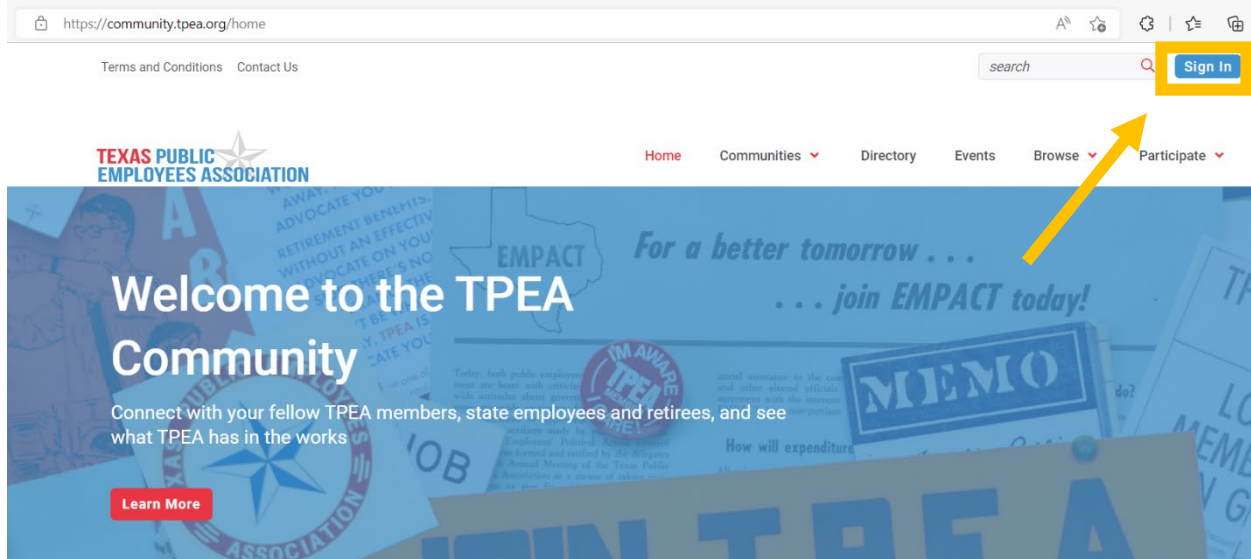
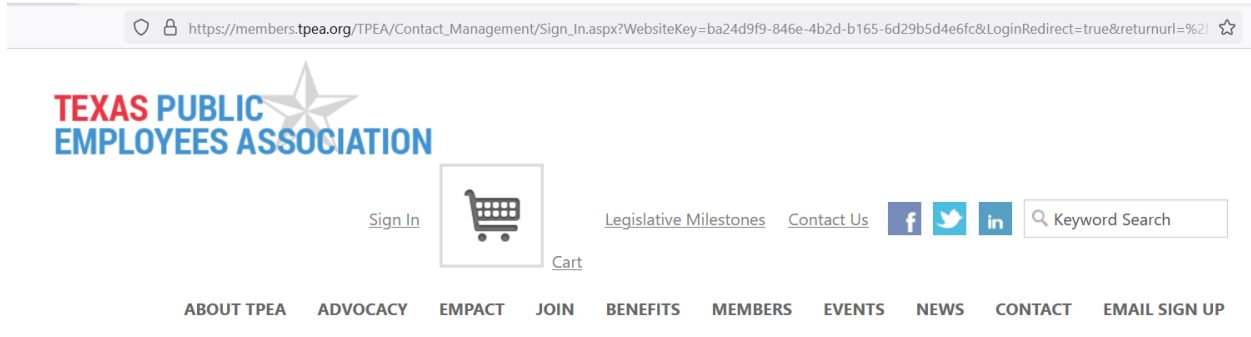


TPEA COMMUNITY LOGIN INSTRUCTIONS

1. Welcome to the TPEA Community (community.tpea.org/home)! First, click the [Sign In](#) button in the top right-hand corner. You will be directed to the member sign in page.



2. [Sign in](#) using your TPEA membership email and password. You will then be redirected to the community home page. NOTE: *If this is your first time logging in, you may need to accept the community guidelines - scroll all the way down.*



TPEA member sign-in

If you need assistance logging in, please [contact us online](#) or call (888) FOR-TPEA (367-8732).

