



USAID’s new intranet, MyUSAID, is an on-line workspace with next generation communication and content management capabilities. The social collaboration portal and content management workspace are combined to form the MyUSAID platform. This one-pager highlights the basic rules of behavior and provides access to additional resources.

## BEHAVIOR AND ETIQUETTE

USAID users are encouraged to be active contributors, engage with others, and shape the collaboration topics.

While doing so, users should practice good judgment, including the following:

-  Treat each other with professionalism and respect and be considerate and fair.
-  Assume an error or mistake is made with good intentions and simply provide corrective comments.
-  SBU and PII should be handled according to USAID policy, posted only if needed, and shared privately.
-  Subject and workspace owners are responsible for keeping content updated and accurate.
-  All posts and content on MyUSAID could be subject to FOIA requests.
-  All information processed, generated, or stored on any USAID information system is property of USAID; posts and content can be read by Agency authorities and user privileges can be restricted or revoked.

## WHAT TO DO WHERE?

MyUSAID is a multi-year, multi-phase initiative with the end goal of being the one-stop-shop for all USAID users. Below are some guidelines on what content and communications should occur where.

Portal <a href="http://My.usaid.gov">My.usaid.gov</a>	Workspace <a href="http://Usaid.huddle.com">Usaid.huddle.com</a>	Google <a href="http://Mail.usaid.gov">Mail.usaid.gov</a>
Documents: Final version of files that are appropriate for sharing with the Agency at-large.	Documents: Sole content management platform for drafting, sharing, editing, requesting approval and storing content.	Documents: Real-time collaboration and outlining of ideas.
File Types: Image Files and PDFS	File Types: Word, Excel and PowerPoint, Image Files, PDF,	File Type: Google word processing and spreadsheets
Communications: Chatting about topics relevant to the portal	Communication: Comments regarding a document, taskers specific to a workspace	Communication: Email and chat

## ADDITIONAL RESOURCES

On MyUSAID guides are available on the right hand side under the “New to USAID?” heading. In addition, all staff have been provided access to an “Engagement Workspace” where materials such as the User Guide and Training Exercise Booklet are available. Lastly additional policy information can be found in the following chapters: ADS 109 – Ethics and Standards of Content, ADS 502 – The USAID records Management Program, ADS 507 – Freedom of Information Act, ADS 508 – Privacy Program, ADS 545 – Information System Security, ADS 549 – Telecommunications Management.

Any questions concerning this one-pager may be directed to:  
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