



MyUSAID Overview Training Exercises

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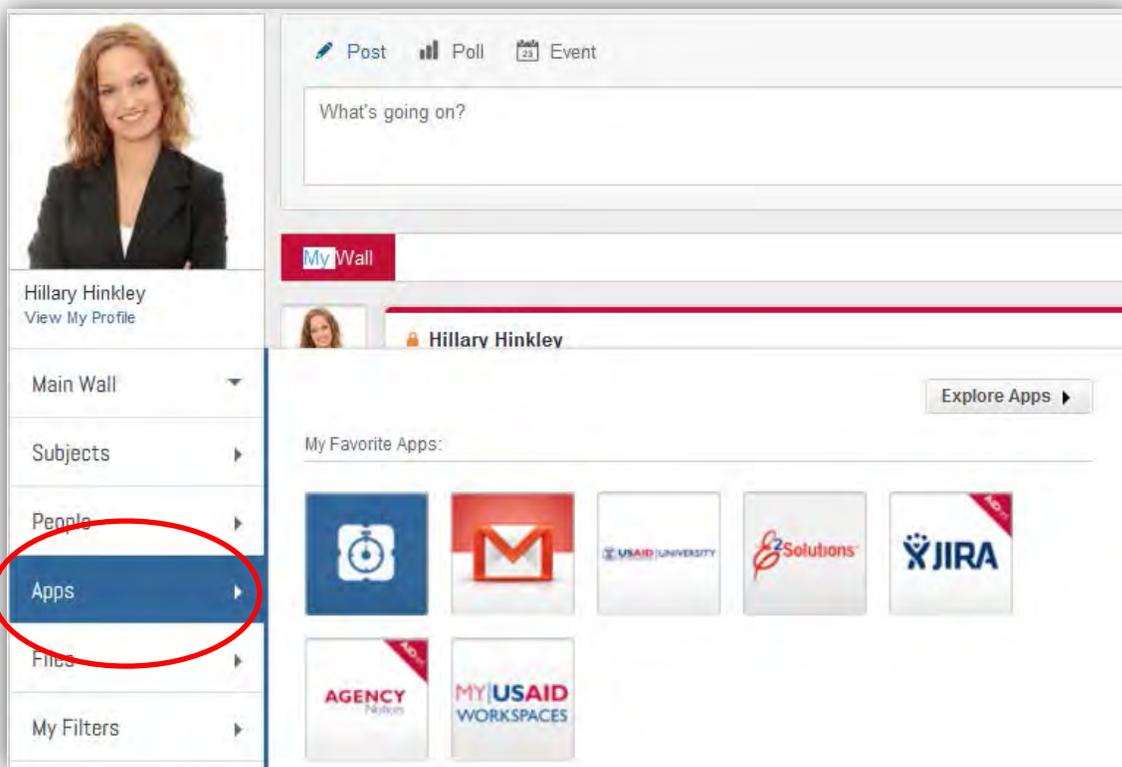
Connect to MyUSAID

1. Open your browser and type in 'My.USAID.Gov.'

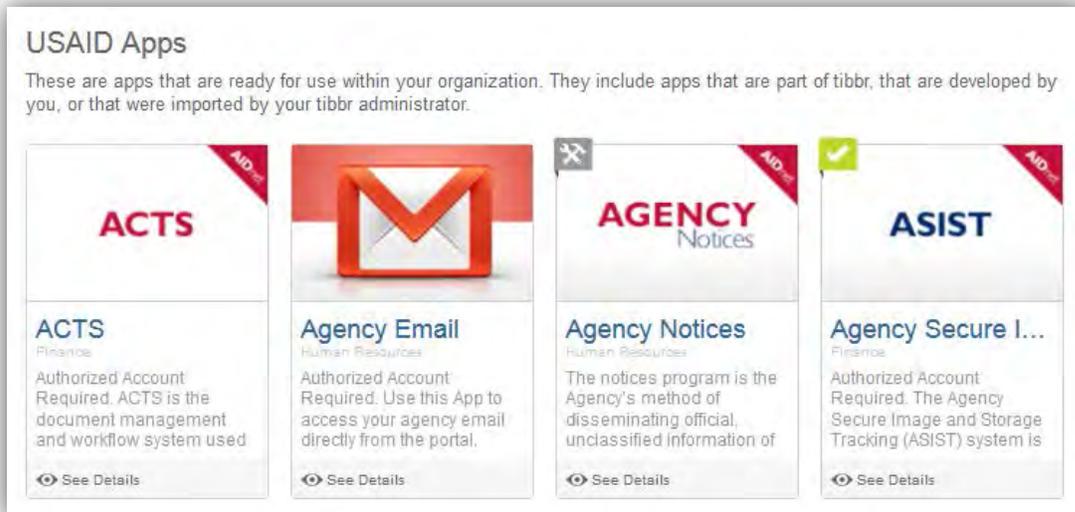
Social Collaboration

Enable Corporate Application (Apps)

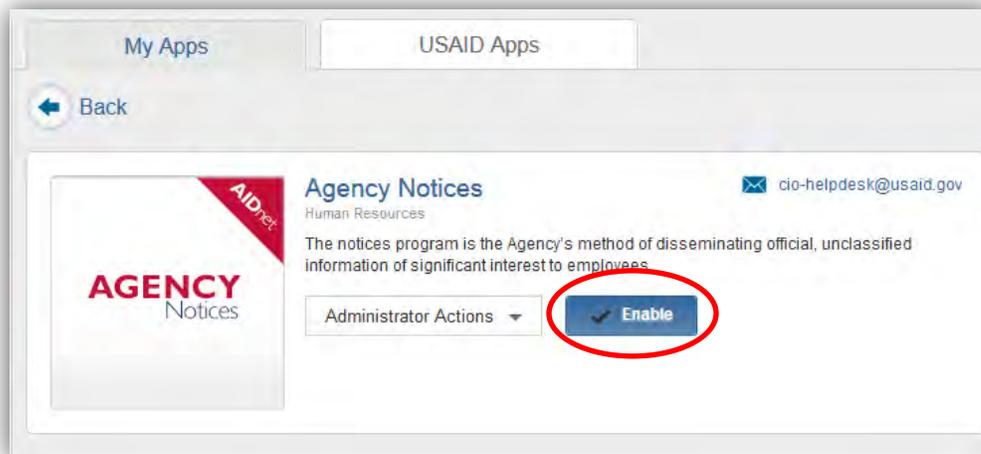
1. Access your apps by hovering over **Apps** in the left panel of your home page and then by clicking on 'Apps,'



