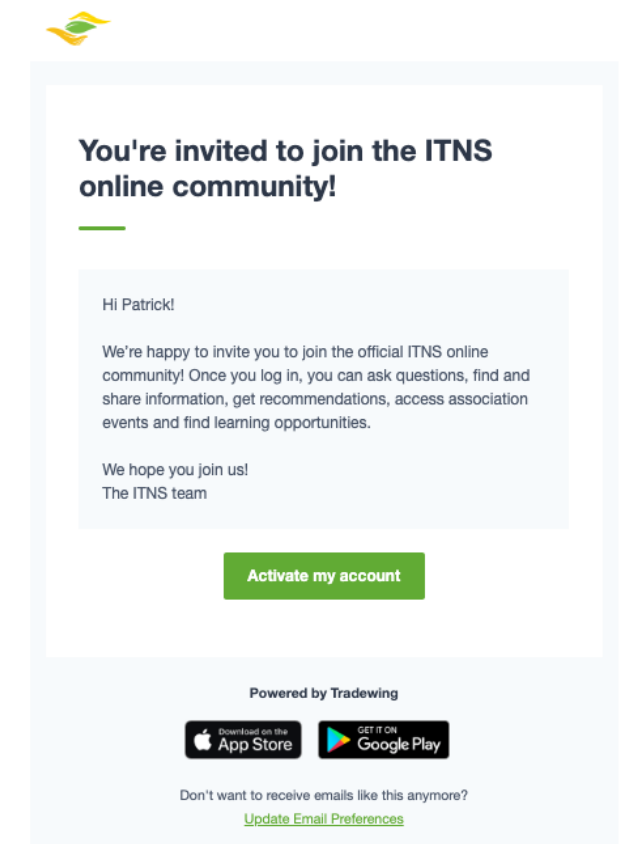# ITNS CENTRAL USER SET UP GUIDE

Welcome to ITNS Central – The International Transplant Nurses Society all-in-one community platform for sharing Best Practices and more! Let's get started on setting up your new ITNS Central account.

1. You will receive a notification email from <notif@itns.tradewing.com> inviting you to join the ITNS Central online community. Click the "Activate my account" button in the email. If you can't find your invite, check your junk folder and add <notif@itns.tradewing.com> as a recognized sender.

   If you received an invitation previously and cannot locate it, you can simply head to https://itns.tradewing.com/ and select the "Login with your existing ITNS account" and enter your ITNS credentials to be logged right in.

You're invited to join the ITNS online community!

Hi Patrick!

We're happy to invite you to join the official ITNS online community! Once you log in, you can ask questions, find and share information, get recommendations, access association events and find learning opportunities.

We hope you join us!
The ITNS team

Activate my account

Powered by Tradewing

Download on the App Store   GET IT ON Google Play

Don't want to receive emails like this anymore?
Update Email Preferences

2. This will send you to the domain https://itns.tradewing.com/ prompting you to set a password for your new ITNS Central account. (Chrome is the recommended browser for this software platform).

Activate your account

Email

pat@tradewing.com

Set a Password

****

Login

3. Next, you will need to read & accept the Community Code of Conduct.

👋

Hi Patrick, welcome to the ITNS online community!

First things first, please read & accept our code of conduct.

The code of conduct ensures that we cultivate a community we all enjoy and find useful!

