

AIHA Pittsburgh Local Section Catalyst User Guide

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Introduction

AIHA's Catalyst is an online community and virtual meeting place. Catalyst is an efficient and effective method of communication for our local section members.

The AIHA Pittsburgh local section has created a separate Catalyst community where local section members can communicate and collaborate. The section is called "Pittsburgh Local Section Members."

This guide provides instructions for:

- 1) Accessing our Catalyst community,
- 2) Setting your personal preferences, and
- 3) Communicating with other Pittsburgh local section members by creating posts, replying to posts, and uploading documents to our library.

If you have further questions about Catalyst or this guide, please contact Josh Maskrey at 724-840-1807 or jmsk009@gmail.com.

1 Accessing AIHA Catalyst – Pittsburgh Local Section

All AIHA Pittsburgh Local Section members are loaded into the Catalyst member database regardless of AIHA National membership status. The first-time access process is different for AIHA National members and non-AIHA national members.

First-Time Access for AIHA National Members

- Navigate to: <http://community.aiha.org/home>.
- At the login screen below, input your AIHA National username and password.
 - Tip: Your username is the first initial of your first name and your last name, without any spaces (unless you changed it).

The screenshot shows the AIHA Catalyst login interface. It features a light gray background with a central white login form. At the top of the form, there is a message: "Please enter your sign in credentials below. This will allow us to pre-fill forms for you, based on the knowledge we already have of you as a customer of AIHA." Below this message are two input fields: the first field contains a user icon and the text "jmaskrey", and the second field contains a lock icon and several dots representing a password. Below these fields is a blue rectangular button with the word "Login" in white. Underneath the "Login" button, there are two links: "Forgot Password?" and "New Customer? Click here". At the bottom of the form, there is a section titled "Reminder!" which provides instructions for users who haven't logged in recently. It states: "AIHA upgraded the website login process. If you haven't logged in recently, you'll need to get your new username (it is no longer your email address) and reset your password: Step 1: Click the "Forgot Password?" link under the blue Login button. DO NOT select "New Customer" if you are a current AIHA member. Step 2: Input the email address where you receive all of your AIHA communications and click the Submit button. Step 3: Receive an email with your new Username and a link to reset your password." The entire login form is enclosed in a thin black border.

First-Time Access for non-AIHA National Members

- Navigate to: <http://community.aiha.org/home>.
- Click “Forgot Password?” on the login screen (highlighted below).
- You will receive an e-mail from AIHA with your login credentials, including your password.

Please enter your sign in credentials below. This will allow us to pre-fill forms for you, based on the knowledge we already have of you as a customer of AIHA.

Username: jmaskrey

Password:
.....

Login

Forgot Password?

New Customer? [Click here](#)

Reminder! AIHA upgraded the website login process. If you haven't logged in recently, you'll need to get your new username (it is no longer your email address) and reset your password:

Step1: Click the "Forgot Password?" link under the blue Login button. DO NOT select "New Customer" if you are a current AIHA member.

Step 2: Input the email address where you receive all of your AIHA communications and click the Submit button.

Step 3: Receive an email with your new Username and a link to reset your password.

- If you do not receive a password or your password does not work, e-mail Liz Kincheloe at Lkincheloe@aiha.org and describe your access problem.

Navigating to the Pittsburgh Local Section Community after First-Time Access

- Once logged in, you will be asked to review and agree to the Catalyst code of conduct. After that, your Catalyst homepage will appear.

Welcome back, **Joshua R. Maskrey**

Profile completion:

- Complete My Profile
- Add A Profile Picture
- Search Directory
- Post A Message
- My Community
- My Discussions

Latest Activity

RE: Qualification of ventilation system in manufacturing plant
Discussion
Tambra, based on years of professional practice in manufacturing, the question isare we considering ...

RE: Qualification of ventilation system in manufacturing plant
Discussion
Perhaps I am naïve at this point in my life, but my first

Member Center

FORGOT TO RENEW?
Don't go a day without your member benefits, including access to Catalyst.
REINSTATE NOW!

