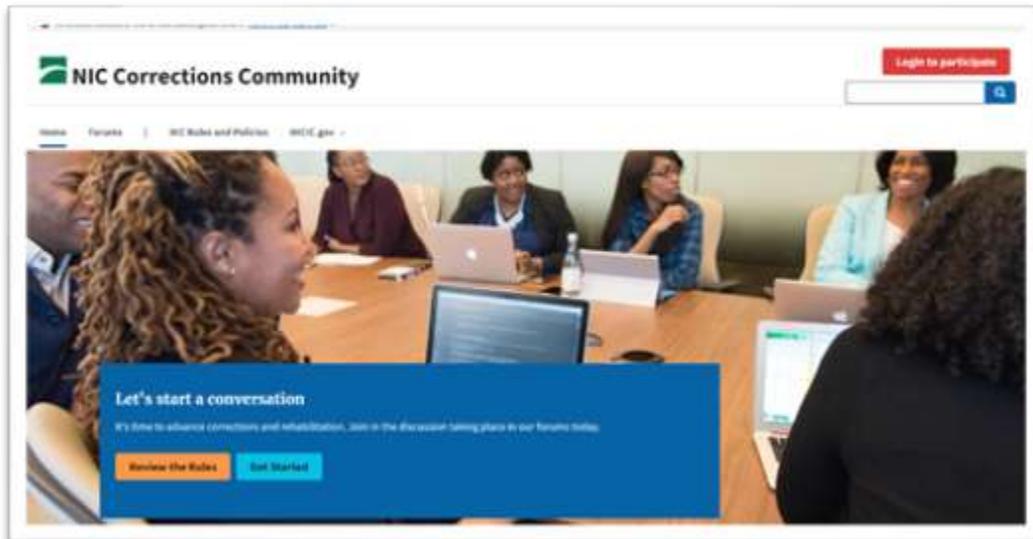


Welcome to NIC's Corrections Community!



We are excited to relaunch the NIC forums on a new platform. With a new look and exciting new functions, it is still the same great place to connect with other corrections professionals around the US.

The Corrections Community can be found from NIC's main website. Hover over the **Connect** button, then click **Forums**.



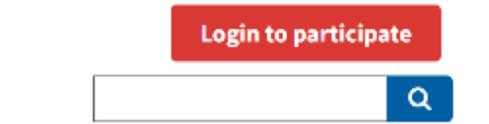
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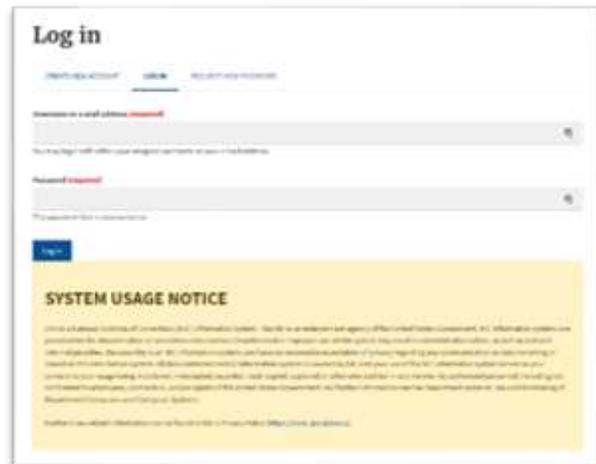
Logging In

On the Corrections community home page, you will see our welcome banner, along with other important information that can help you get started. But before we do anything else, it's best to log in.

You can log in by clicking on the red button that says, **Log in to participate**.



