

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.

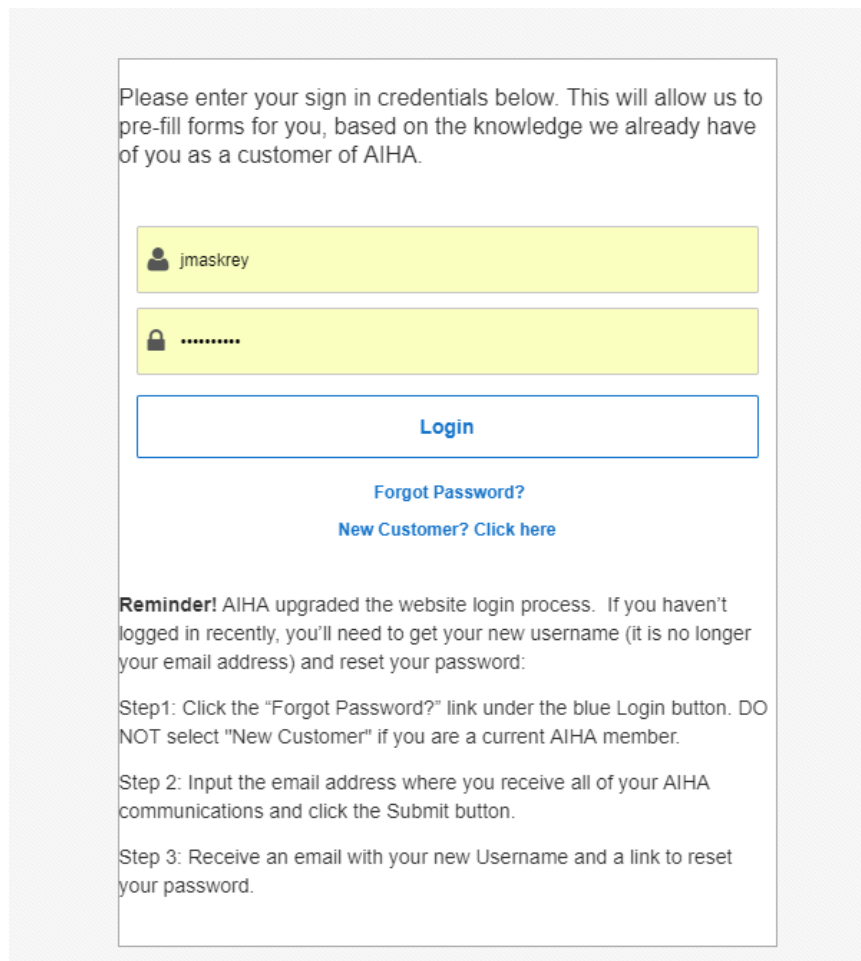
If you have further questions about Catalyst or this guide, please contact Josh Maskrey at 724-840-1807 or jmsk009@gmail.com.

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).



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.

[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:

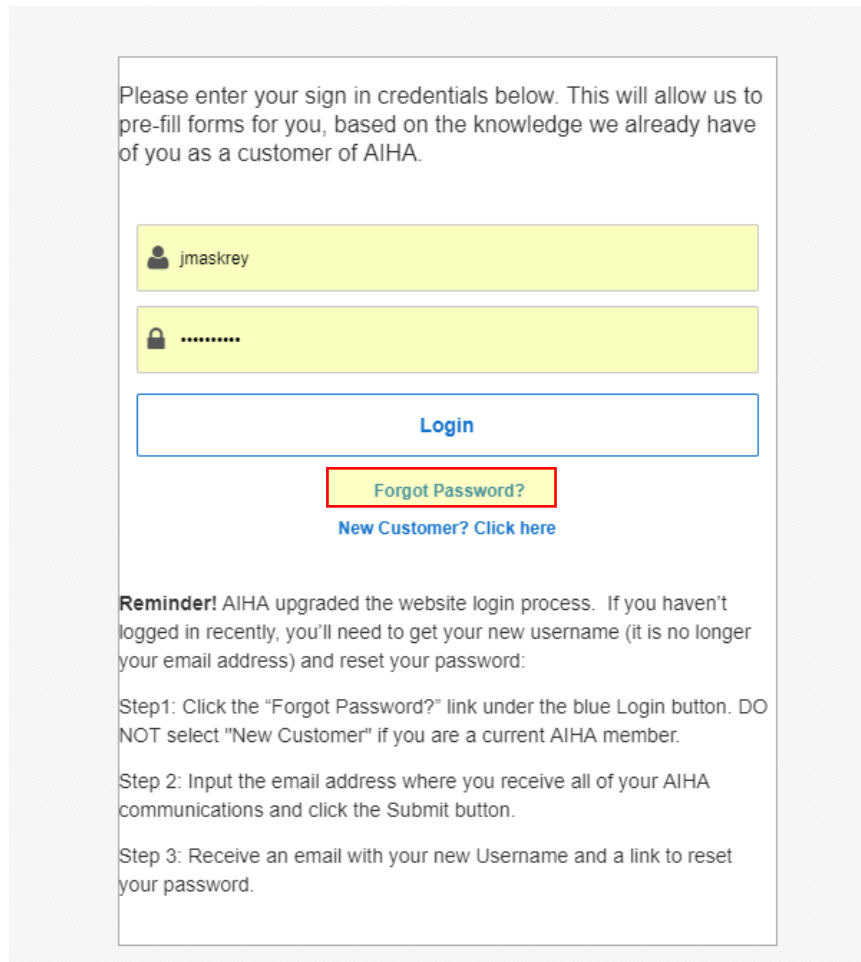
Step 1: Click the "Forgot Password?" link under the blue Login button. DO NOT select "New Customer" if you are a current AIHA member.

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.

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.

[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:

Step 1: Click the "Forgot Password?" link under the blue Login button. DO NOT select "New Customer" if you are a current AIHA member.

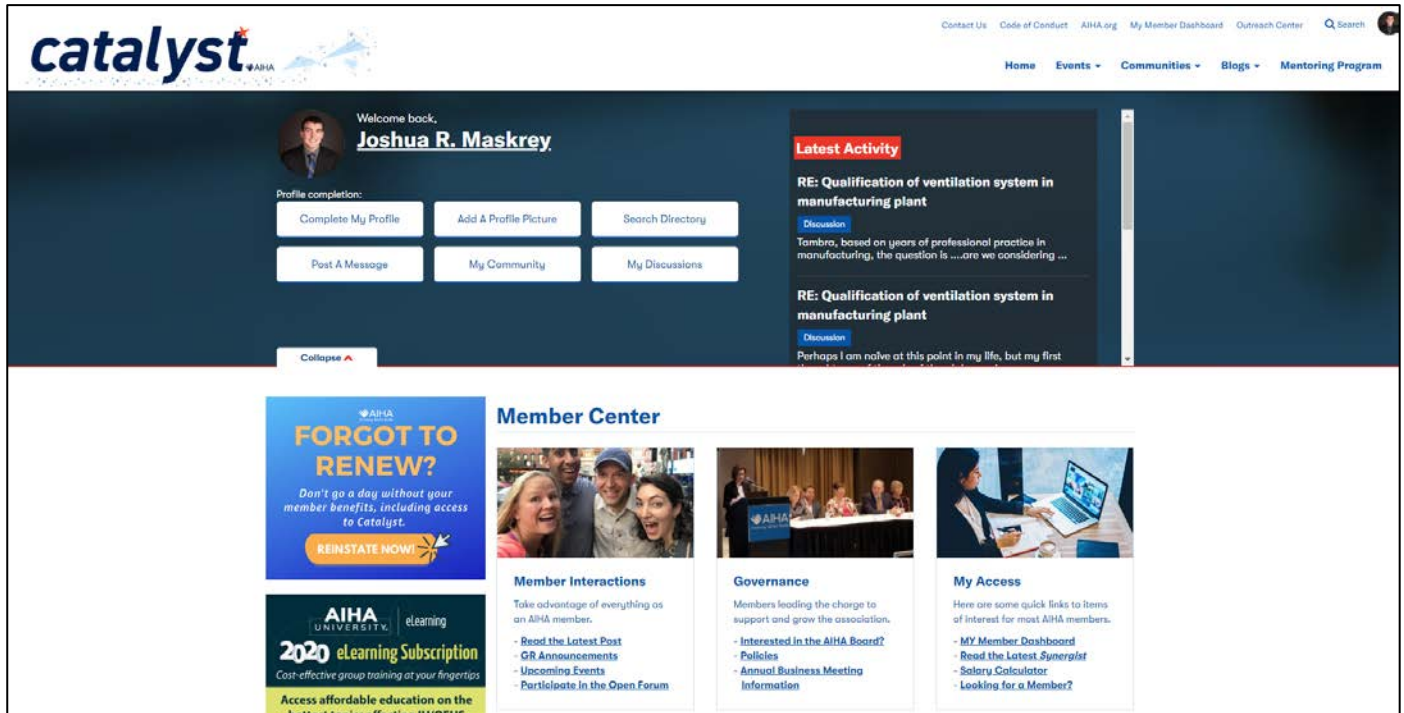
Step 2: Input the email address where you receive all of your AIHA communications and click the Submit button.