2. Click 'Explore Apps' to see the whole catalogue of MyUSAID apps

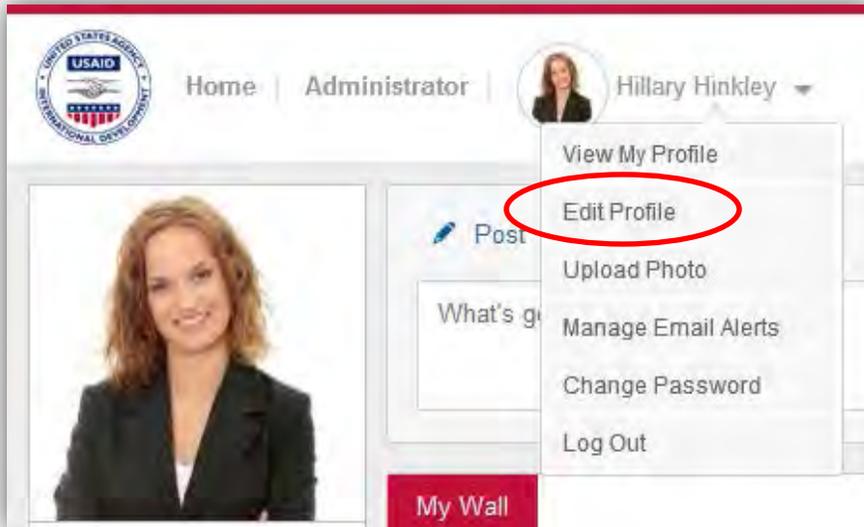


3. 'Enable' the Agency Notices app.

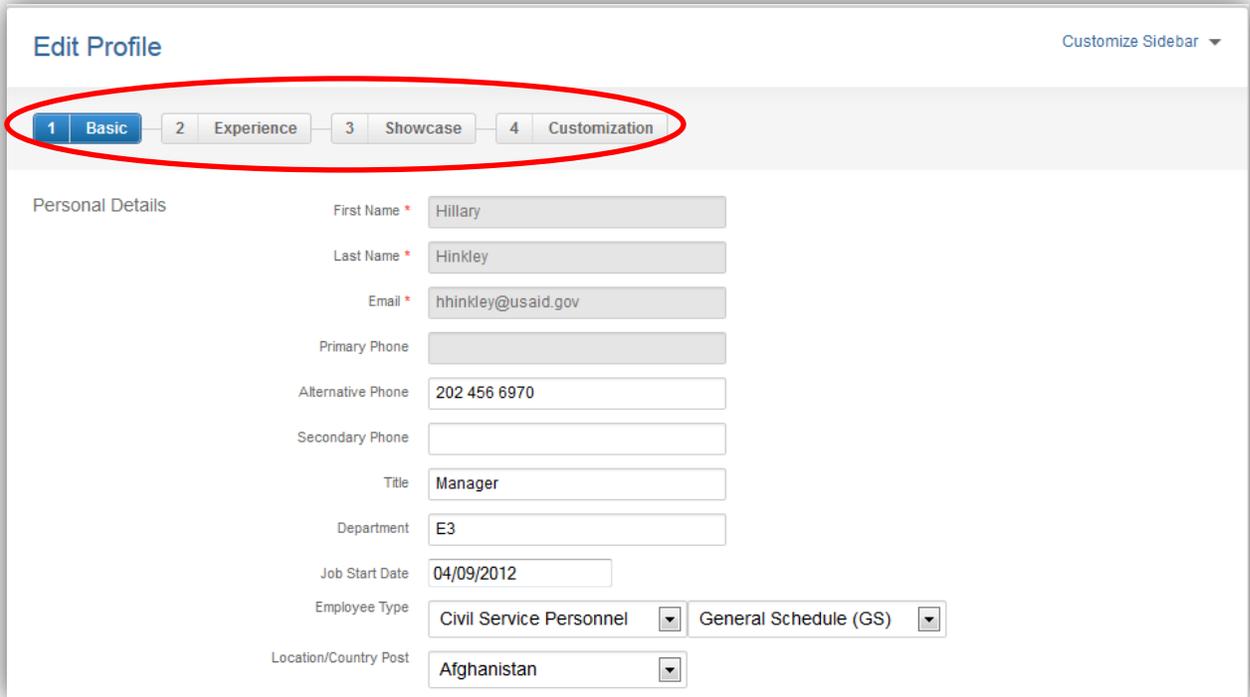


Update Your Profile

1. Choose **Edit Profile** from your name's drop-down menu at the top.



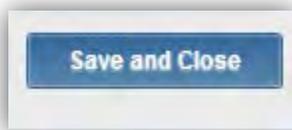
2. Add **Basic Information, Experience, Showcase, and Customization** information to your profile.



