

Directions for Creating a Facebook Page and Joining INSSWA's Facebook Discussion Forum

Please note: you may set up a Facebook account for the sole purpose of joining INSSWA's discussion forum without ever putting a picture of yourself up or adding any "friends." This is a resource that you will have control over. You can do as much or as little as you like.

1. Go to www.facebook.com
2. The page should read, "Sign Up: It's Free and Anyone Can Join"
 - a. Type in your name (as you would like it to be on your Facebook page). Some people like to put in their maiden names as their middle names so that people have an easier time finding them.
 - b. Type in your email address
 - c. Decide on a password and complete the rest of the page.
 - d. Click "Sign Up."
3. Go through the "security check" and follow directions on screen
4. Click "Sign Up" (if you typed the letters wrong, you will get another chance)
5. Confirm email address. You will need to go to your email account to do this. Once confirmed, you will also receive additional information about setting up your Facebook account. To continue on Facebook:
6. Step 1: Find friends
 - a. This will access the email addresses you have to see if any of your current addresses have Facebook accounts
 - b. If you would like to skip this step, go to bottom right of box and click on "skip this step."
7. Step 2: Profile information
 - a. You may complete this section with your high school and college information, which will put you in those school databases with others from your class if you wish to find classmates or they wish to find you
 - b. Click "Skip" or "Save and Continue"
8. Step 3: Profile picture
 - a. If you have a photo to upload, you may do so
 - b. Take a picture of yourself with your webcam
 - c. Skip
9. You are on Facebook! You may complete profile information or you may search for friends you know, but first, please request to be a part of INSSWA's page! This is a member's only page, and if you are a member of this page, you can have discussions with other INSSWA members. You will see other INSSWA members on this page and can talk with them, but you may not view their profile information and they cannot view yours unless you are "friends." To join INSSWA's page:
 - a. In the upper right hand corner, you will see a small white box that says "Search"
 - b. In that box, type "INSSWA"
 - c. The INSSWA logo will come up and will list the group "INSSWA." Other groups of similar name will show up as well. Ignore.
 - d. In the upper right hand side of the box, it will say, "Request to Join." Click on this.
 - e. Once administrator Pam Lawrence Puls receives this message, she will verify your membership status and accept your membership. To access on Facebook, you may:
 - i. Go to the "Search" box again and type INSSWA
 - ii. Go to the lower left hand box that says "Applications" and go to "Groups," or
 - iii. Go to the icons at the bottom of the screen and click on the one that looks like two people (this accesses your groups)
 - f. You may now go to the group and begin discussion!