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

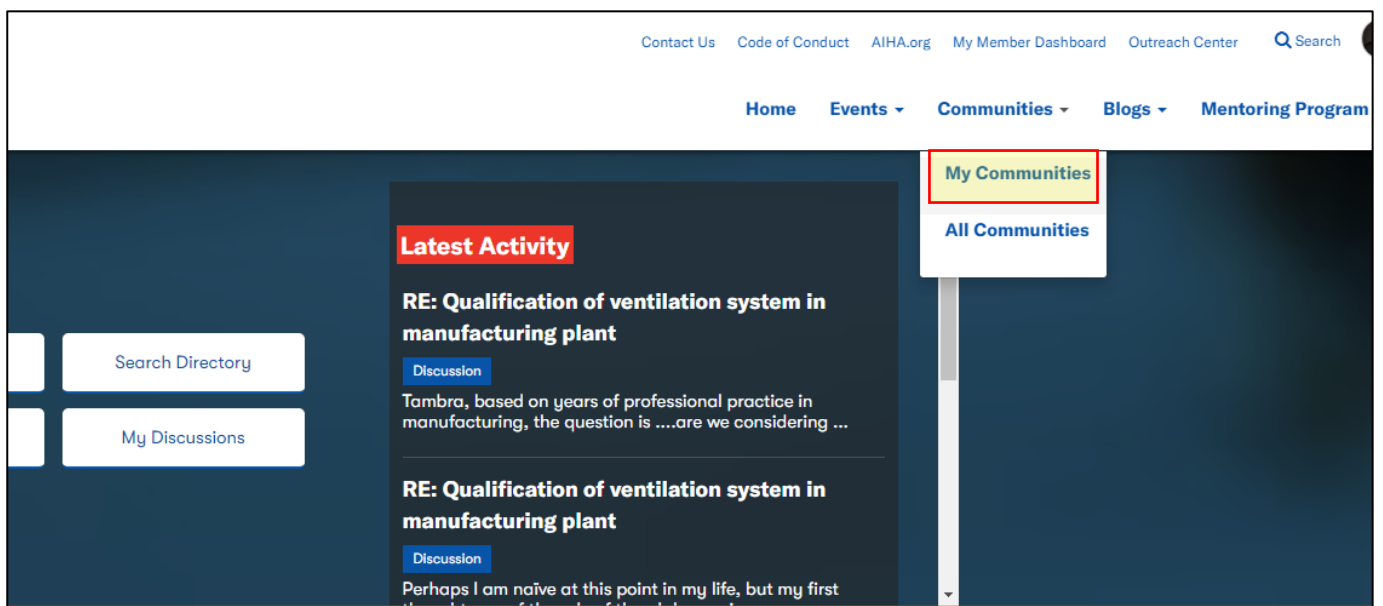
- If you do not receive a password or your password does not work, e-mail Liz Kincheloe at Lkincheloe@aiha.org and describe your access problem.