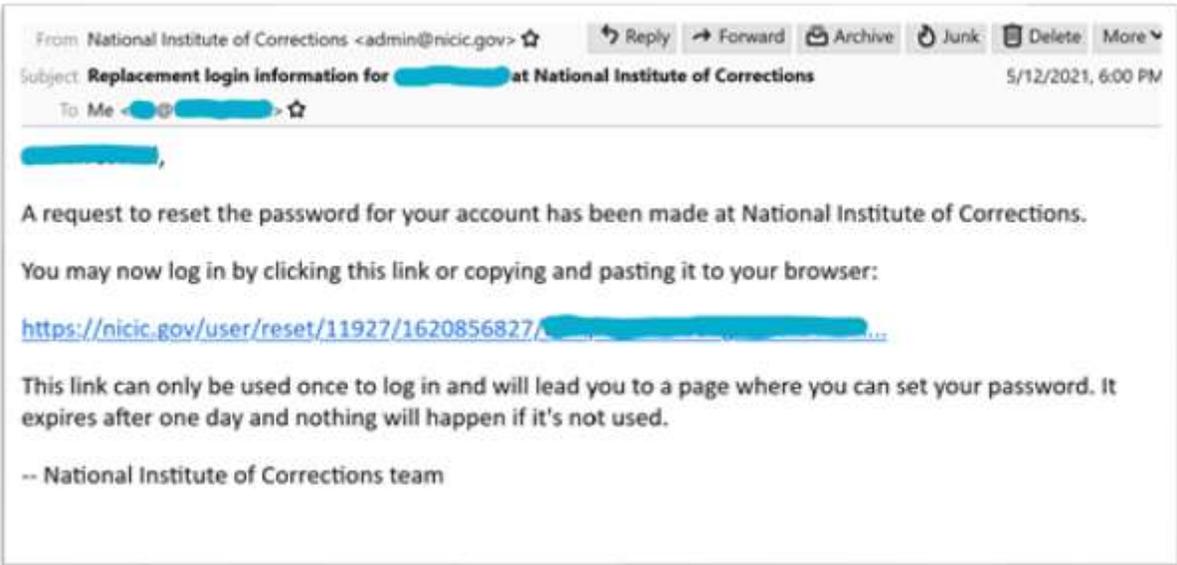
The Corrections Community and our main website now have a single sign on. That means if you already have an account on our main NIC website, you can use the same information to log into the Community Forums. Clicking the Login to Participate button will redirect you to our main website to login, and then you'll be automatically returned to the Community site to keep engaging.



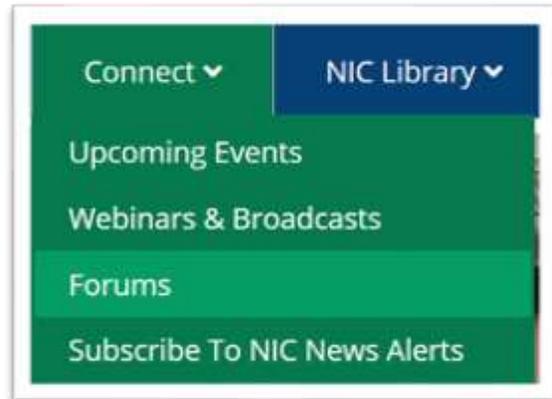
Logins for Private Forum Members

If you are a member of an NIC Private forum, we have created an account for you already. Your username will be the email address that was associated with your private forum account on our old platform (usually your work email) and you will need to request a password by clicking on the **“Request New Password”** tab the first time you log in.

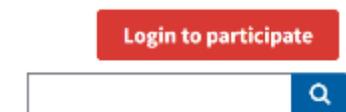
Our system will send you an automated email (shown below) from admin@nicic.gov and the subject will start with, “Replacement Login Information.” Click on the link in the email, set your new password, and you should get logged in.



Then go to the main menu and click on the forums link to get back to the forums.



If you still see the Login to participate button, just click on it one more time and it should reload the page and you will be logged in.



Logins for other Corrections Professionals and Researchers

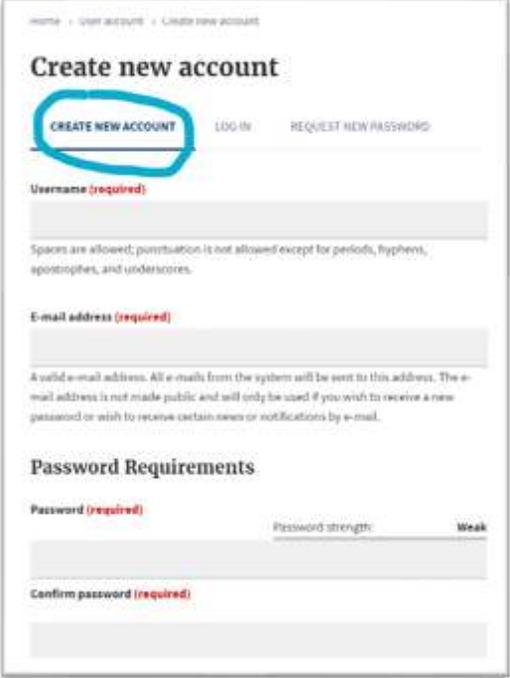
If you are a member of the public who does work or research related to the field of corrections, or, if you are a Corrections professional, you can create a free account on the NIC website by going to <https://nicic.gov/user/login> and then clicking on the **Create New Account** tab.

Fill in the username and email, a password you'll be changing in a few moments, and your work shipping address. The shipping address is used if you would like to order free physical materials like publications or DVDs from NIC.

