

## Welcome to the WCASS Communication Platform

WCASS is pleased to introduce our new Communication Platform, powered by K12QA. The Communication Platform is a professional networking service provided to WCASS members by OASYS LLC, and is included as part of your WCASS membership. The Platform offers both a document repository and a discussion forum to facilitate communication among WCASS members.

### Why K12QA?

It's fast, simple and you get information quickly. K12QA reduces the need to check websites. You receive e-mails only on topics that you are interested in. E-mails sent by you only go to people who are interested in your topic. So your colleague doesn't get unwanted e-mails either.

### How do I get started?

Simply open an internet browser and go to: [www.wcass.org](http://www.wcass.org)

Click on: [WCASS Communication Platform](#), then [Members Login Here](#).

As part of your membership, your e-mail address has been pre-loaded. Your initial password is WCASS.

### Now what?

Click on the: My Profile box

Make sure your demographic information is correct. And this is a good time to change your password.

Show "Questions to Answer" From offers two options – All Categories or Only Preferred Categories. Your setting selection here determines what questions appear when you log in to the Communication Platform.

To determine when you are emailed notifications, click on: [Notification Options \(Click to Expand\)](#)

Under Each category there are 3 options:

1. Do Not Notify – This indicates you should not be notified when someone posts a question or a response in this specific category. However, you may still search this category. And you may still optionally Subscribe to a specific discussion within this category.
2. Questions Only – This indicates that you should be notified when someone posts a question to this category but you are not notified when people respond to the question.
3. Questions and Responses – Anytime someone submits anything to this category, you are sent an e-mail. (Recommended)

By default all categories are set to "Questions and Responses". After you have completed all your changes, remember to hit the SUBMIT button.

### Why are there different category labels?

Some categories begin with "WCASS –" while other categories begin with "WI –". The categories that begin with WCASS will only be available to WCASS members. Initially, the WI categories are only available to WCASS members as well. However, at some future time, the WI categories may be shared with another professional organization such as the Wisconsin Association of School Business Officials. This sharing of categories will not occur without the consent of WCASS and with prior notification.

### How do I get my feet wet?

Choose [Search Discussions](#) on the right. Initially, you may want to choose "All Items" and after awhile limit your search to 1 category. This is also good practice to Search Discussions prior to posting a question to see if

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a similar question has already been asked. Searches use exact matches on keywords. A search for "Activity" will not display keywords of "Activities". Search on derivatives if you don't find what you are looking for.

### How do I post a Question?

Click on: [Post a Question](#) on the right. Enter your question. Always choose the most appropriate category for your question. **Keep in mind you are always identified with anything you post in the Communication Platform, including responses and documents.** If you have Questions and Responses selected in your profile for this category, you will automatically receive an e-mail when anyone responds so it is not necessary to check back with the site. Always remember to hit the SUBMIT button.

### How do I help someone else out?

Click on: [Answer Questions](#) on the right. This allows you to respond to a question.

### What is the E-library?

The E-library is a collection of documents. A document can be a WORD document, PDF, or EXCEL spreadsheet. You can upload a document by using the [Publish Document](#) link on the right. Please keep document filenames under 30 characters.

### How do I get Help using the site?

You can get help by clicking the HELP bar on the top of screen. A list of commonly asked questions will appear. Some of the questions refer to some of the advanced features of the site like: Tailoring my news line, searching for members, and subscribing/unsubscribing. If you need additional help, e-mail [saeger@wasbo.com](mailto:saeger@wasbo.com) or [Deimund@wasbo.com](mailto:Deimund@wasbo.com) for assistance.

### I forgot my password.

Click on: [Forgot your password?](#) on the initial login screen. Enter the email address you log in with and your password will be e-mailed to you at that address. It is a good practice to change your password anytime your password is e-mailed to you.

### What if I want something changed on the site?

Click on: [Feedback/Comments](#) on the right side.

### We want you to know that:

- The [Calendar](#) link on the right, links back to the WCASS calendar of events.
- The [Job Bank](#) link on the right, links back to the WCASS job postings site.
- Information posted to the web site is not edited or monitored. WEBQA, OASYS, and WCASS are not responsible for its content.
- WCASS reserves the right to revoke user privileges if the site is misused or if access information is knowingly given to a non-WCASS member.