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

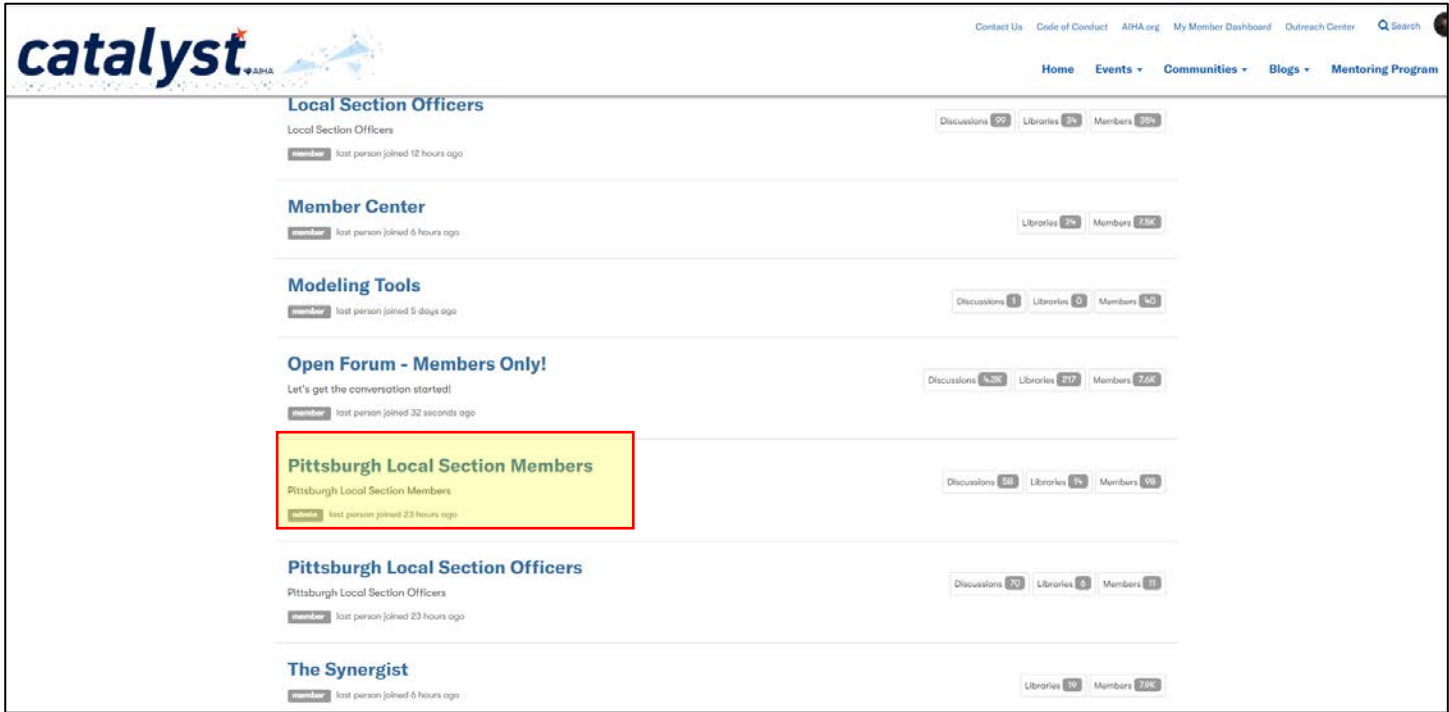
- Once logged in, you will be asked to review and agree to the Catalyst code of conduct. After that, your Catalyst homepage will appear.