The screenshot shows the 'Edit Profile' interface. At the top, there are four tabs: '1 Basic', '2 Experience', '3 Showcase', and '4 Customization'. The '1 Basic' tab is highlighted with a red oval. Below the tabs, the 'Personal Details' section contains the following fields:

First Name *	Hillary	
Last Name *	Hinkley	
Email *	hhinkley@usaid.gov	
Primary Phone		
Alternative Phone	202 456 6970	
Secondary Phone		
Title	Manager	
Department	E3	
Job Start Date	04/09/2012	
Employee Type	Civil Service Personnel	General Schedule (GS)
Location/Country Post	Afghanistan	

3. Hit 'Save and Close'

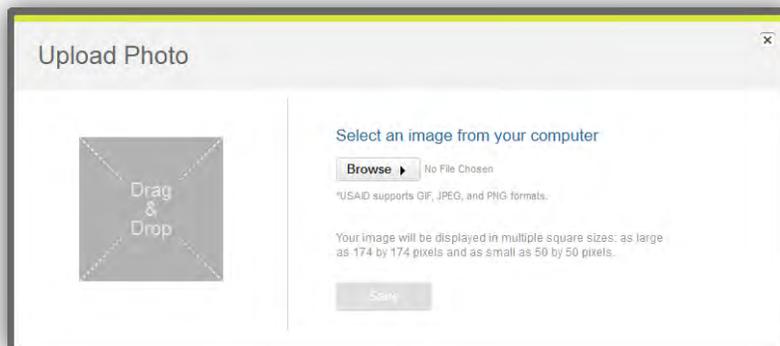


Add a Picture

1. Hover over your picture or its placeholder and click **Upload Photo**. The **Upload Photo** dialog box is displayed.



2. Click **Browse** under **Select an image from your computer** and, in the file browser that is displayed, navigate to the directory in which the desired picture resides.



3. Select the picture file and click **Open** or double-click the file.
4. Move the square to crop the image.

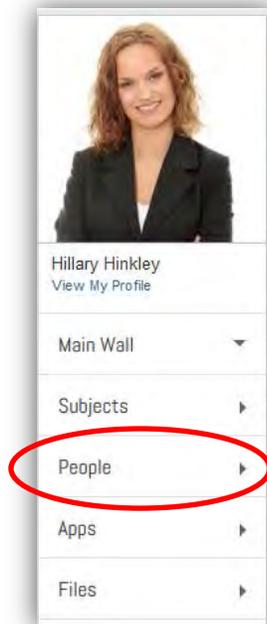
Note: This cropping capability works on Internet Explorer 8 and later versions only.

5. Click **Save**.

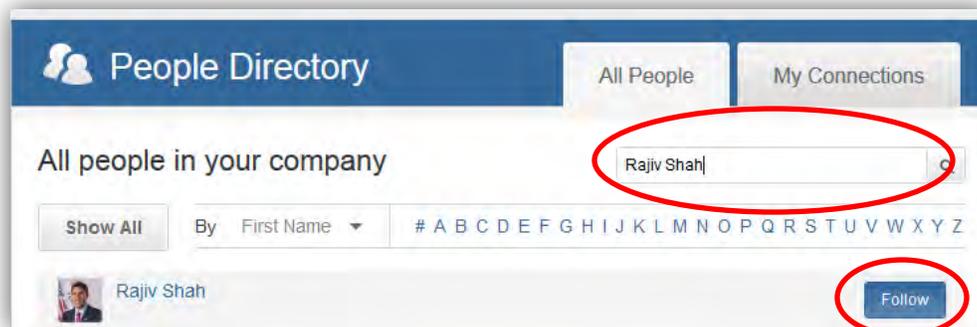
Follow a Person

To follow someone, that is, subscribe to his or her posts:

1. Navigate to the People button in the navigation pane.



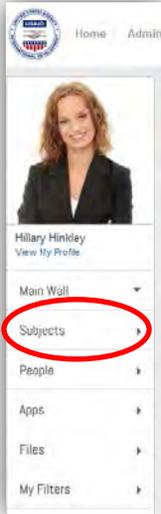
2. Enter the Administrator's name in the search field
3. Hit 'Follow.'



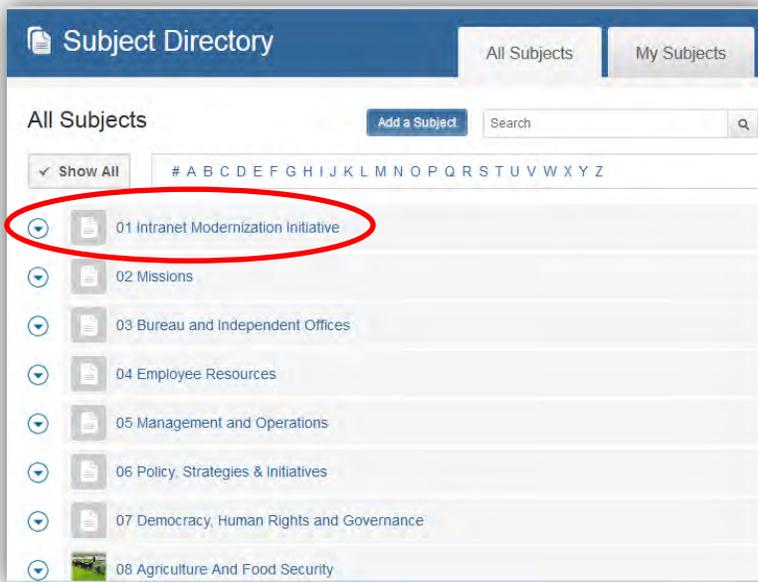
Follow Subjects

A Subject is a 'topic of interest' within the Agency. To follow a subject means to subscribe to it from the subject page.