If you do not wish to provide a shipping address, simply fill in the required fields that are marked with a red asterisk with a single character and choose a state or province.

Click the **Create new account** button

You'll receive an email from admin@nicic.gov with an activation link. Click on the link and your account will be created. You'll get sent to this page, reminding you to check your email.



Home > User account > Create new account

Create new account

CREATE NEW ACCOUNT LOG IN REQUEST NEW PASSWORD

Username (required)

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address (required)

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password Requirements

Password (required) Password strength: **Weak**

Confirm password (required)

One more registration step

Thank you for creating an account on the NIC website. There's one more step you've got to complete.

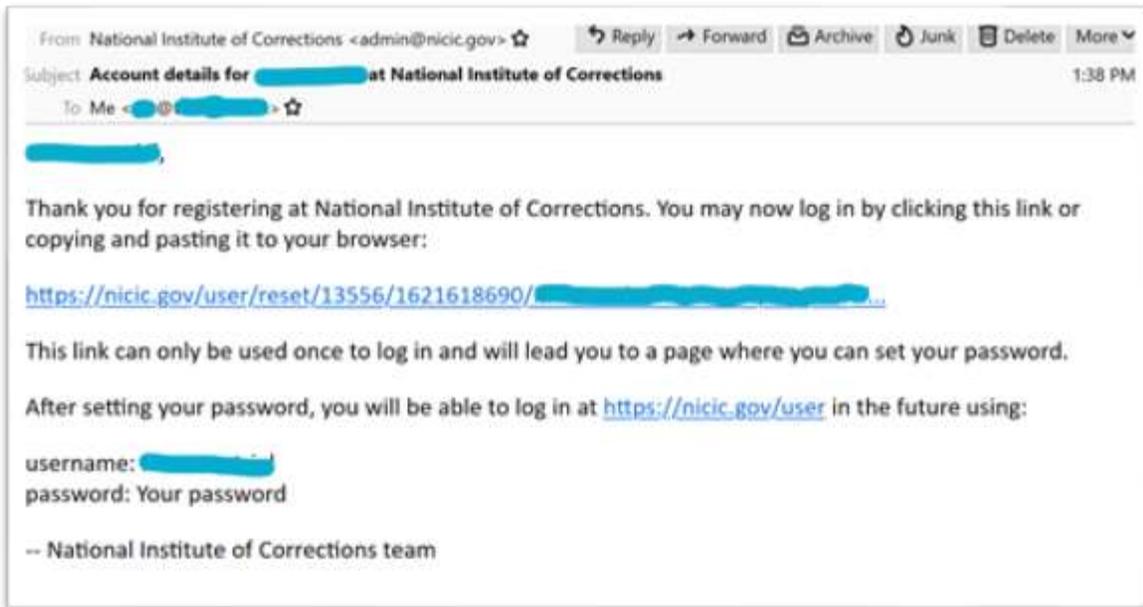
Head over to your email and click on the link we've sent you to activate your account. This step really helps us fight automated spammers who present a large problem for websites like this one.

Thank you for your patience and understanding.



The **activation email** will look like this:

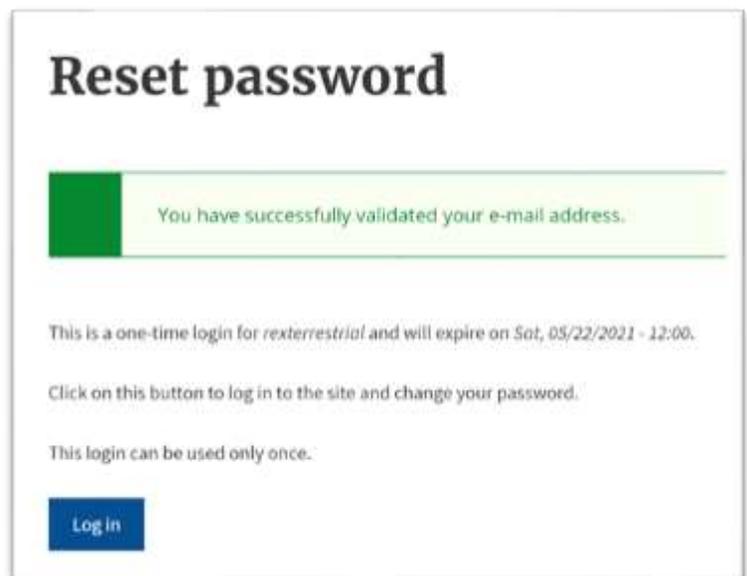
It will come from admin@nicic.gov and the subject line will be **Account details for [your username] at National Institute of Corrections.**