ITNS Central: Code of Conduct
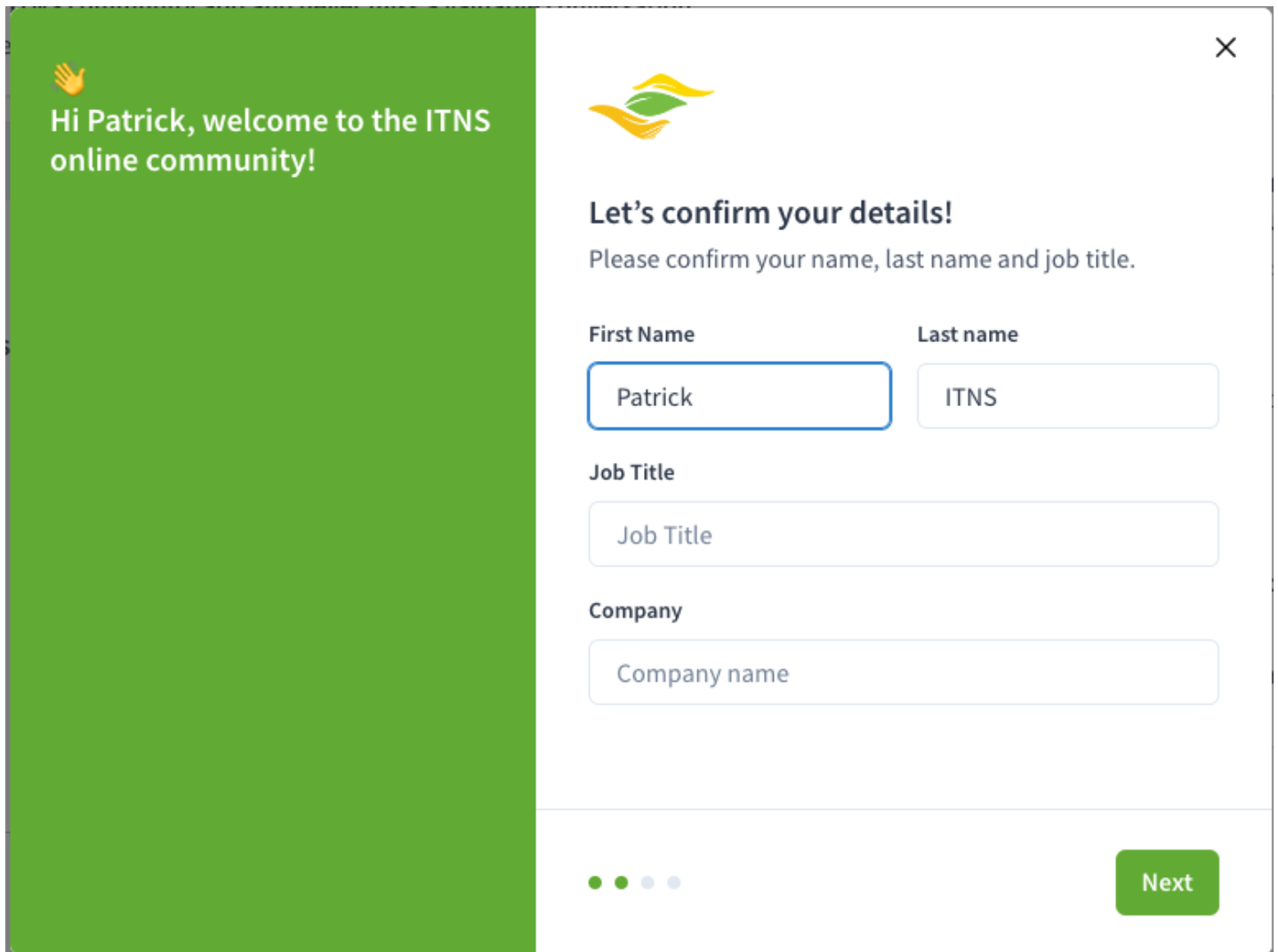
Thank you for being a part of the ITNS online community: ITNS Central. ITNS Central is great online space for you to connect, collaborate, and learn from your peers. To ensure that all members have the best possible experience on the platform, we have a few ground rules that we ask everyone to adhere to. This code applies equally to every person in the community.

Please keep in mind that this isn't necessarily an exhaustive list of things that you can't do. Instead, this Code of Conduct is intended as a guide to foster an online space that enriches the

☐ I read & accept this code of conduct

Accept

4. Next, you will be asked to confirm your account details including first name, last name, job title, and company.

👋
Hi Patrick, welcome to the ITNS online community!

Let's confirm your details!