Sign In

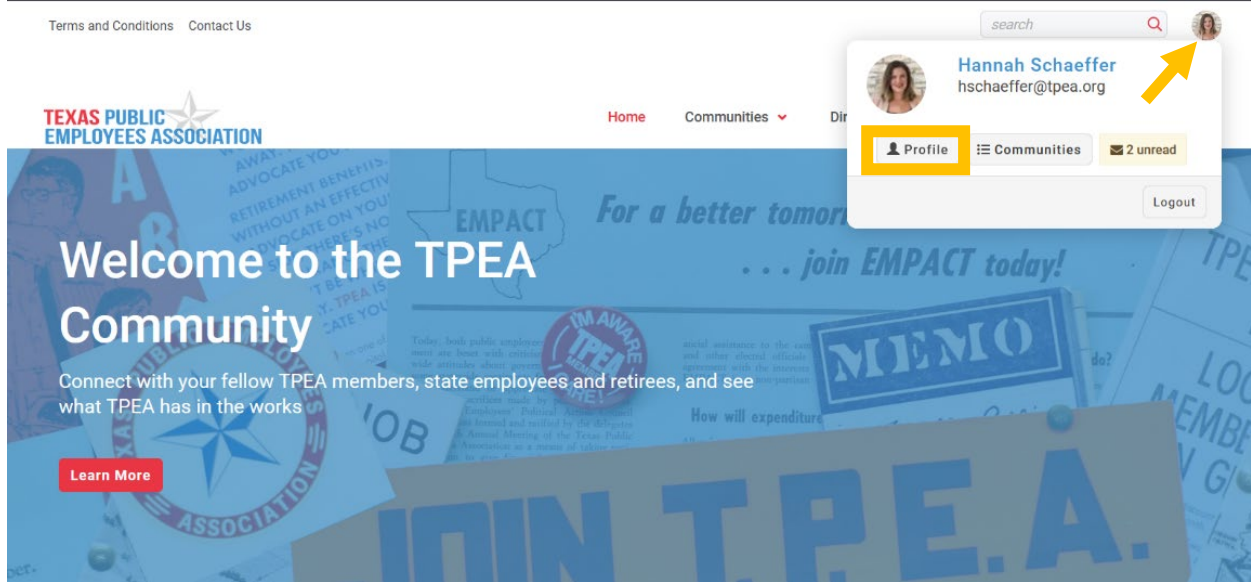
Username

Password

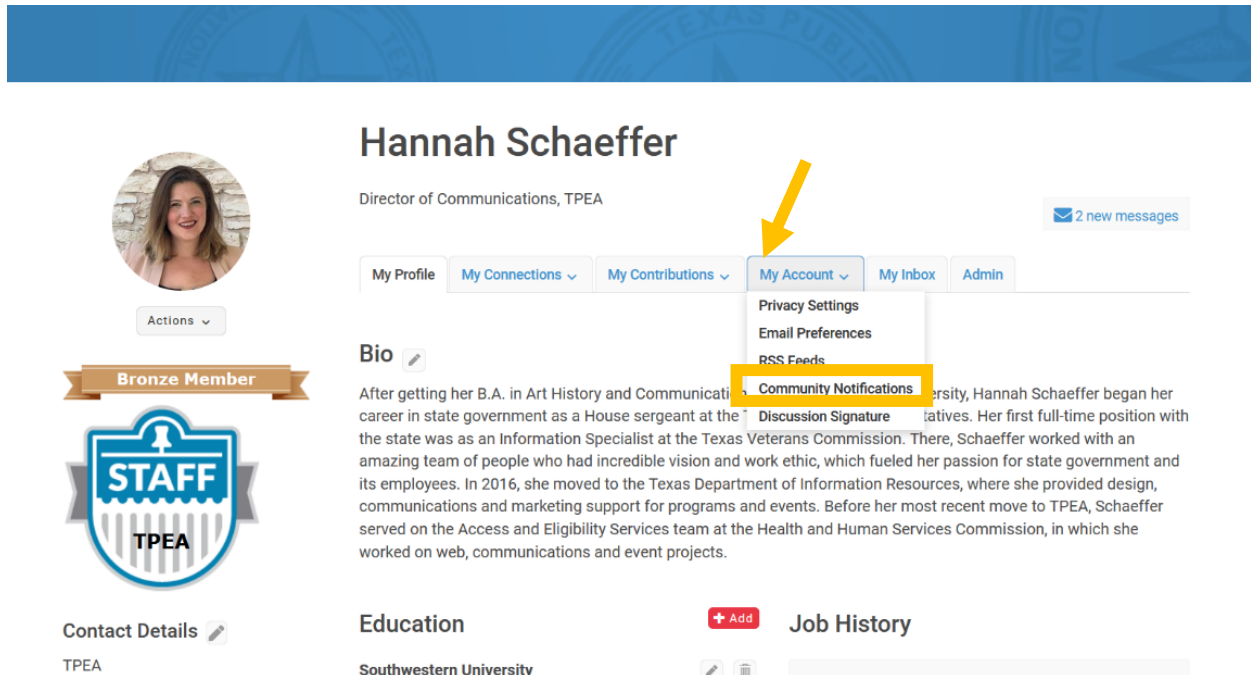
Keep me signed in

A yellow arrow points from the left side of the page towards the 'Sign In' button in the login form.

