HOW TO NAVIGATE THE NSS DATABASE

To log into members.caves.org, the login is NSS plus your NSS number (i.e., nss12345) and the password is your 5-digit ZIP Code. Once in, to go **My Profile** and click on *Profile Home*. The *About* tab contains all your personal information, and you can edit or amplify it (Add a photo!). You can post photos to the *Photos* tab, and they will be shared with all members on the *Activity* tab. The *Sub-Accounts tab* is where you would add Family Memberships. The *More* tab is not presently in use.

Important! *Before leaving your profile, be sure to <u>change your password</u>!* This will secure your personal information. Otherwise, anyone who knows your name and NSS number can get in there and steal or change your personal data.

On the black links bar above, *My Feed* will display what other members are posting. The *Directory* tab enables you to search for other members, for IO info, or other IOs and their membership. The *Messages* tab lets you exchange messages with other members (though email is more likely to get a response). The *Connections* tab lets you make a connection to other members or accept connections from others. The *Groups* tab lets you join an IO group, see their membership, and message with them.

The *Quick Links* tab provides links to recent *Publications*, the *NSS Business* page, and the *Bookstore*. However, these are also available directly from back on the landing page.

At the upper right, you'll see a welcome, which will include your photo if you add one. It also has a dropdown that leads back to your *Profile*, to an *Information & Settings* page where you can customize your preferences, to a *Payments & History* page where you'll see your donations and membership history, and where you'll renew your membership. The other two tabs are not yet in use.