AIHA UNIVERSITY eLearning Subscription
2020 eLearning Subscription
Cost-effective group training at your fingertips
Access affordable education on the go through the AIHA mobile app

Member Interactions
Take advantage of everything as an AIHA member.

- Read the Latest Post
- GR Announcements
- Upcoming Events
- Participate in the Open Forum

Governance
Members leading the charge to support and grow the association.

- Interested in the AIHA Board?
- Policies
- Annual Business Meeting Information

My Access
Here are some quick links to items of interest for most AIHA members.

- My Member Dashboard
- Read the Latest Synergist
- Salary Calculator
- Looking for a Member?

- Click the “Communities” tab on the toolbar near the upper right-hand corner.
- Click the “My Communities” option (highlighted below).

Contact Us | Code of Conduct | AIHA.org | My Member Dashboard | Outreach Center | Search

Home | Events | **Communities** | Blogs | Mentoring Program

Latest Activity

RE: Qualification of ventilation system in manufacturing plant
Discussion
Tambra, based on years of professional practice in manufacturing, the question isare we considering ...

RE: Qualification of ventilation system in manufacturing plant
Discussion
Perhaps I am naïve at this point in my life, but my first

My Communities

All Communities

Search Directory

My Discussions

- Locate the “Pittsburgh Local Section Members” community and click it (highlighted below, note that yours may be in a different position dependent on the communities you are a member of).

The screenshot shows the AIHA Pittsburgh Local Section Catalyst homepage. At the top, there's a navigation bar with links to Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, Outreach Center, and a search bar. Below the navigation, there are several community sections:

- Local Section Officers**: Shows 99 discussions, 3K libraries, and 35K members.
- Member Center**: Shows 2K libraries and 7.5K members.
- Modeling Tools**: Shows 1 discussion, 0 libraries, and 10 members.
- Open Forum - Members Only!**: Shows 4.3K discussions, 207 libraries, and 7.6K members. This section has a yellow background and a red border around its title.
- Pittsburgh Local Section Officers**: Shows 68 discussions, 6 libraries, and 11 members.
- The Synergist**: Shows 10 libraries and 7.6K members.

- You will now be at our PGH Local Section Catalyst home page.

This screenshot shows the 'Community Home' page for the 'Pittsburgh Local Section Members' group. At the top, there's a navigation bar with links to Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, Outreach Center, and a search bar. Below the navigation, there are two main sections:

- Latest Discussion Posts**: Shows a post by Joshua R. Maskrey about a COVID-19 webinar and another by Laurie M. Mutkoski about IAC Micro-Grants.
- Announcements**: Shows an announcement for an IH Position and another for the 2020 Dues Collection.

2 Settings and Preferences

Updating your Profile Information

- Click the picture icon on the top right of the page and select “Profile.”
- You will be directed to a page where you can add your personal and professional information, including items like a profile picture, contact details, social link, short biography, professional work history, education, and more.

The screenshot shows the AIHA Catalyst Pittsburgh LS Members community homepage. At the top, there's a navigation bar with links to Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, Outreach Center, and a search bar. On the right, there's a user profile for Joshua R. Maskrey, showing his photo, name, email (jmsk009@gmail.com), and options to Profile, Communities, and Logout. Below the navigation, the page title is "Pittsburgh LS Members" with a "Settings" link. Underneath, there are tabs for Community Home, Discussion (58), Library (1), Blogs (0), Events (0), and Members (98). A message indicates "1 to 40 of 40 threads (58 total approved posts)". There are filters for "Most Recently Updated", "Posts in my communities", "50 per page", and a "Post New Message" button. The main content area displays a table of threads:

Thread Subject	Replies	Last Post
Free Webinar: COVID-19 Workplace Risk Management	0	15 hours ago by Joshua R. Maskrey
Now Accepting Applications: AIHA IAC Micro-Grants Emerging Economy Project Funds	0	7 months ago by Laurie M. Mutdosch, CAE
Prevention Through Design 2-day PDC	0	7 months ago by Valerie R. Baker
Free Exposure Modeling Webinar Tomorrow Aug 14	0	7 months ago by Joshua R. Maskrey
AIHA Catalyst Quick Start User Guide	0	7 months ago by Joshua R. Maskrey
Register NOW - Friday June 21 Event	0	9 months ago by Christine M. Kirsch
NEW! Safety and Health Historical Society	0	10 months ago by Christine M. Kirsch
Pittsburgh AIHA Annual Scholarship Recipient Announced	0	10 months ago by Christine M. Kirsch

Updating your Pittsburgh Local Section Community Notification Settings

- Catalyst allows you to customize how you receive notifications when members interact in the online community.
- Click the “Settings” icon (right beside the title, it looks like a gear) on the Pittsburgh Local Section Community homepage.