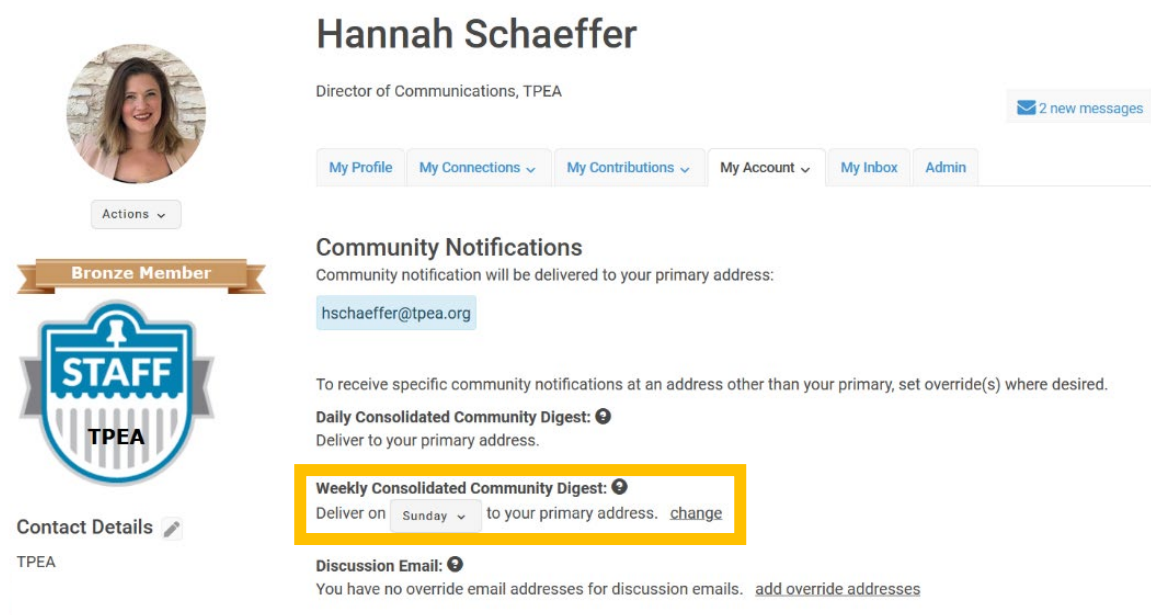
3. Click your **profile picture/the circle icon** in the top right-hand corner. A window will pop-up. Click the **“Profile”** button.



4. Now that you're at your profile page, click the **“My Account”** tab. A drop-down will pop up. Click **“Community Notifications.”**



5. The Community Notifications page has two parts. The top section allows you to **choose what day you would like your weekly consolidated digest emails** to be delivered. **If you do not want to receive any emails, you will choose those options at the bottom of the page.** Adding an “override address” would cause your community emails to be sent to another email address of your choosing.



Hannah Schaeffer
Director of Communications, TPEA

2 new messages

My Profile My Connections My Contributions My Account My Inbox Admin

Community Notifications
Community notification will be delivered to your primary address:
hschaeffer@tpea.org

To receive specific community notifications at an address other than your primary, set override(s) where desired.

Daily Consolidated Community Digest:
Deliver to your primary address.

Weekly Consolidated Community Digest:
Deliver on Sunday to your primary address. [change](#)

Discussion Email:
You have no override email addresses for discussion emails. [add override addresses](#)

STAFF TPEA

Contact Details
TPEA

6. On the same page – the Community Notifications page – scroll down to “Notification Settings.” Here you will choose which community groups, if any, you would like to receive email updates from. There are several components to choose from:

- The **“Yes/No” toggle button** under “Notification Settings” clarifies that, if there is no new content from any of the selected community groups, you would not like it to be included in your digest emails.
- In the left-hand column, you will see the list of community groups of which you are a member. The “Discussion Email” column allows you to choose from a drop-down list of how you would like to receive regular updates from each community, if any. To the right are two checkbox columns: “Daily Consolidated Digest” and “Weekly Consolidated Digest.”
 - **“Real Time”** means you will receive an email any time new content, including comments, are posted in that community group.
 - **“Daily Digest”** means you will receive an email each day with a summary of the content that was posted within your selected community groups that day. This would not be a consolidated digest, but separate daily emails for each community group.*
 - **“No Email”** means you will not receive either real-time or daily digest emails for that selected community group.
 - **** “Daily Consolidated Digest”** means you will receive one summary email each day of the content from all selected community groups.
 - **“Weekly Consolidated Digest”** means you will receive one summary email each week of the content from all selected community groups.
- **To completely unsubscribe from all community emails, you must select “No Email” under the “Discussion Email” column, and un-check both boxes in the right-most columns.**

hschaetter@tpea.org
<http://www.tpea.org/>

Social Links Actions ▾



Notification Settings

Yes No
 Automatically set community discussion emails to "No Email" when a community is added to a consolidated digest.

5 Communities Community Name A-Z ▾

Community	Discussion Email	Consolidated Daily Digest	Consolidated Weekly Digest
Active Employee Members	Daily Digest ▾	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All TPEA Members	Real Time Daily Digest	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Retirees	No Email Daily Digest	<input type="checkbox"/>	<input checked="" type="checkbox"/>