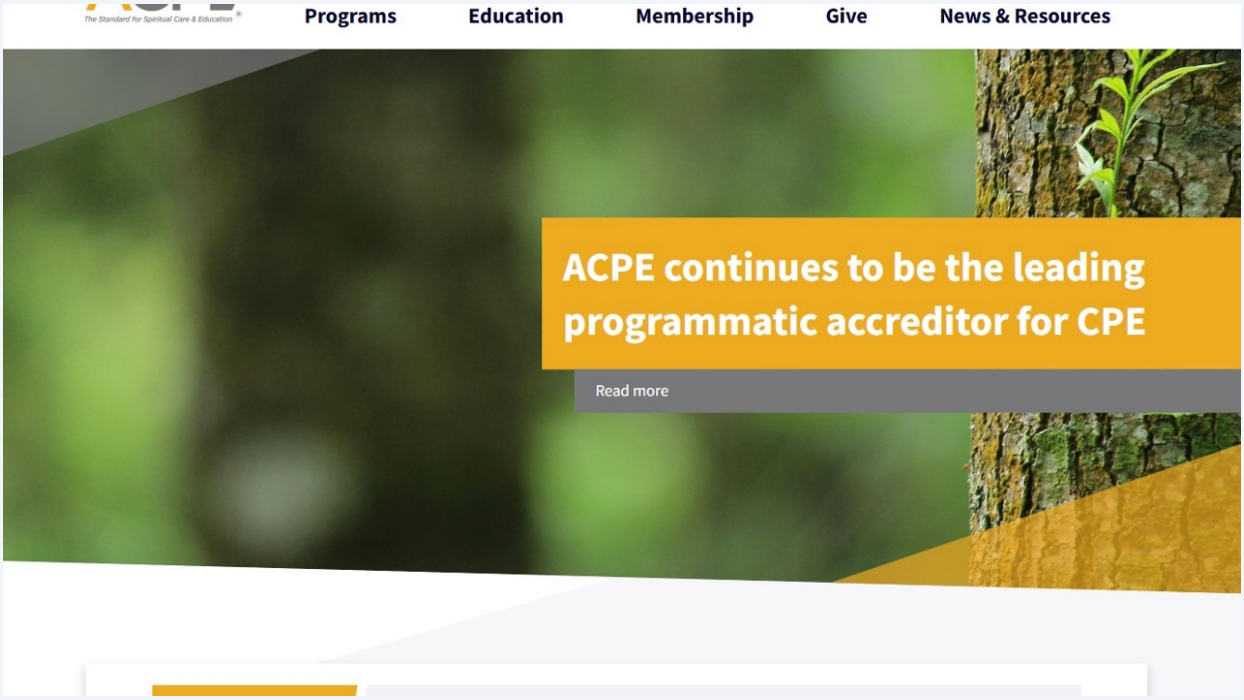
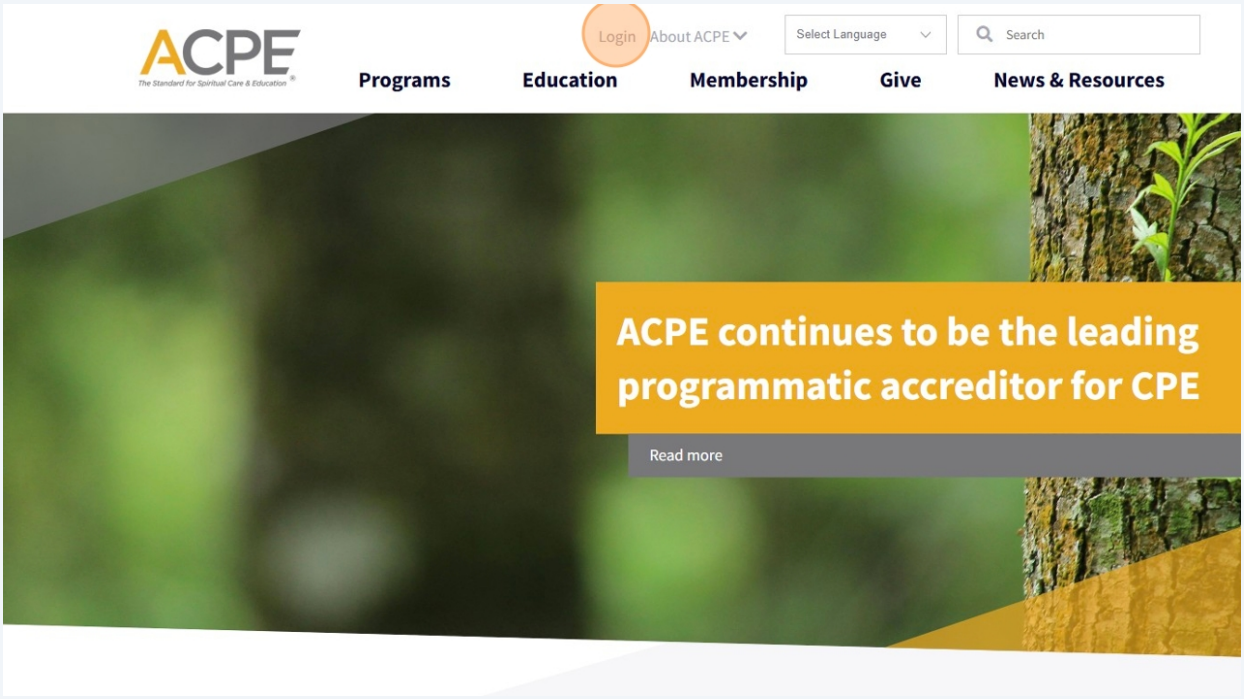
How to Join and Leave a Community of Practice