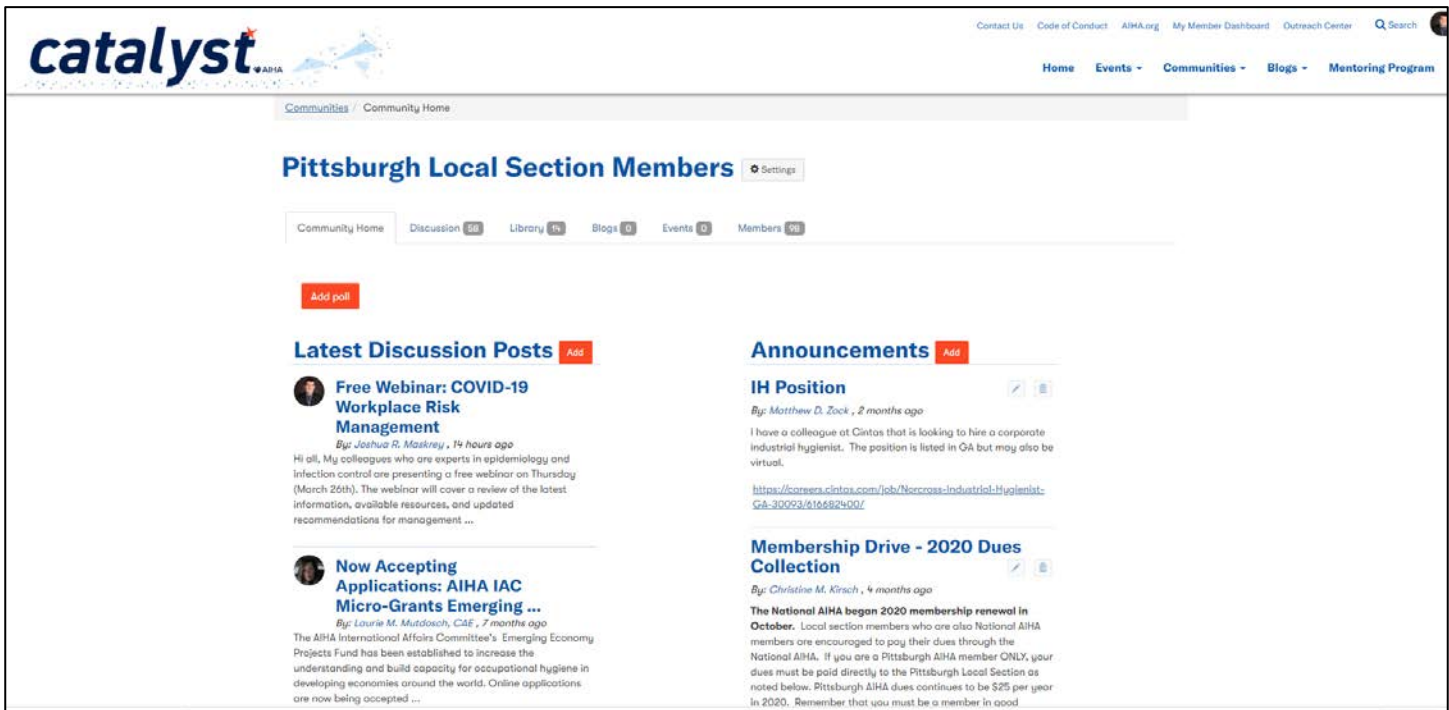
- Click the “Communities” tab on the toolbar near the upper right-hand corner.
- Click the “My Communities” option (highlighted below).



- 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).



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



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 website interface. At the top, there is a navigation bar with the Catalyst logo and links for Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, Outreach Center, and Search. A user profile dropdown is visible for Joshua R. Maskrey (jmsk009@gmail.com) with options for Profile, Communities, and Logout. Below the navigation, the page title is "Pittsburgh LS Members" with a Settings icon. The main content area shows a list of discussion threads with columns for Thread Subject, Replies, and Last Post. The threads include topics like "Free Webinar: COVID-19 Workplace Risk Management" and "Now Accepting Applications: AIHA IAC Micro-Grants Emerging Economy Project Funds".

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. Mutdorsch, CAE
Prevention Through Design 2-day PDC	0	7 months ago by Valerie R. Baker
★ Free Exposure Modeling Webinar Tomorrow Aug 11	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 Catalyst website interface. At the top, the 'catalyst' logo is on the left, and navigation links for Home, Events, Communities, Blogs, and Mentoring Program are in the center. On the right, there are links for Contact Us, Code of Conduct, AIHA.org, My Member Dashboard, and Outreach Center. Below the navigation, the page title is 'Pittsburgh Local Section Members'. A settings menu is open, displaying options for Administration, Moderation, Events, Volunteer, and Poll. The 'Email Notifications' section is highlighted, showing a dropdown menu with four options: Real Time, Daily Digest, Plain Text, and No Email. The background content includes a 'Latest' section with a post titled 'Free Work Man...' and a 'Job Announcements' section with a post titled 'Position'.