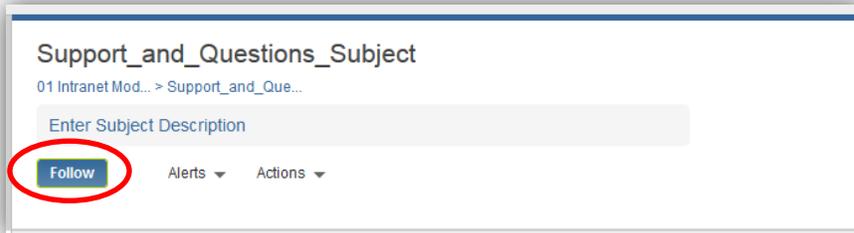
1. Click **Subjects** in the left panel



2. Navigate to the **Internet Modernization Initiative** top level subject
3. Click the blue arrow



4. Click on the sub-subject, 'Support & Questions'
5. Hit 'Follow'

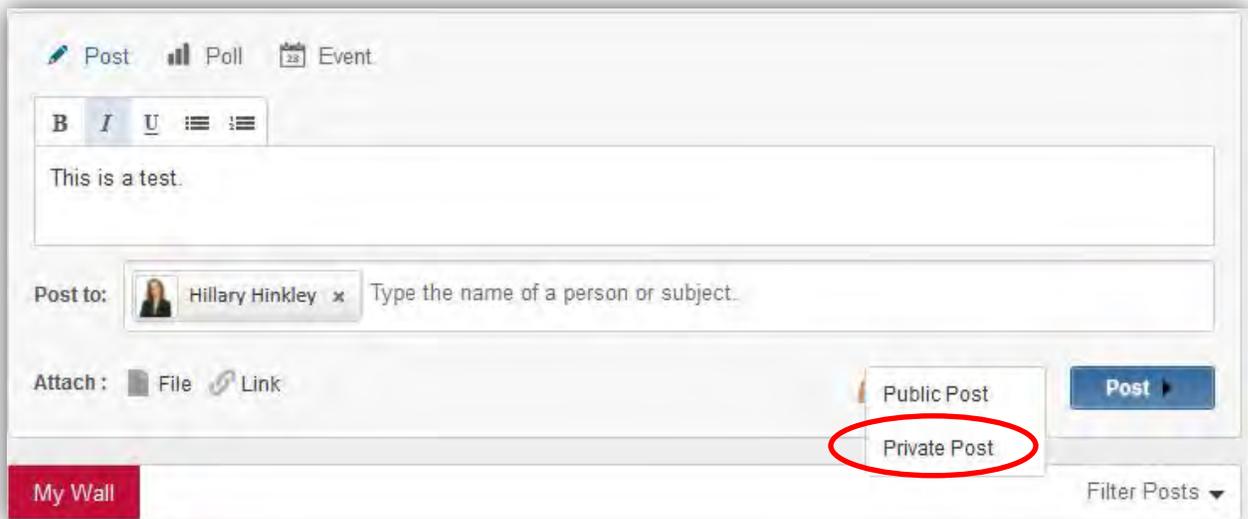


*Once you have begun following a subject, all the new posts that are posted on it appear on your wall.

Posts

Public posts are viewable by your followers, those who follow the public subjects to which you post, and those who access your wall. Private posts are viewable by only the people or the followers of the subjects to which you post.

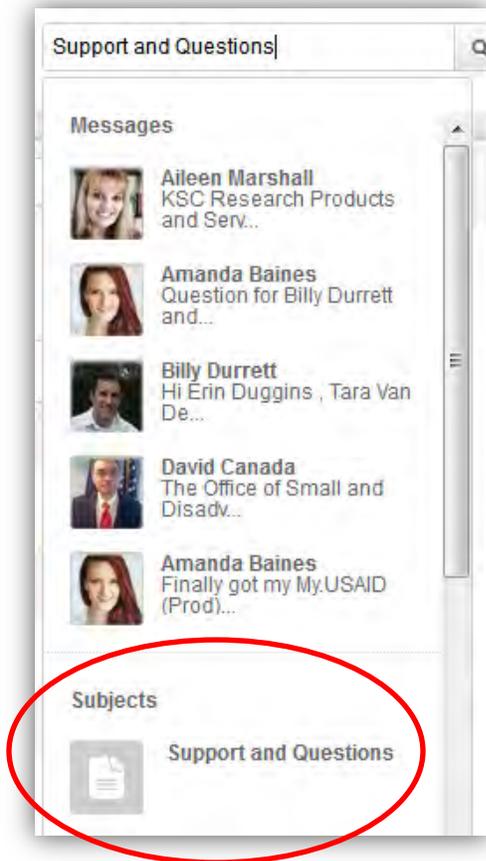
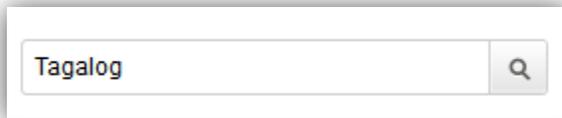
1. Click 'Home' on the upper left hand corner
2. Type 'This is a test' in the text field
3. Select 'Private' from the dropdown
4. Click 'Post'



The screenshot shows a social media post creation interface. At the top, there are three tabs: 'Post', 'Poll', and 'Event'. Below the tabs is a text area containing the text 'This is a test.'. Below the text area is a 'Post to:' field with a dropdown menu showing 'Hillary Hinkley' and a search prompt 'Type the name of a person or subject.'. Below the 'Post to:' field is an 'Attach:' section with 'File' and 'Link' options. To the right of the 'Attach:' section is a dropdown menu with two options: 'Public Post' and 'Private Post'. The 'Private Post' option is circled in red. To the right of the dropdown menu is a blue 'Post' button. At the bottom left, there is a red 'My Wall' button. At the bottom right, there is a 'Filter Posts' dropdown menu.