This guide provides a straightforward process for joining and leaving a Community of Practice, making it easy for individuals to engage with like-minded professionals. Following the steps ensures a seamless experience, whether you're looking to connect with others or step back from a community. Additionally, it highlights potential challenges you might encounter, helping you navigate the system effectively. Overall, it's a valuable resource for anyone interested in collaborative professional development.

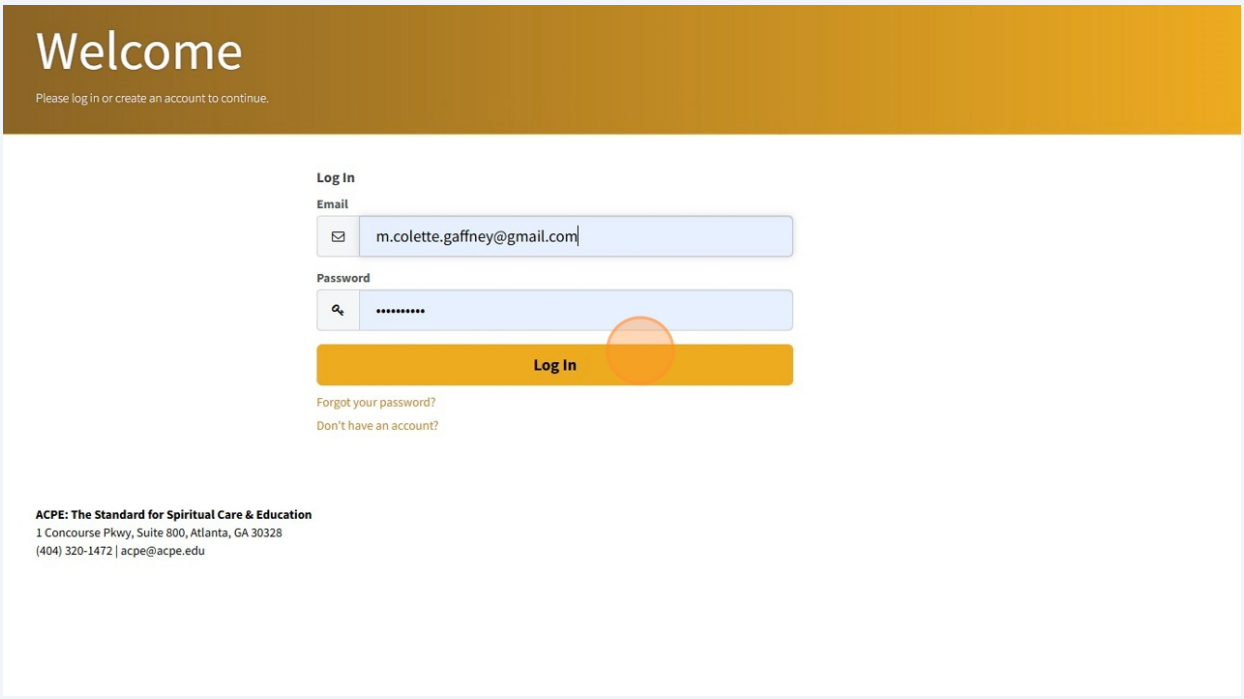
1 Navigate to https://acpe.edu/



2 Click "Login"



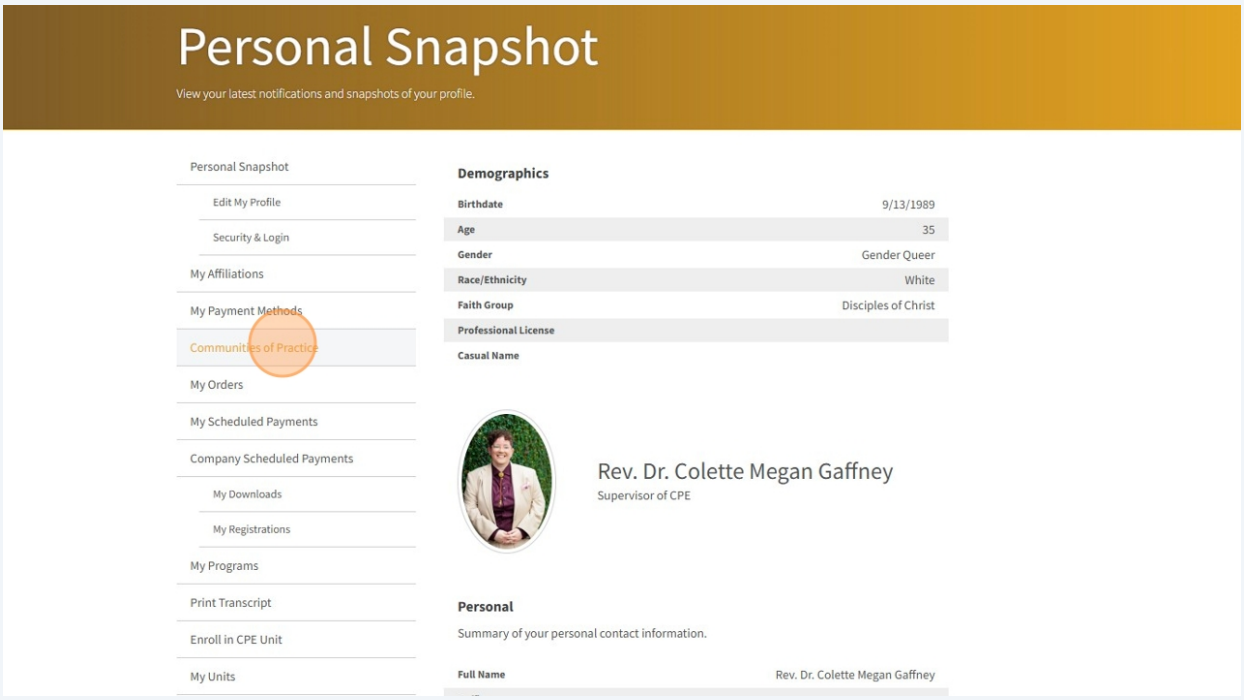
3 Log in using your ACPE.edu Profile Credentials



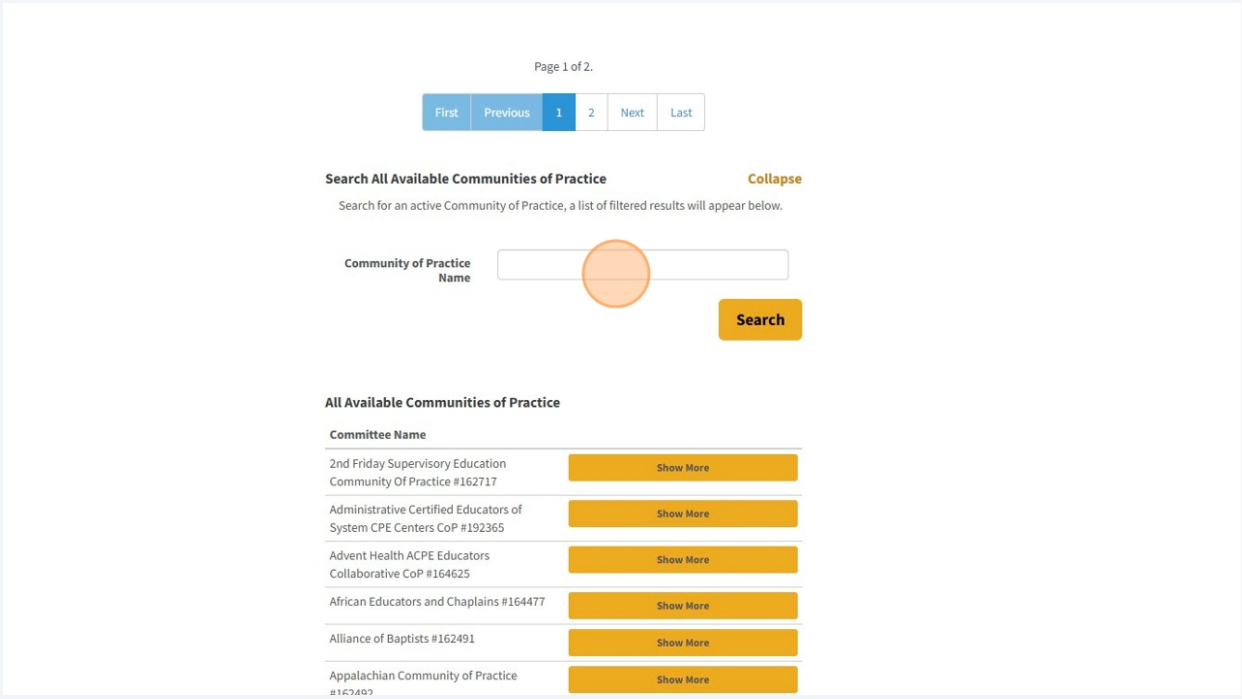
4 When you log in your will be redirected to the homepage. Simply click "Your Name" to be directed to your profile.