- 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

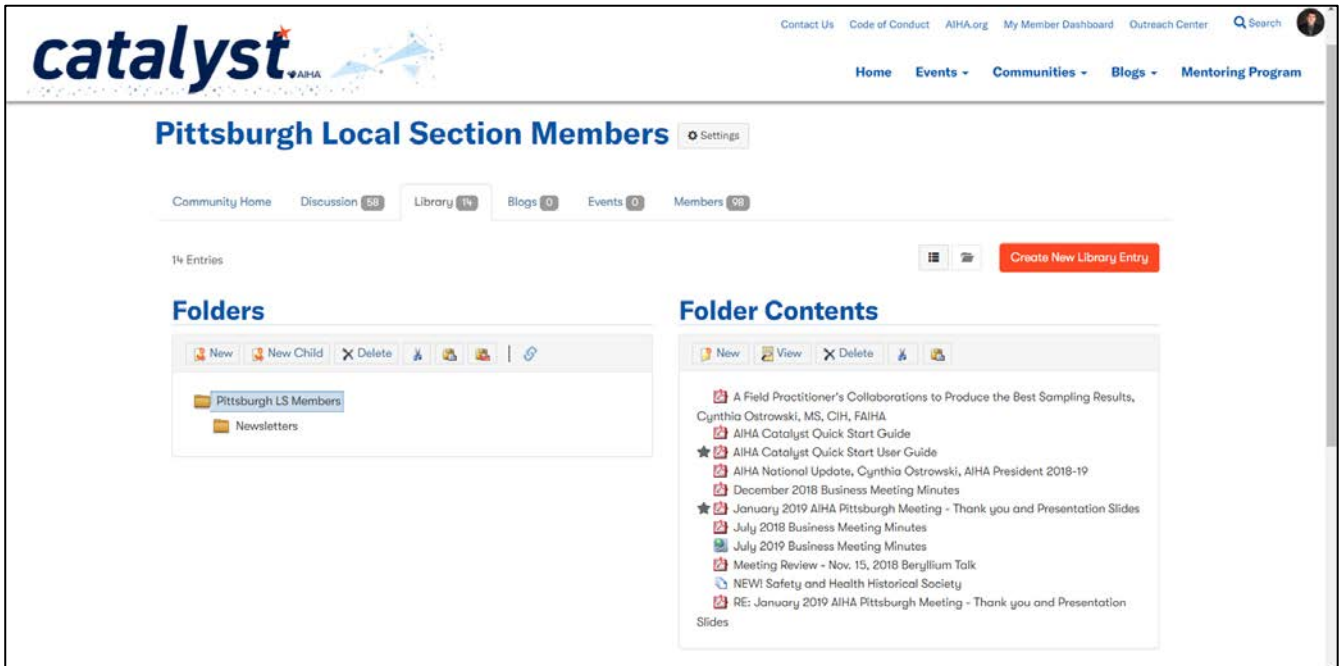
Viewing Content in our Catalyst Community

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

The screenshot shows the AIHA Catalyst website interface for the Pittsburgh LS Members community. At the top, there is a navigation bar with links for 'Home', 'Events', 'Communities', 'Blogs', and 'Mentoring Program'. Below this, a breadcrumb trail indicates the current location: 'Communities / Community Home / Discussion'. The main heading is 'Pittsburgh LS Members' with a 'Settings' button. A secondary navigation bar shows tabs for 'Community Home', 'Discussion (58)', 'Library (14)', 'Blogs (0)', 'Events (0)', and 'Members (98)'. Below the tabs, there is a filter section with '1 to 40 of 40 threads (58 total approved posts)', a dropdown for 'Most Recently Updated', another dropdown for 'Posts in my communities', a '50 per page' dropdown, and a 'Post New Message' button. The main content area is a table of discussion threads with columns for 'Thread Subject', 'Replies', and 'Last Post'.

