



TIA Connect Site Training Agenda

## The Basics

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1. Logging into TIA Connect (<https://connect.tiaonline.org>)
2. Overview of the TIA Connect Site
  - a. **Navigation Bar**
    - i. Committees
    - ii. Standards Procedures Toolbox
  - b. **Committee Homepage Review**
    - i. Community Navigator
    - ii. Homepage panels
      1. Committee Announcements
      2. Events
  - c. **Committee Document Library**
    - i. Downloading a Document
      1. Single Document
      2. From within a Library Entry Grouping
      3. List View vs Folder View
    - ii. Uploading documents
      1. Single Document
      2. Multiple, related documents
    - iii. Document Management Best Practices
  - d. **General Committee Communication**
    - i. Sending an Email to the Group
    - ii. Responding to Emails
    - iii. Attaching a Document
3. Q&A