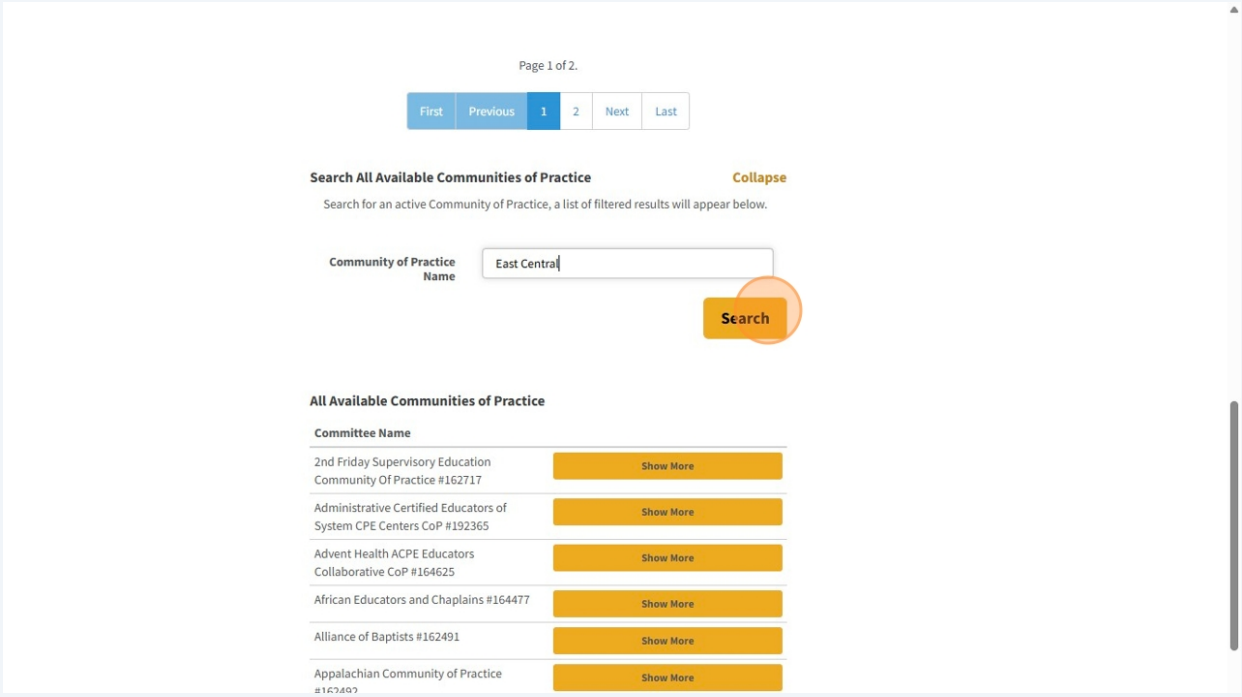
5 At your Personal Snapshot homepage you'll click on the left hand side "Communities of Practice"