The screenshot shows the AIHA Pittsburgh Local Section Catalyst user interface. At the top, there is a navigation bar with links for Home, Events, Communities, Blogs, Mentoring Program, Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, and Outreach Center. A search bar and a user profile icon are also present. Below the navigation, the page title is "Pittsburgh Local Section Members". On the left, there is a sidebar with sections for Administration (Settings, Additional HTML Content, Members, Reports, Email Community Members), Moderation (Moderation 0), Events (Manage Events), Volunteer (Manage Opportunities), and Polls (Manage Polls). A red "Add poll" button is visible. In the center, there is a "Status" section showing "Community admin and member" status for "jmsk009@gmail.com" with a "Change" link. A dropdown menu for "Email Notifications" is open, showing options: Daily Digest (selected), Real Time, Daily Digest, Plain Text, and No Email. To the right, there are sections for Announcements, a job posting for a Corporate Hygienist position, and a "Membership Drive - 2020 Dues" section.

- Under e-mail notifications you have four options:
 - Real Time: as members post and reply to messages, you will receive an e-mail.
 - Daily Digest: you will receive a summary e-mail once per day.
 - Plain Text: you will receive a summary e-mail once per day with only the text portions of the messages. All graphics, images and videos will not be sent.
 - No Email: you will not receive notifications via e-mail.

3 Interacting with your Colleagues

Viewing Content in our Catalyst Community

- Click the “Discussion” tab to view all ongoing discussions in our community.

The screenshot shows the Catalyst platform interface for the Pittsburgh LS Members community. At the top, there's a navigation bar with links for Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, Outreach Center, and a search bar. Below the navigation is a secondary menu with Home, Events, Communities, Blogs, and Mentoring Program. The main content area is titled "Pittsburgh LS Members". It features a breadcrumb navigation: Communities / Community Home / Discussion. Below this, there are tabs for Community Home, Discussion (58), Library (14), Blogs (0), Events (0), and Members (98). A message indicates "1 to 40 of 40 threads (58 total approved posts)". There are filters for "Most Recently Updated", "Posts in my communities", and "50 per page", along with a "Post New Message" button. The main list displays 10 threads, each with a star icon, subject, replies count, and the last post timestamp and author. The threads are:

Thread Subject	Replies	Last Post
★ Free Webinar: COVID-19 Workplace Risk Management	0	15 hours ago by Joshua R. Maskrey
Now Accepting Applications: AIHA IAC Micro-Grants Emerging Economy Project Funds	0	7 months ago by Laurie M. Mutdosch, CAE
Prevention Through Design 2-day PDC	0	7 months ago by Valerie R. Baker
★ Free Exposure Modeling Webinar Tomorrow Aug 14	0	7 months ago by Joshua R. Maskrey
★ 🔍 AIHA Catalyst Quick Start User Guide	0	7 months ago by Joshua R. Maskrey
Register NOW - Friday June 21 Event	0	9 months ago by Christine M. Kirsch
🔍 NEW! Safety and Health Historical Society	0	10 months ago by Christine M. Kirsch

- Click the “Library” tab to access documents uploaded by our members.

The screenshot shows the AIHA Catalyst platform interface. At the top, there's a navigation bar with links to Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, Outreach Center, and a search bar. Below the navigation is a header for "Pittsburgh Local Section Members". Underneath the header, there are tabs for Community Home, Discussion (58), Library (16), Blogs (0), Events (0), and Members (98). The "Library" tab is selected. On the left, there's a sidebar titled "Folders" containing "Pittsburgh LS Members" and "Newsletters". The main content area is titled "Folder Contents" and lists several documents with small thumbnail icons and titles. A red button at the bottom right of the content area says "Create New Library Entry".