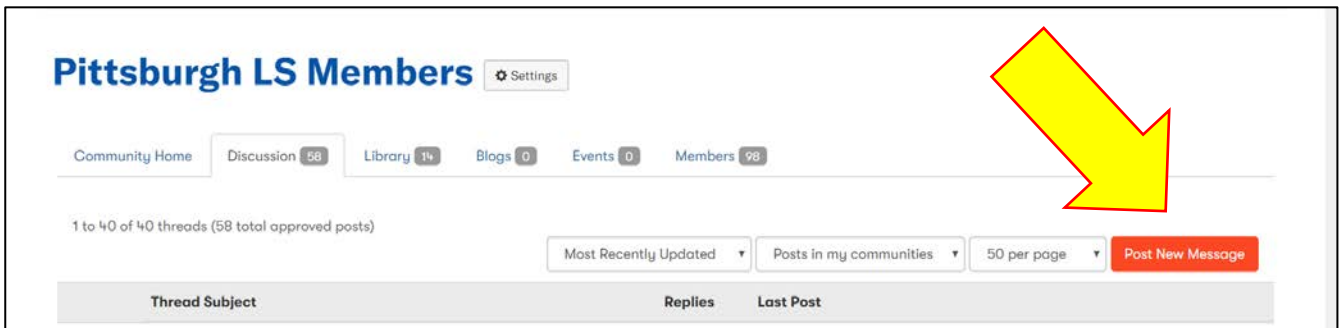
Thread Subject	Replies	Last Post
★ Free Webinar: COVID-19 Workplace Risk Management	0	15 hours ago by Joshua R. Moskrey
Now Accepting Applications: AIHA IAC Micro-Grants Emerging Economy Project Funds	0	2 months ago by Laurie M. Mutdosch, CAE
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Register 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.



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.



- 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

To: Pittsburgh LS Members

Cross Post To: No Additional Discussions

From: Joshua R. Maskrey

Subject:

Automatically insert content preview for links

11pt Paragraph **B** *I* U ~~S~~ (:) [List Icons] [Color Icons] [Link Icons]


Signature

[Edit Your Default Signature](#)

Joshua Maskrey
Health Scientist I | Regional Unit Manager
Cardno ChemRisk
Pittsburgh PA

Attachment(s) [Attach](#)