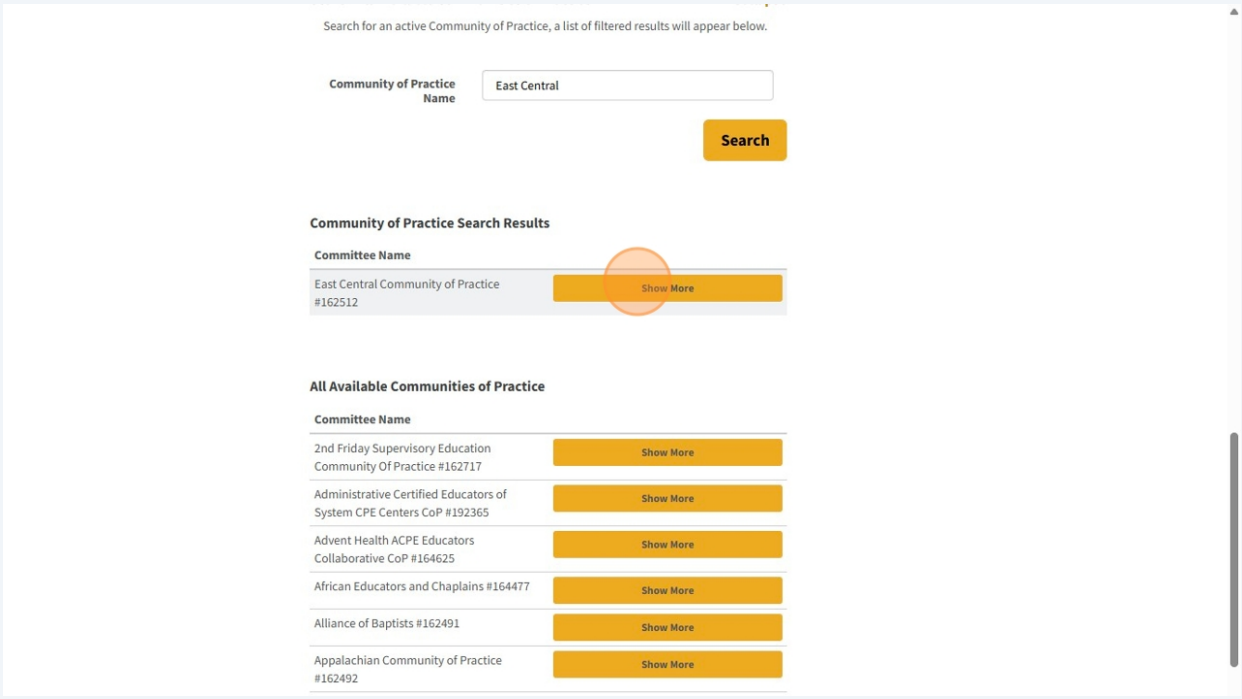
6 Here you'll find all of your current memberships. Most people have several groups that they may have never attended so feel free to clean up this list to be as correct as possible. When joining a group scroll down to "Search All Available Communities of Practice."