Please confirm your name, last name and job title.
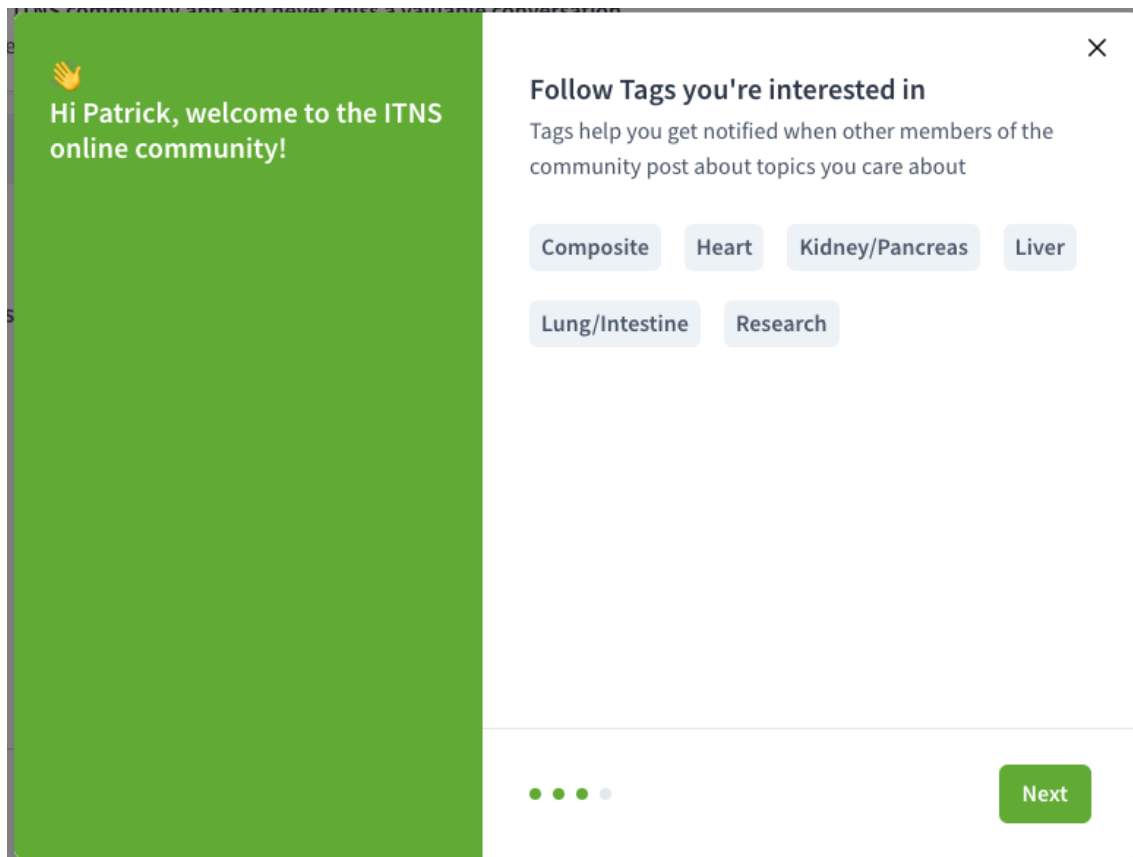
First Name

