the sign-in page.)

After you sign in to SQA Connect, your image (or a place-holder image) should appear in the top, right corner along with a drop-down menu. Click/tap the arrow and select “Profile.”

On your profile page, there are four tabs for managing your account. We will focus on three. (The “My Contributions” tab may be of interest to you, but it is not necessary for participation.)
My Profile Tab

This shows the profile information that can be seen by others on SQA Connect. The information helps them learn about your expertise and makes it easier to network. Select which fields are shown through “Privacy Settings” on the “My Account” tab.

Use the “Actions” button to add or update your photo.

To update your “Contact Details,” click/tap the small pencil icon. This updates your main SQA account, so your data stays synchronized between the SQA website and SQA Connect.

“Members Only” and “Public” = only SQA Connect participants, including some RQAPs and regional chapter members who are not SQA members.
My Account Tab

The features here include mailbox management and privacy settings to control who sees each piece of your profile information. The **Community Notifications** page is where you can specify a different email address to receive messages from one of your communities, and where you can set how frequently you receive email from each of your communities.

If you set override addresses, please keep track of them, or consider updating the address in your main SQA account.

Use the “Account Settings” menu to jump quickly to the notification settings on the “My Account” tab.
My Connections Tab

Access **Contacts** from the “My Connections” tab to manage your contacts with other SQA Connect participants, even if they don’t belong to your communities. Use the “Send Message” button to communicate directly with a contact.

Use the **SQA Connect Directory** on the “Directory” menu to search for fellow QA professionals with whom you might want to network and collaborate (see next slide).

Access your communities to find fellow community members (see next section).
Directories

SQA Connect Directory — Search for fellow QA professionals across SQA communities. The basic tab is enough for most searches. The advanced tab can be used to narrow results. Please note that some communities include individuals who are not members of SQA (e.g. RQAP and Regional Chapter* communities).

SQA Member Directory — If you are an SQA member, you have access to this directory on the SQA website and may link to it from the “Directory” menu. You may need to log in separately to the website.

* Regional chapter communities will be activated in the weeks following the initial launch of SQA Connect.
SQA Connect FAQs — Account and Contacts:

Login, Profile, and Contact Information

How can I control the frequency and format of emails I receive?
How do I use a different email address to subscribe to one of my communities?
How do I find other community members?
How do I add contacts to my contact list?
How do I find fellow SQA members?
How do I access my communities and see who else is in each one?
My Communities Page

After logging in to SQA Connect, select “All My Communities” from the “Communities” menu to see a list of communities in which you are enrolled.

Click/tap on the name of a community to access its home tab. You can only access communities in which you are enrolled.
Community Members

Each community has a “Members” tab that lists community members and provides a form to search for colleagues within the community.

If you are an SQA member and want to join a volunteer committee or a specialty section, Go to “Communities” > “Join a Committee/Specialty Section” and complete the form.
SQA Connect FAQs — My Communities:

Which communities do I already belong to?
How do I join/subscribe to a community?
How do I leave a community or unsubscribe from a discussion?
How do I participate in community discussions?
Receiving Discussion Messages

Messages from your communities are sent to your primary address which is the “office” email address in your main SQA account.

If you are not receiving messages, there are a variety of things to consider, including your notification settings, the accuracy of your email address, spam filter settings in your inbox, and filters on your company’s mail server. If messages are not reaching you and you are not sure why, please contact sqa@sqa.org.
Posting Discussion Messages

In Email — To start a discussion thread, send a message to the email address for your community. See the list of addresses.

To reply, use the links in a message you received to “Reply to the Community” or “Reply to Sender.”

Online — You can start a new discussion thread through the “Participate” menu, or by navigating to the discussion tab in one of your communities and using the “Post New Message” link. You can also link to an existing discussion in your community and use the reply links.

Please note that email attachments are not distributed via email. They are captured in the community’s main Library folder (see next section).
**SQA Connect FAQs — Community Discussions:**

- How do I reply to a discussion post?
- How do I start a new discussion thread?
- I’m having trouble viewing the HTML email messages. How do I fix this?
- How do I see a listing of all the posts to a specific community?
How do I access and share resources?
Accessing Resources

Navigate to your community, then to the Library tab. Navigate through folders on the left. Click/tap resources on the right to view them.

Resources can include files, as well as links to websites, public webinars or YouTube videos.

The community’s Google Docs will be migrated to the Library. In the meantime, they are still available through the group’s tab on the main SQA website.

Email attachments are captured in the main Library folder. They are not distributed via email.
Adding Resources

Navigate to the relevant folder (or create a folder using the “New Child” button). Click/tap the “Create New Library Entry” button and complete the form that appears.

In addition to uploading files, you may add links for websites, public webinars or YouTube videos.
**SQA Connect FAQs — Community Library:**

How do I find resources that may have been uploaded by other members of my communities?

Can I search for specific file types?

How do the libraries get populated?

How do I upload a document?

What kind of documents can I upload?
Can I search for discussions or resources?
Search

Enter a search term in the box in the menu bar to search for discussions and resources across your communities.

The search results page offers several filters for narrowing the results.
SQA Connect FAQs — Search:

Can I search for posts across my communities?
How do I find resources that may have been uploaded by other members of my communities?
Can I search for specific file types?
How do the libraries get populated?
Thank you for viewing this presentation. If you have questions or need assistance, please contact SQA Headquarters.

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