7 Type in the name of the group you intend to join or are already a member of and Click "Search"

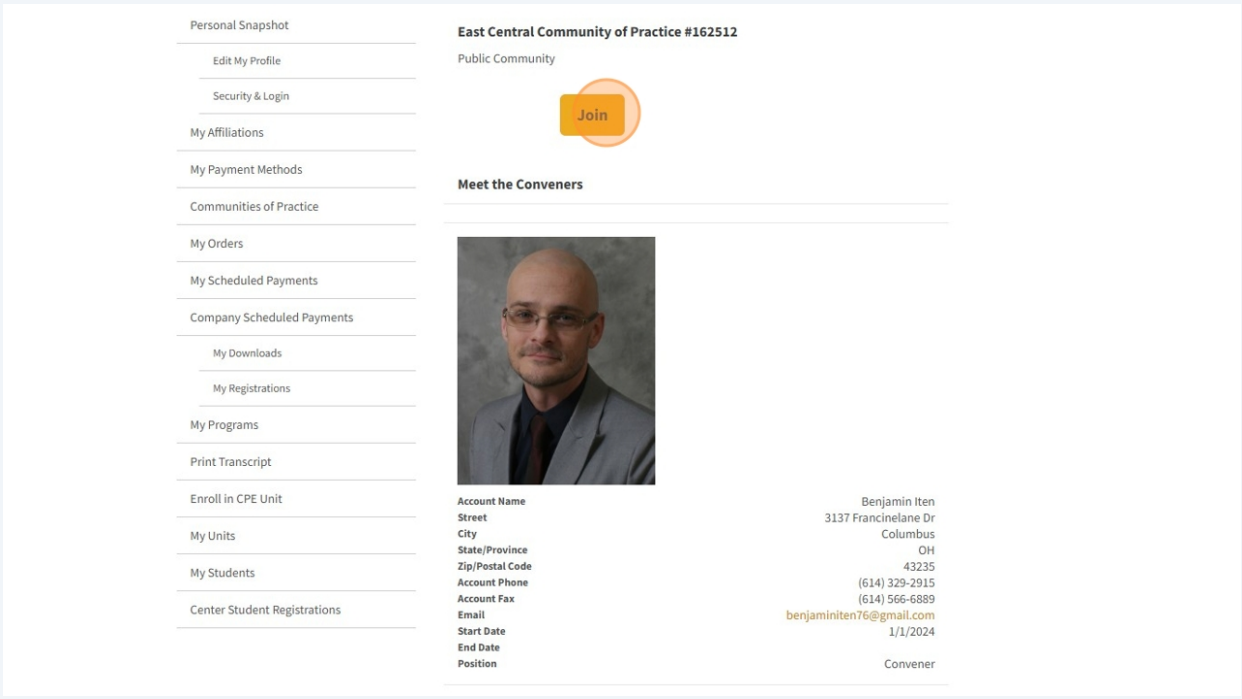


8 Those search results will appear; Click "Show More" to join that CoP.

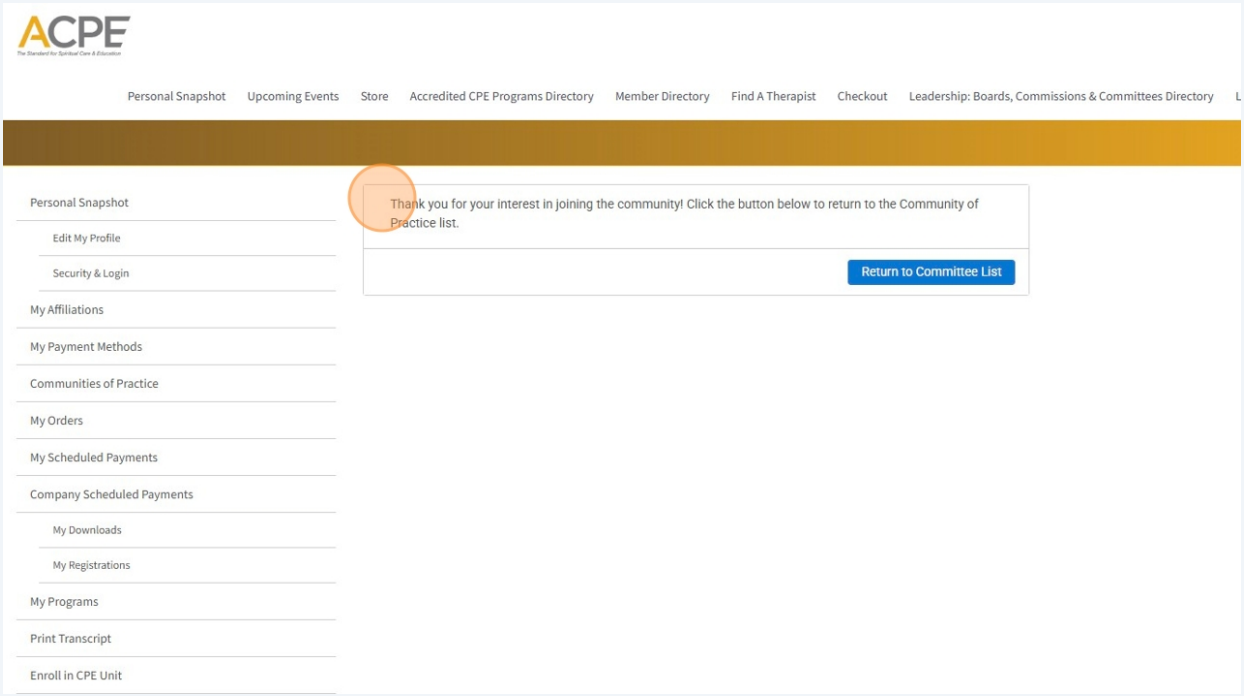


9 NOTE: Conveners are not alerted when you join the new CoP, email the convener directly for group meeting information. If there is a change to the convener email colette.gaffney@acpe.edu to update the database.