Creating a Post

- To create a post to share with all of our members, click the orange “Post New Message” button under the discussion tab.

The screenshot shows the "Pittsburgh LS Members" discussion section. At the top, there are tabs for Community Home, Discussion (58), Library (16), Blogs (0), Events (0), and Members (98). The "Discussion" tab is selected. Below the tabs, it says "1 to 40 of 40 threads (58 total approved posts)". There are dropdown menus for "Most Recently Updated" and "Posts in my communities", and a "50 per page" option. A prominent red button at the bottom right is labeled "Post New Message". A large yellow arrow points to this button. Below the button, there are filters for "Thread Subject", "Replies", and "Last Post".

- You will then be routed to a message posting application. The application has basic word processing features and allows you to write and edit text, insert hyperlinks and images, and change the font characteristics.

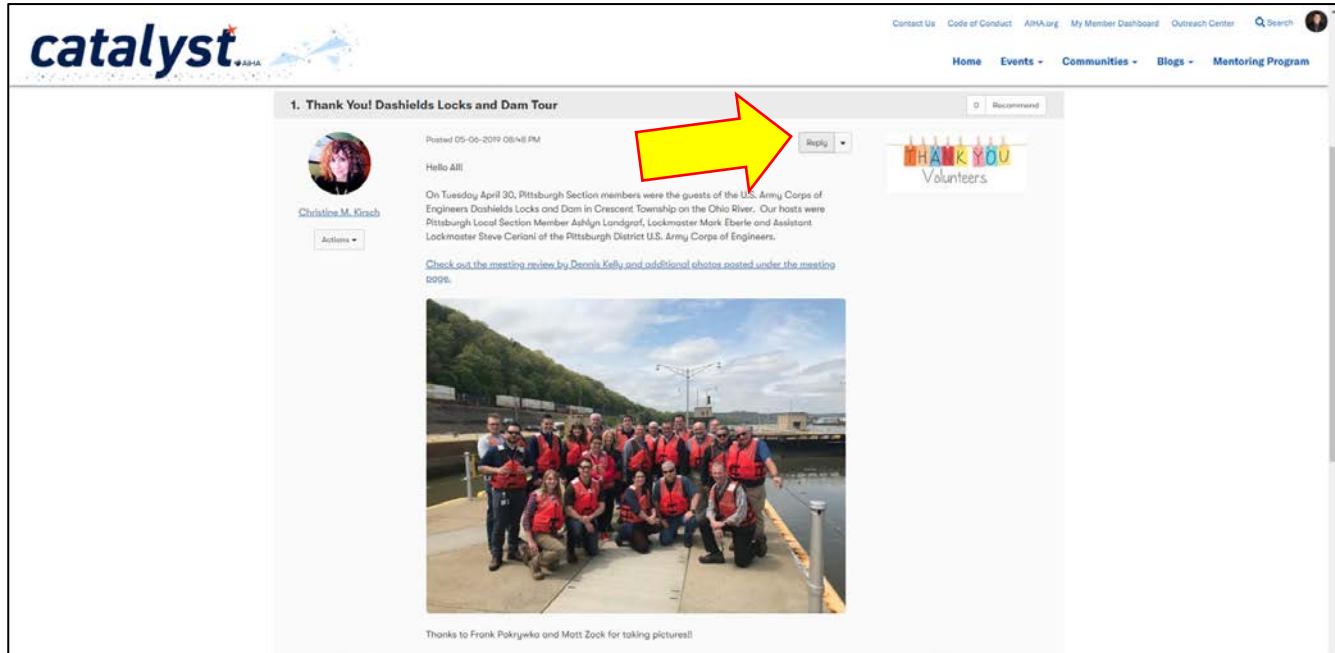
Post a Message

The screenshot shows the 'Post a Message' interface. At the top, there are four input fields: 'To' (Pittsburgh LS Members), 'Cross Post To' (No Additional Discussions), 'From' (Joshua R. Maskrey), and 'Subject' (empty). Below these is a checkbox for 'Automatically insert content preview for links' (unchecked). The next section contains a rich text editor toolbar with various buttons for font size (11pt), bold, italic, underline, etc. The main message body area is empty. Below the editor is a 'Signature' section containing a default signature for Joshua Maskrey. At the bottom, there are buttons for 'Attachment(s)' (with an 'Attach' link), and a row of buttons: 'Send' (orange), 'Schedule', 'Save as Draft', and 'Cancel'. A large yellow arrow points to the 'Send' button.

