MyCOMMUNITY is a professional forum for all users within *My PURPOSE*.

Users are encouraged to join and participate in groups within MyCOMMUNITY. Some benefits of being a part of MyCOMMUNITY includes:

- Exploring a diversity of professional perspectives.
- Learning about new policies, techniques relating to your position/role.
- Actively engaging with other users within your field/agency.

The All Communities page displays all of the active communities to which a user belongs. This page also displays all of the communities that the user is able to view and join. To view the All Communities page, go to **CONNECT > COMMUNITIES.**
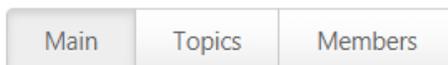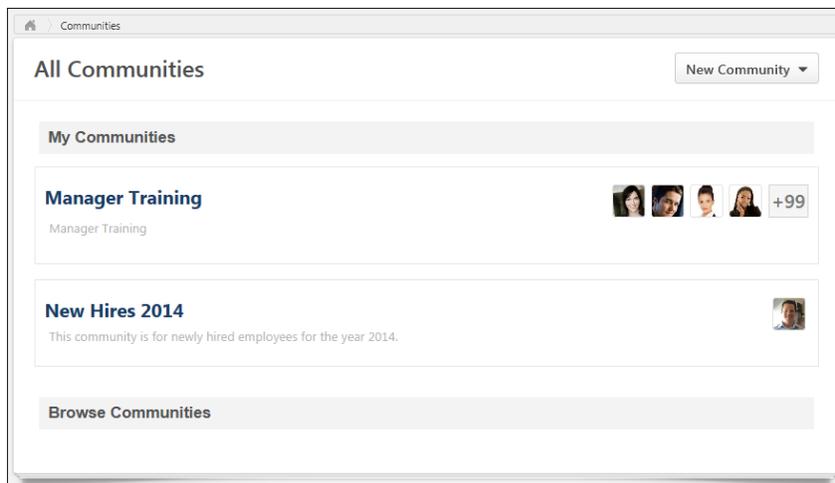
The **Main** tab of the community is the default landing page for the community and displays highlighted and curated content for users. A user can only view a community if the user is within the availability settings for the community.

The **Topics** tab allows users to view the top-level topics that are available to the user.

The **Members** tab of a community allows users to view the community members.

1. To create a topic from within a community, click the **CREATE TOPIC** button on the Topics tab of the community. Enter the following information for the topic:

   Title - Enter a title for the topic, up to 70 characters. This title will appear at the top of the topic.

   Description - Enter the topic description up to 3000 characters. This field includes rich text editing options. This field is optional.
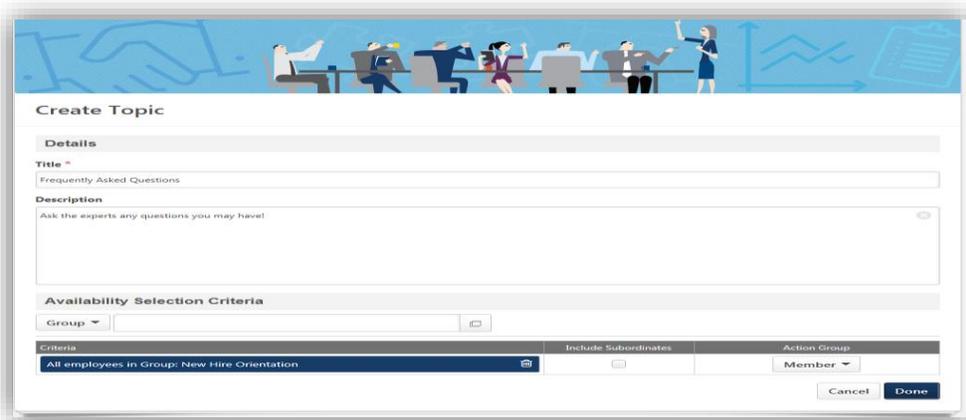
2. A Subtopic can be created inside the Topic from the 'Manage Topic' dropdown to create a subtopic within a topic, on the Topic Details page, select Create Subtopic from the Manage Topic drop-down menu. To edit a topic, on the Topic Details page, select Edit Topic from the Manage Topic drop-down menu.
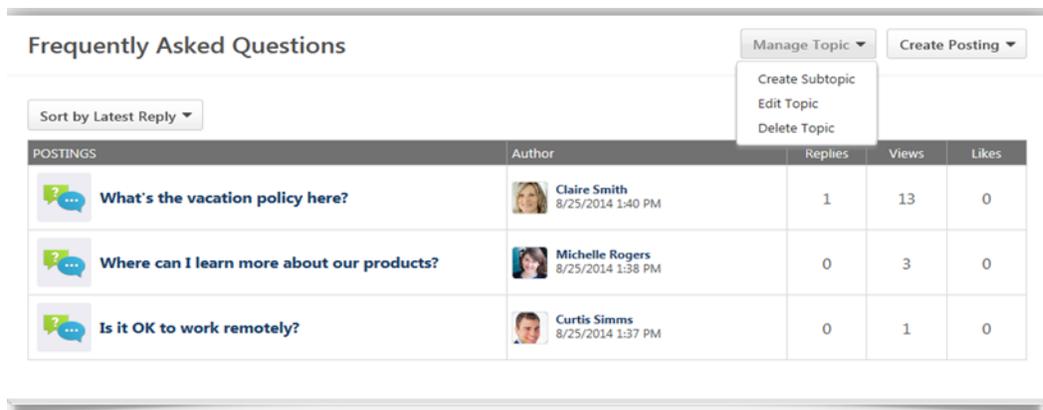
3. To attach a file to your posting, click the ATTACH FILE 🔗 button below the right of the Create a discussion posting field.

Create Posting

From inside a Topic that a user is a Member, they are able to create a posting. There are 4 posting types available:

- *Discussion* - This posting type allows users to post file attachments or add a URL link. Up to three files can be added to these postings.

- *File* - This posting allows a user to attach up to one file to the posting. The title of the attachment cannot exceed 100 characters.
- *Q&A* - This posting is used to ask questions to the Topic experts. When a Topic expert answers a Q&A posting, the response will be labeled as 'Expert Answer'. An attachment or URL can be added to posting.
- *Suggestion* - This posting allows users to post suggestions or ideas. Users are able to attach a file or URL to this posting. These postings allow for an up vote or down vote for the suggestion. Moderators and Admins are able to mark the Suggestion as accepted, indicating that the Suggestion has been accepted or implemented. An attachment or URL can be added to posting.

Users are able to like or dislike postings. The postings will track all of the users and keep a count of all of the likes. The liking of photos is a possible drop down option to sort when filtering between postings. Users are able to sort postings by Latest Reply, Alphabetically, Create Date, Type, Most Views, and Most Likes. The postings will default sort to Latest Reply.

Create a New Forum

Users can request a new forum (or change/delete an existing forum) by submitting a request through MyPURPOSE.