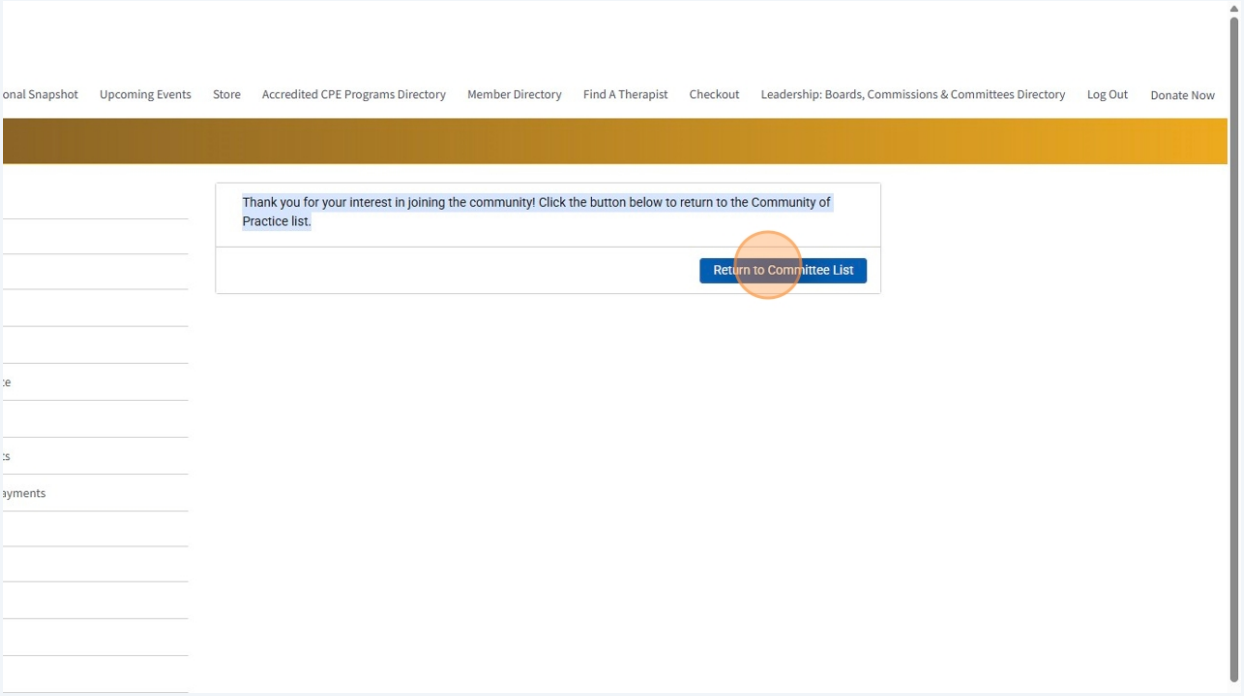
Click "Join"



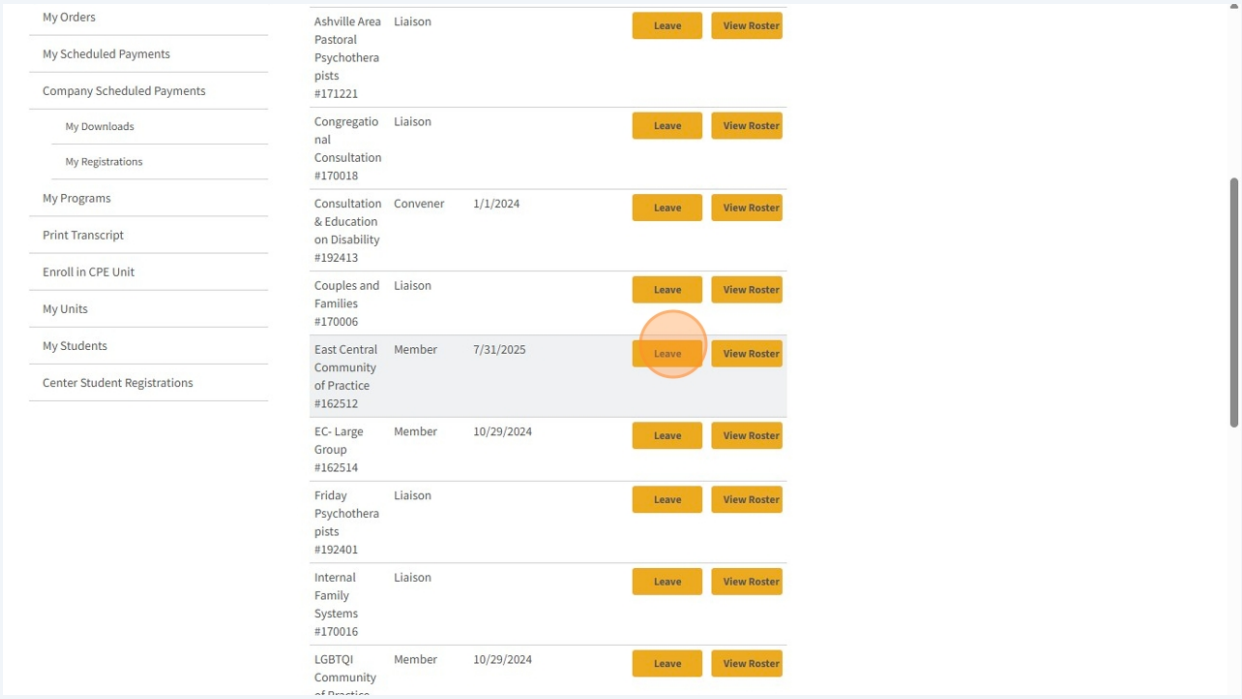
10 This message should appear if you are successful. If you receive an error message email colette.gaffney@acpe.edu



