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## Tapped In Instructions (short form)

### **Purpose of Tapped In**

MTEC uses “Tapped In”, an online collaboration and communication service, to distribute announcements related to MTEC-AmeriCorps members and to provide a forum within which to discuss topics of interest to members.

### **Joining MTEC-AmeriCorps**

MTEC-AmeriCorps has a room within the Tapped In environment under the name **AmeriCorps 07-08**. Once a member has been approved for participation, MTEC-AmeriCorps will send an invitation to the member to join the AmeriCorps 07 -08 group.

Those who are not members of Tapped In (Most 1<sup>st</sup> year members fall in this category)

When you receive your invitation, click on the link provided to go to the Tapped In Registration. At the registration screen you will enter some basic personal information. At the end of the form you will enter and confirm a password. **Find a way to remember this password!** Click on the register button. You will be redirected to a summary page where you will find a small login link. Click on the Link. Then:

1. Enter your password. Click on the login button
2. You will “land” in the Tapped In Reception area. Follow the next steps to change your landing place to the AmeriCorps 07 – 08 home room.
  - a. Near the top middle of the Tapped In page find the “Me” tab. Click on it once to edit information about you.
  - b. Click on the Me: Settings link.
  - c. At the top left of the screen you will see the name of your current home room. If it does not show AmeriCorps 07 – 08 click on the green choose a different home room link.
  - d. Click once in the radio button next to AmeriCorps 07-08
  - e. Once you’ve selected the home room click on the “Use Selected Room as Home Room” button.
3. When you return to the “Me” tab look at the top left of the screen. You should see the words “You are in MTEC-AmeriCorps 07-08”. This is followed by a button that says, “Room View”. Click on the Room View button to get the MTEC - AmeriCorps 07-08 welcome room.

**1<sup>st</sup> Year members are required to log in several times per month to stay up to date with MTEC notices.**

Those who are already members of Tapped In (Most 2<sup>nd</sup> year members fall into this category)

Members who are already registered with Tapped In will be able to join the group without additional registration tasks. Follow the steps above to set your home room as MTEC-AmeriCorps 07-08

**2<sup>nd</sup> Year members are required to log in several times per month to stay up to date with MTEC notices. In addition, 2<sup>nd</sup> year members are required to post at least 2 discussion replies per month.**

### **Tapped In Help**

When on line you can use the “Help” tab to get assistance. You can also go to the Tapped In Reception Room where you can dialogue with any of the helpers who are on duty.

MTEC provides technical assistance by email ([szopinnet@mail.milwaukee.k12.wi.us](mailto:szopinnet@mail.milwaukee.k12.wi.us)) or by phone (227-2554). MTEC will only use the MTEC – AmeriCorps 07 – 08 this year. No monitoring or support is provided for the previous AmeriCorps rooms.