Search Functions

1. Enter the search term in the search bar in the top right hand corner of the page
(Language: "Tagalog" ; Subject: Support and Questions)
2. Press **Enter** or click the search icon



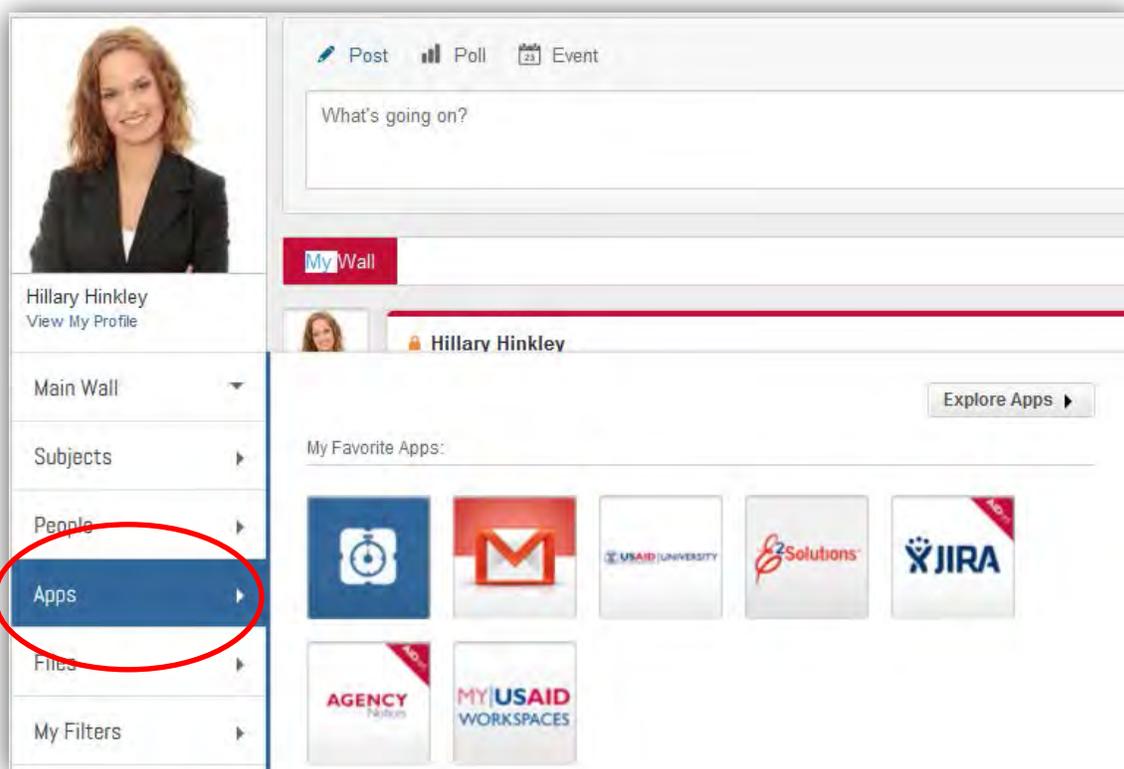
Workspaces

There are two ways to access your workspaces:

1. Open your browser and type USAID.Huddle.com OR

In order to access your workspaces:

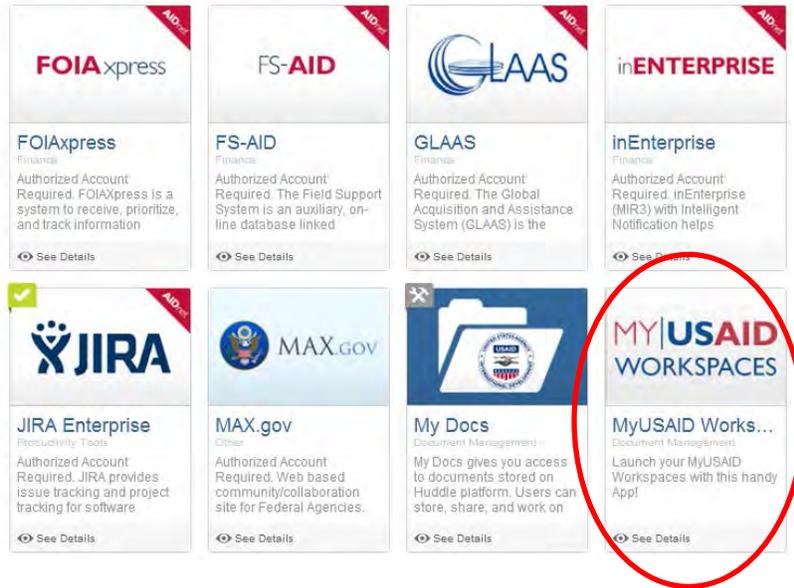
1. Access your apps by hovering over **Apps** in the left panel of your home page and then by clicking on 'Apps,'



2. Search for MyUSAID Workspaces from the USAID Apps tab.

USAID Apps

These are apps that are ready for use within your organization. They include apps that are part of tibbr, that are developed by you, or that were imported by your tibbr administrator.

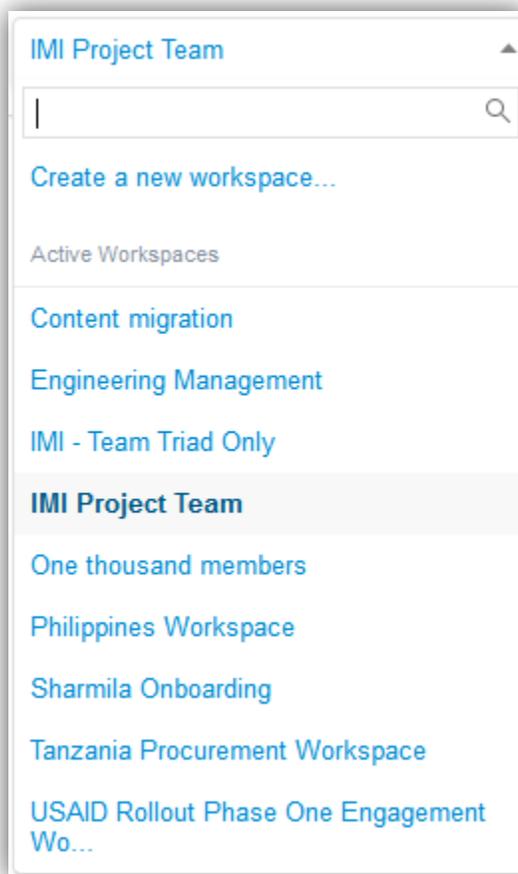


3. Click on 'Launch App' in order to open up the Workspaces in a new browser.



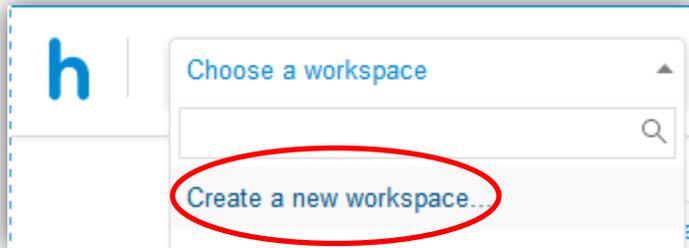
Navigate to a Workspace

1. Click the 'Choose a workspace' dropdown menu at the top left hand corner of the dashboard.
2. You will see a list of all the workspaces that you've been invited in to. Click the workspace you wish to navigate to or start typing the name of it in order to highlight it then press return.