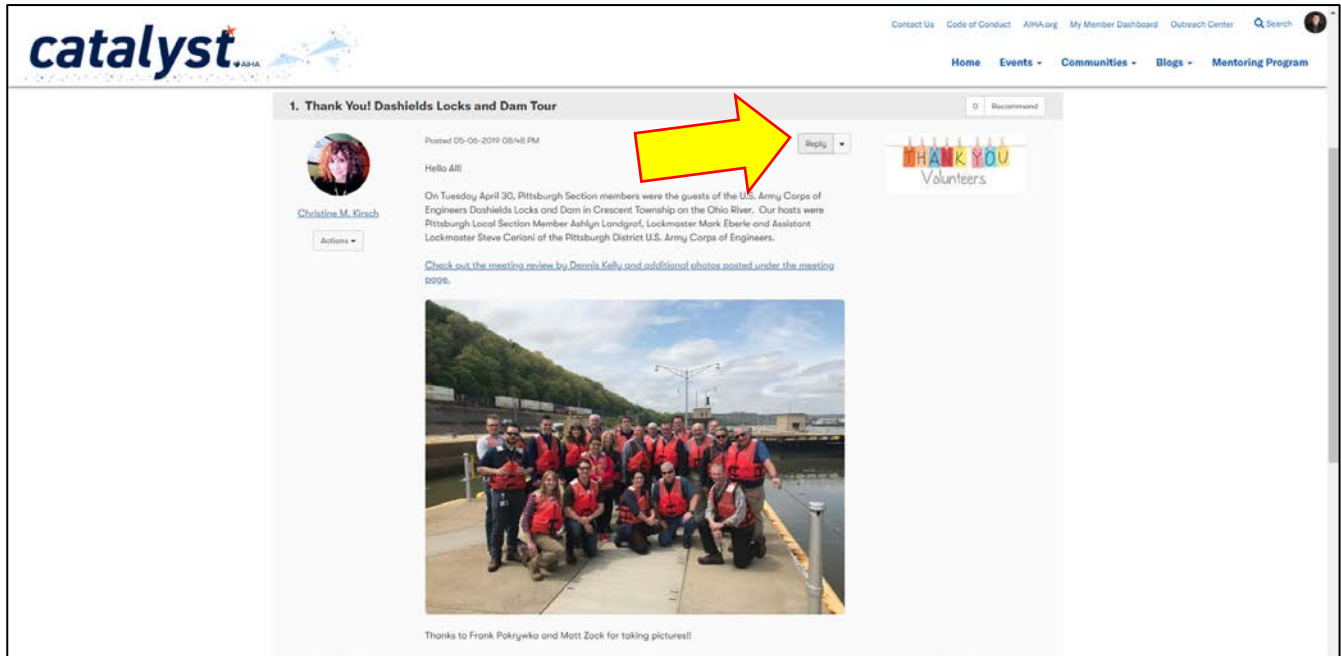
Send Schedule Save as Draft Cancel



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

Replying to a Post

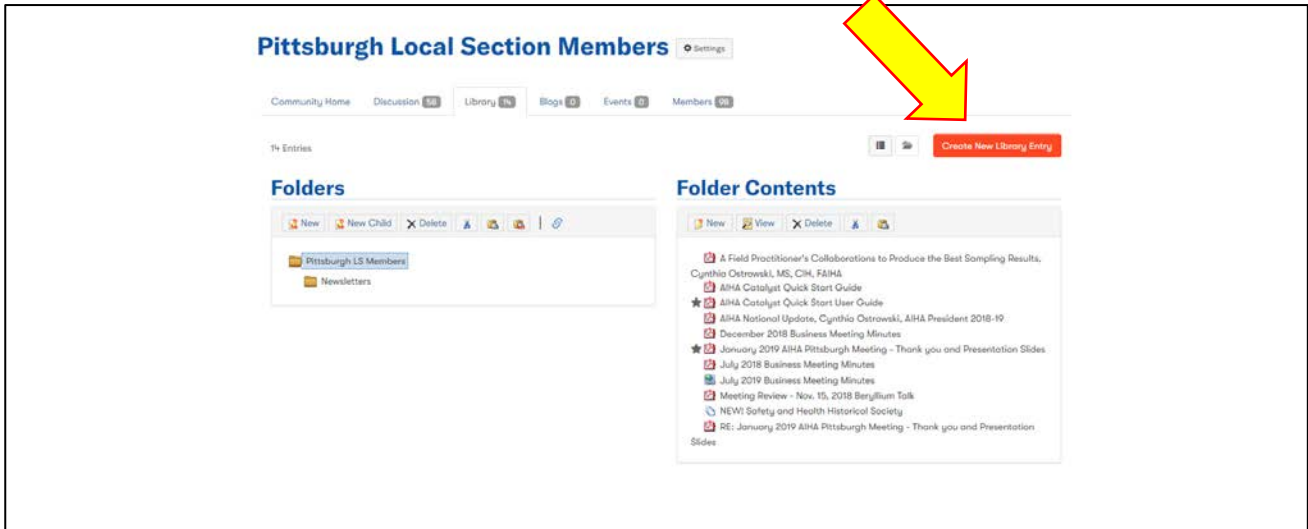
- To reply to a post that someone else has published, select the grey “Reply” button on the upper right corner of the post.



- 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.

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.



- 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.

The screenshot shows the 'Add to a Library' form. It has several input fields: 'Title*' (empty), 'Library*' (set to 'Pittsburgh LS Members'), and 'Folder' (set to '[Select Folder]'). Below these is a rich text editor for 'Description' with a toolbar containing various formatting options. At the bottom, there is an 'Entry Type' dropdown menu set to '[Select Type]'. A yellow arrow points to the orange 'Next' button at the bottom left of the form.

- 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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