Session 1 – The Basics

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
      ii. Uploading documents
         1. Single Document
         2. Multiple, related documents
   d. General Committee Communication
      i. Sending an Email to the Group
      ii. Responding to Emails
      iii. Attaching a Document

3. Q&A