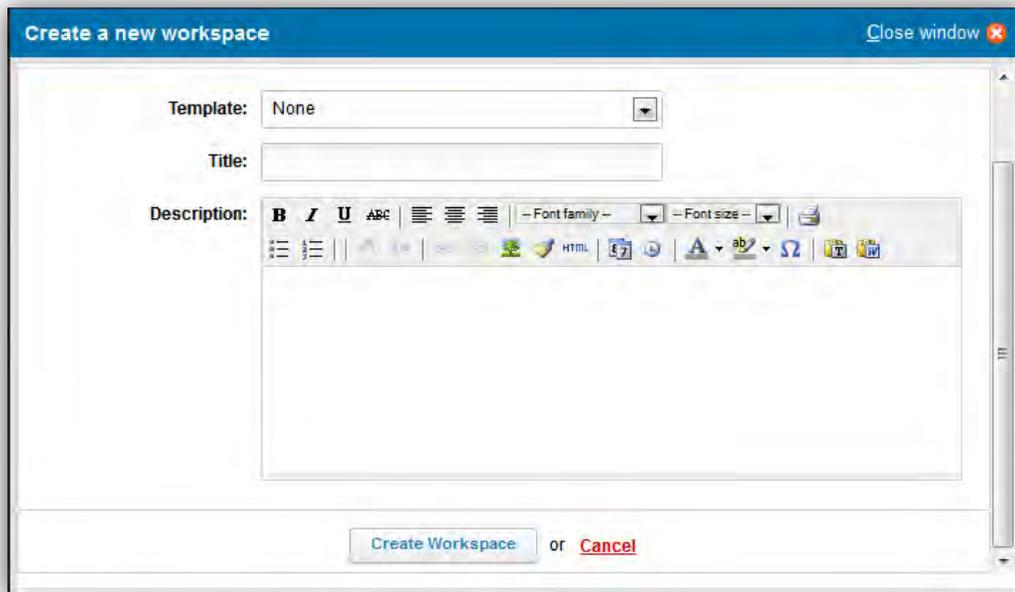


Create a Workspace

1. Click on 'Choose a Workspace'
2. Select 'Create a New Workspace'



3. Select a template if the workspace format should emulate an existing workspace. Give the workspace a 'title,' 'My Workspace.'

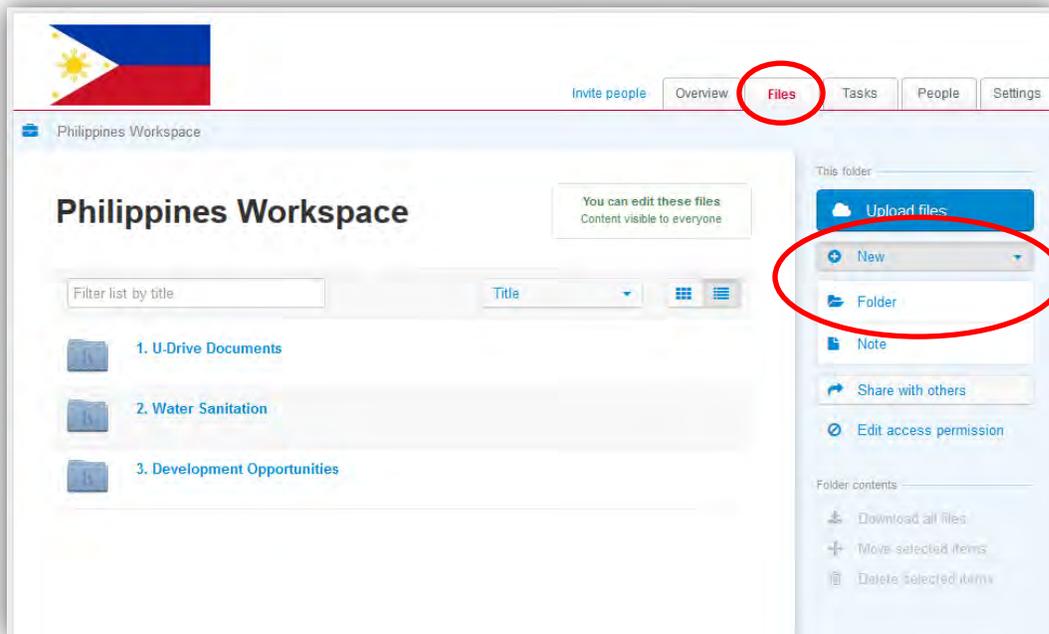


4. Hit 'Create Workspace'

Folder Creation

In order to create a new folder:

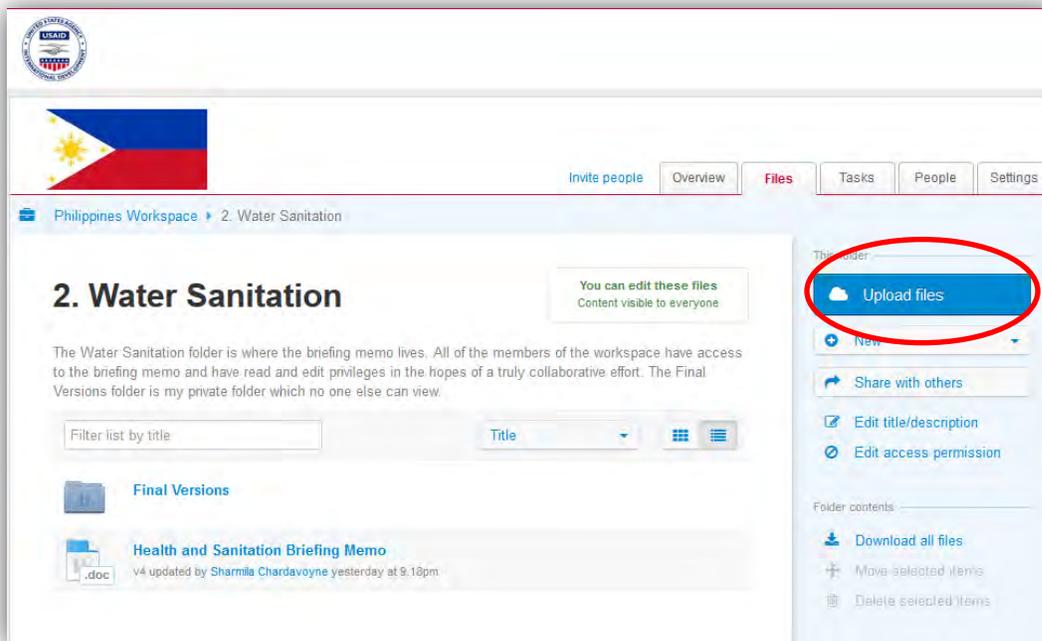
1. Navigate to the Files tab and hit 'New.'
2. Select 'Folder' from the dropdown menu.
3. Enter a name for the folder, e.g. 'U Drive.'
4. Hit 'Create.'



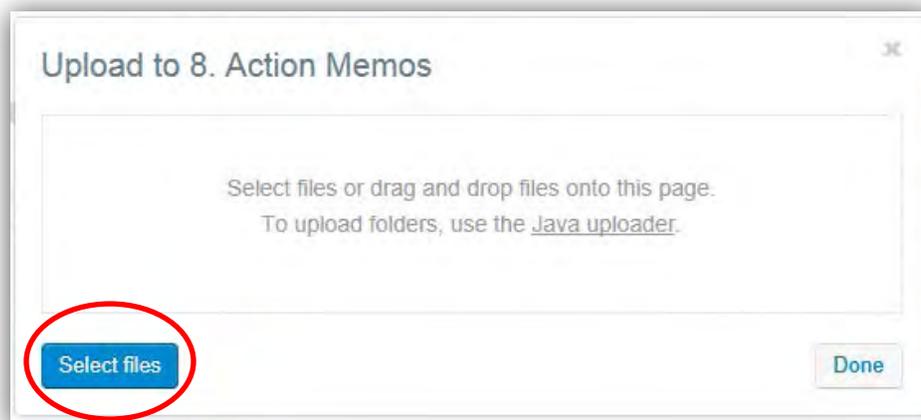
Upload Files

In order to upload files:

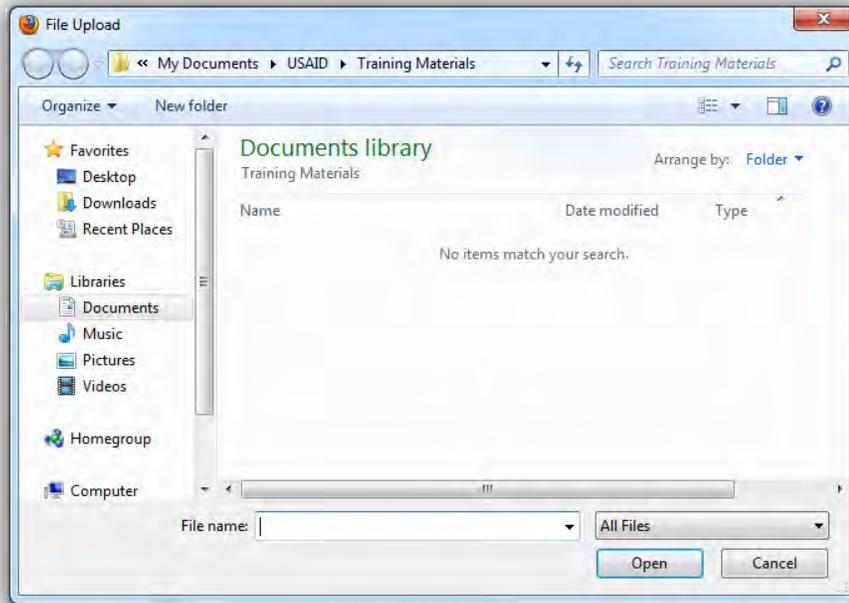
1. Click on 'Upload Files'



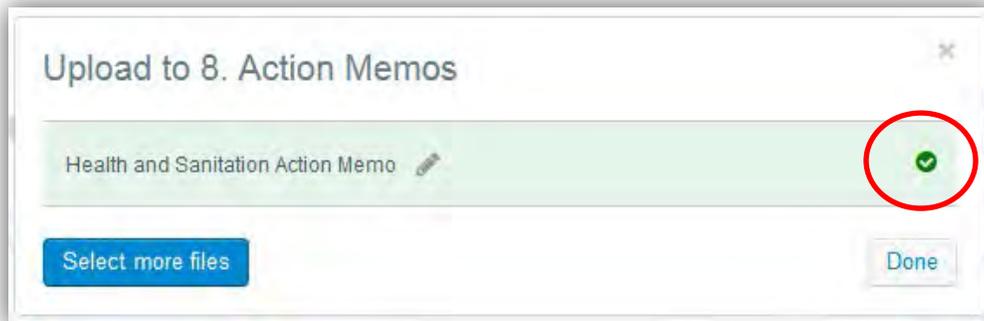
2. Hit 'Select Files'