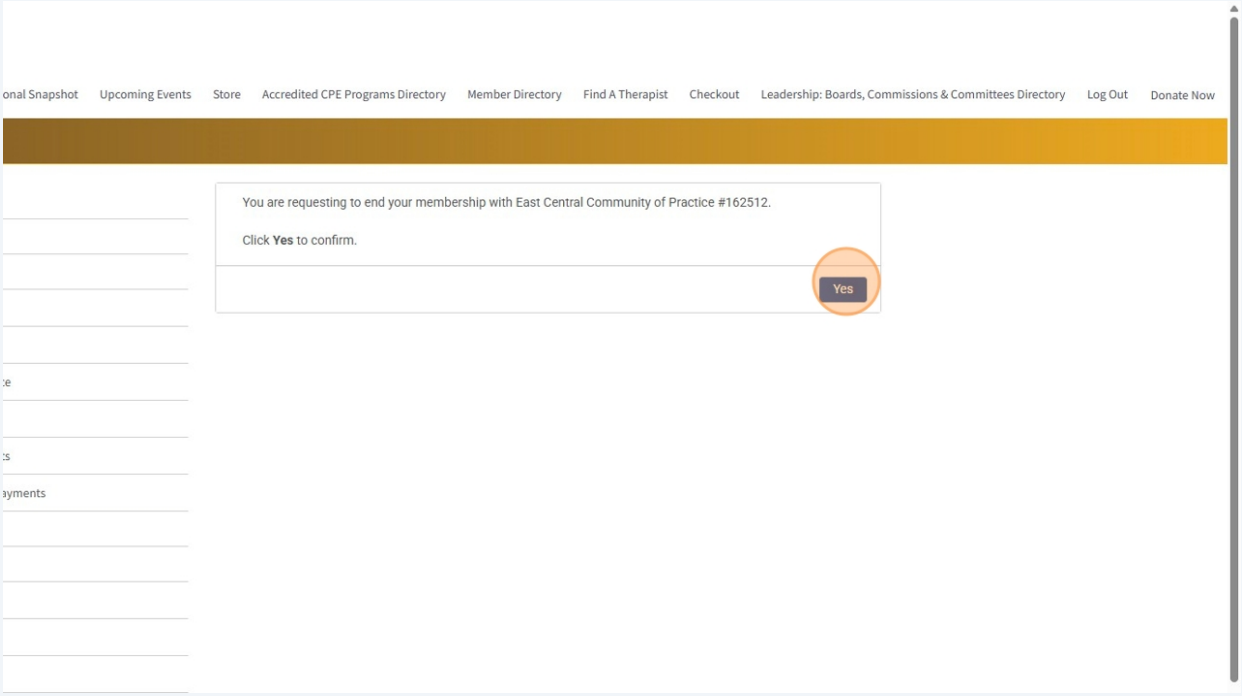
11 Click "Return to Committee List" to join other CoPs.



12 If you are no longer a member of a CoP Click "Leave"



13 Click "Yes"



14 If you receive an error message like this one email colette.gaffney@acpe.edu and they will update your profile.