Patrick

Last name

ITNS

Job Title

Job Title

Company

Company name

Next

5. There are tags in the community you can follow to help you get notified when other members of the community post about topics you care about. Go ahead and follow a few tags. Don't worry as notification settings can always be adjusted later on.
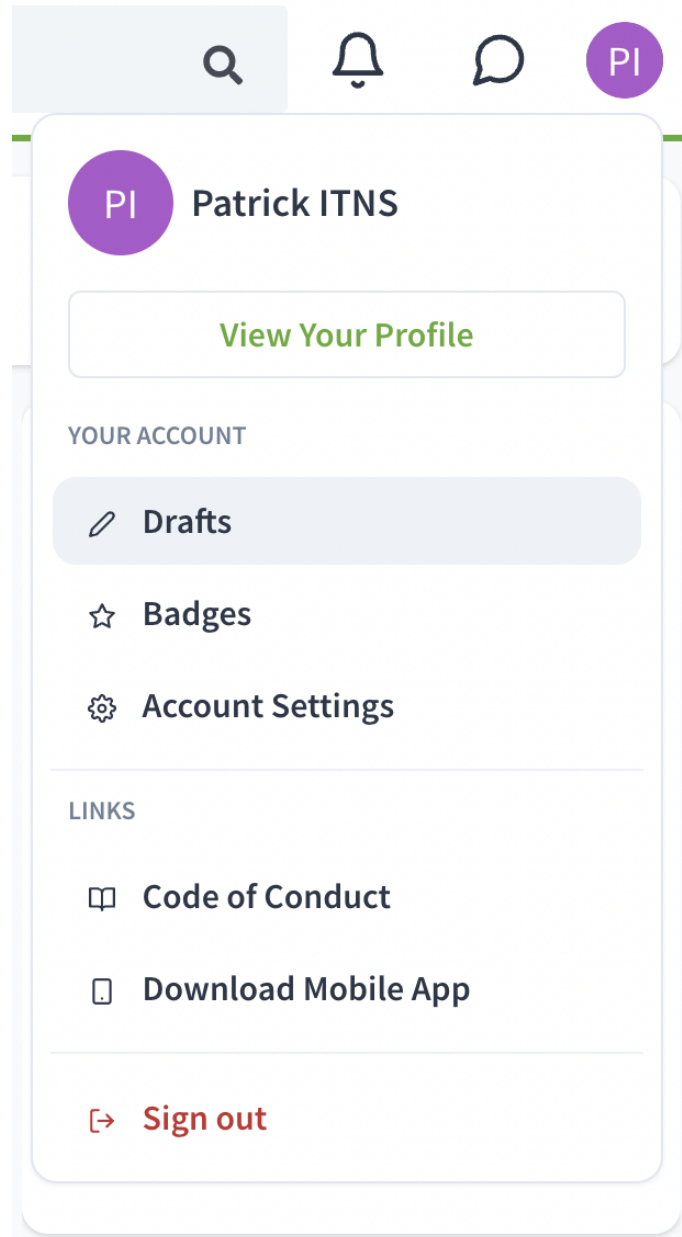
6. Once you complete the account set up pop-up box, you will be directed to your ITNS Central homepage. You will see a checklist to the right of the last steps you need to take to complete setting up your account including adding a profile photo or making a post in any of the groups you are a member of. Hovering over a step in the checklist and clicking will take you to where you may complete the action.
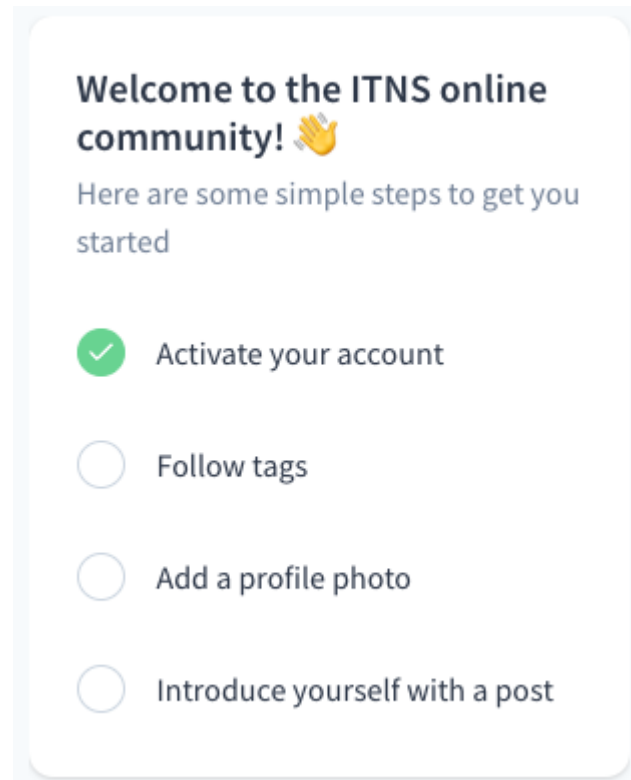
8. To view the profile you set up or make any further changes to your settings, click the circle with either your initials or profile photo (if you already added one) in the top right corner of your browser, then click profile.

9. Add any further info in any available fields you wish. ***Please note that only yourself and the ITNS site administrator can view your phone number. The rest of your contact info will be visible to any other users.***