3. Browse your local machine for files



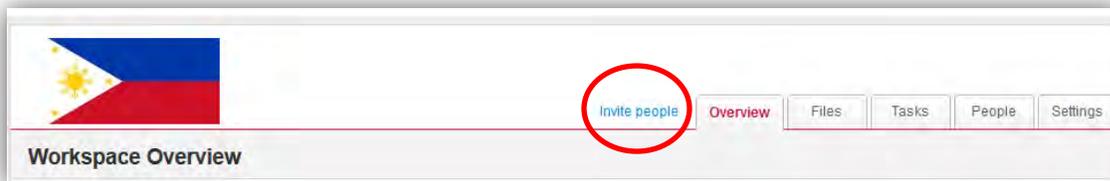
4. Ensure the green checkmark populates next to the document name



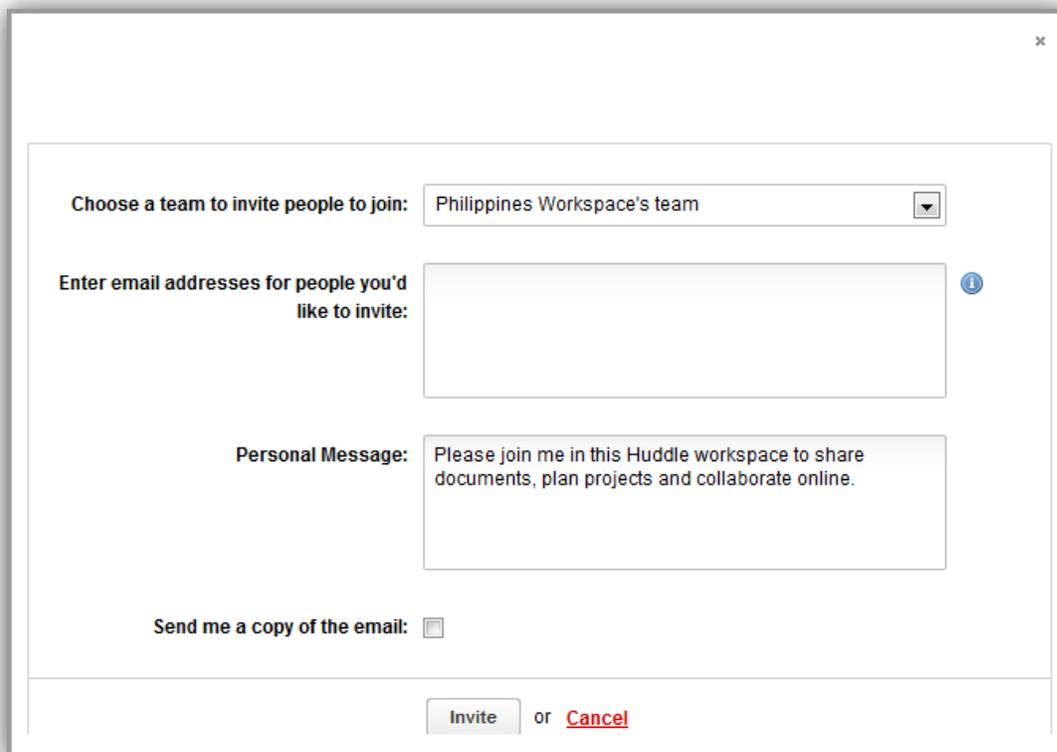
5. Select 'Done'

Invite People

1. Select 'Invite People' from the Workspace Overview



2. Select the Workspace to invite people to and enter email addresses for individuals to be added to the workspace.

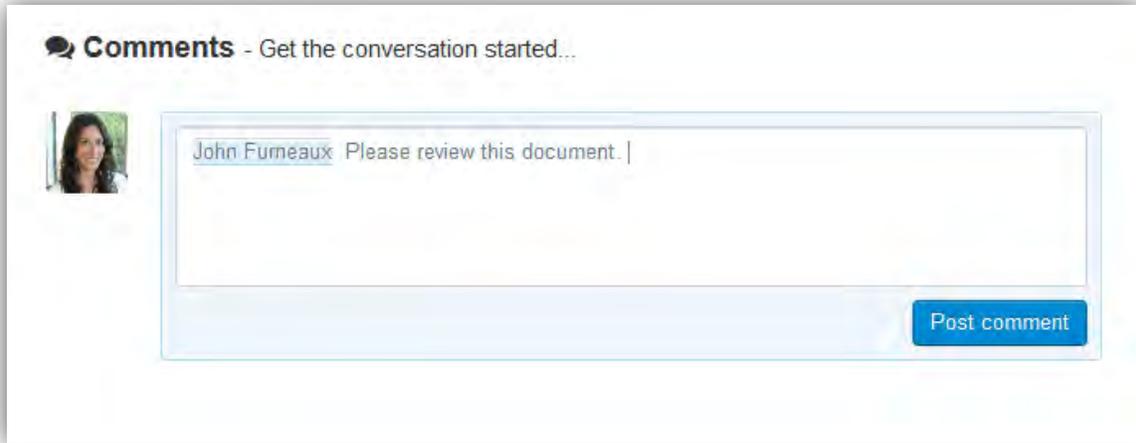
A screenshot of a dialog box titled "Invite People". The dialog box contains the following elements:

- A dropdown menu labeled "Choose a team to invite people to join:" with the selected option "Philippines Workspace's team".
- A text input field labeled "Enter email addresses for people you'd like to invite:" with a blue information icon to its right.
- A text input field labeled "Personal Message:" containing the text "Please join me in this Huddle workspace to share documents, plan projects and collaborate online."
- A checkbox labeled "Send me a copy of the email:" which is currently unchecked.
- At the bottom, there are two buttons: "Invite" and "Cancel", with the word "or" between them.

3. Click 'Invite'

Make a Comment

1. From the document view, scroll down to the bottom
2. In order to tag someone to the comment, type '@' and start typing the individual's name



3. Hit 'Post Comment'