- Press the orange “Send” button at the bottom to complete your message and share your knowledge with the group.

Replying to a Post

- To reply to a post that someone else has published, select the grey “Reply” button on the upper right corner of the post.



- You have the option to reply publicly for the benefit of the group (select Reply) or to reply privately to the original poster (click the down arrow and select Reply Privately).
- You will be routed to a similar message posting application to that used for posting messages. Remember to hit the orange “send” button to post your reply.

This screenshot shows a message composition window. At the top is a toolbar with various rich text editing icons. Below the toolbar is a large text area. Underneath the text area is a section labeled "Signature" with a "Signature" button. At the bottom of the window are several buttons: "Cancel", "Save as Draft", "Schedule", and a prominent red "Send" button.

Adding a Document to the Library

- To share a document with the group, go to the “Library” tab and click the orange “Create New Library Entry” button.

Pittsburgh Local Section Members [Settings](#)

Community Home Discussion Library [Edit](#) Blogs Events Members [Edit](#)

14 Entries

Folders

New Child Delete [View](#) [Edit](#) [Delete](#)

- Pittsburgh LS Members
- Newsletters

Folder Contents

New View Delete [Edit](#) [Delete](#)

- A Field Practitioner's Collaboration to Produce the Best Sampling Results. Cynthia Ostrowski, MS, CIH, AIHA
- AIHA Catalyst Quick Start Guide
- AIHA National Update, Cynthia Ostrowski, AIHA President 2018-19
- December 2018 Business Meeting Minutes
- Joining 2019 AIHA Pittsburgh Meeting - Thank you and Presentation Slides
- July 2018 Business Meeting Minutes
- July 2019 Business Meeting Minutes
- Meeting Review - Nov. 15, 2018 Beryllium Talk
- NEW! Safety and Health Historical Society
- RE: January 2019 AIHA Pittsburgh Meeting - Thank you and Presentation Slides

- You will be routed to a screen where you will be asked to provide a title, library, folder, description and entry type for the document.
- Select the “Pittsburgh LS Members” folder.
- Complete the remaining fields and click the orange “Next” button at the bottom of the screen.

Add to a Library

Title*

Library* Pittsburgh LS Members

Folder [Select Folder]

Description

11pt Paragraph [B](#) [I](#) [U](#) [S](#) [\(i\)](#) [\[list\]](#) [\[list\]](#) [\[list\]](#) [A](#) [A](#) [\[list\]](#) [\[list\]](#) [x^t](#) [Ω](#)

Entry Type: Select the type of library entry you will create*

[Next](#) [Cancel](#)

- Entry type options include: copyright licenced file, hyperlink, standard file upload, webinar, and YouTube video. For most document entries, select “standard file upload.”
- The following screen will be specific to the type of document that you indicated you will upload. The screen for “standard file upload” is shown below.
- Complete the information and hit the orange “Finish” button to post.
 - In this case, you select and upload the document you wish to share. These can include pictures (.jpg, .gif, .png, .jpeg), Microsoft Word documents (.doc, .docx), Microsoft Excel documents (.xls, .xlsx), Microsoft Powerpoint documents (.ppt, .pptx), PDF files (.pdf), and other types of documents.

Upload Your Files

[Choose and Upload](#)

[Next](#) [Finish](#) [Previous](#) [Cancel](#)

(Next up: Describe Your Files)



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These are just some of the examples of the great sacrifices by #healthworkers who are treating us & saving our lives. Please, let's do our part: wash your hands, cover your coughs, #StayHome when asked or if you don't feel well; don't wear a mask if you're

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