It will take you to a password reset page:

Click the **Log In** button and you will be taken to the Password page of your user profile where we ask you to set a password that meets the following governmental requirements:

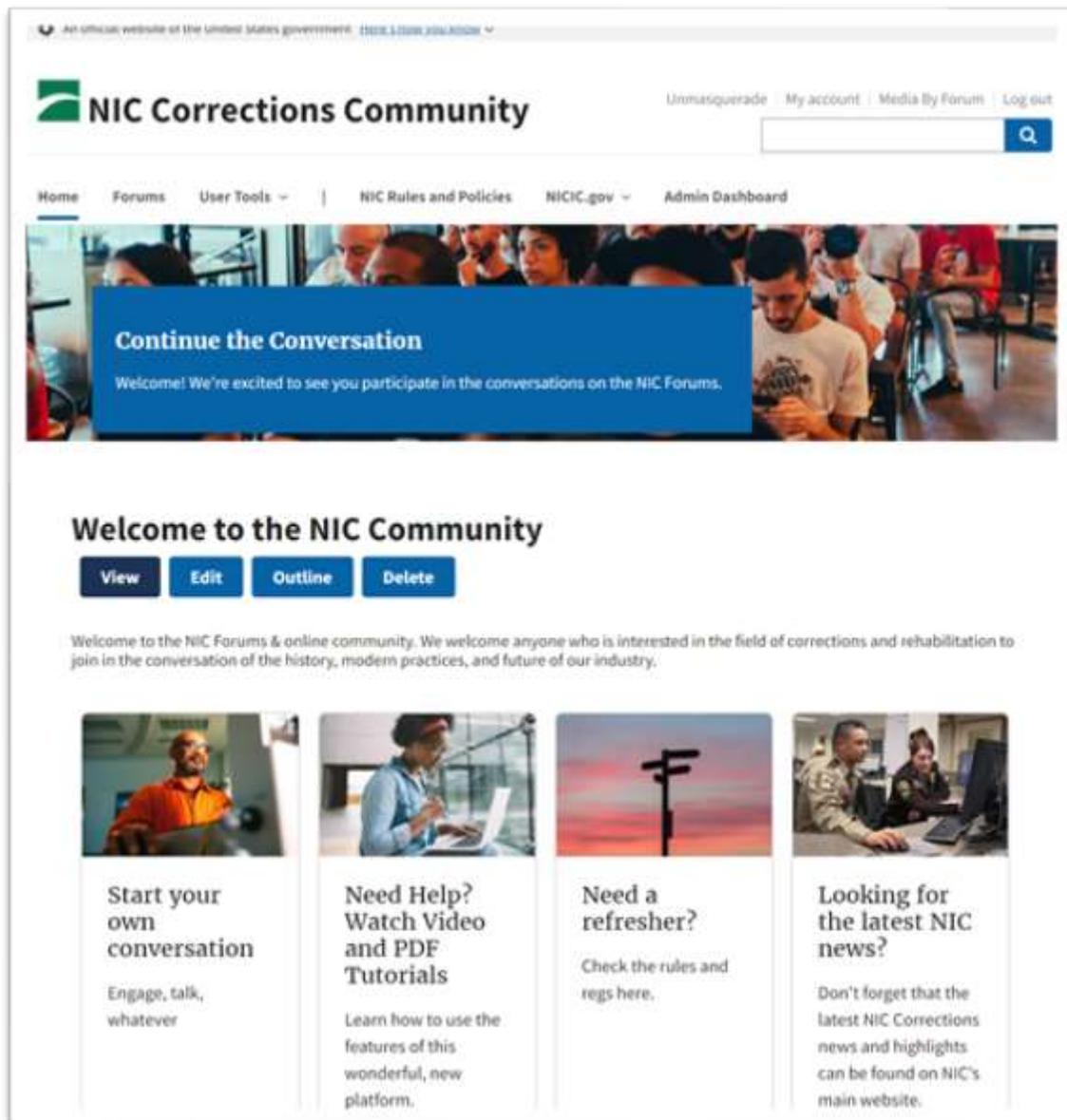
- Make it at least 12 characters
- 2+ lowercase letters
- 2+ uppercase letters
- 2+ numbers
- 2+ punctuation



To get to the NIC Corrections community, go to the Main menu, hover over **Connect**, and then click on **forums**.

If you're still seeing the red "Login to participate" button, click on it again to get logged into the Community site.

Once you are logged in.... you will be on the Community's home page.

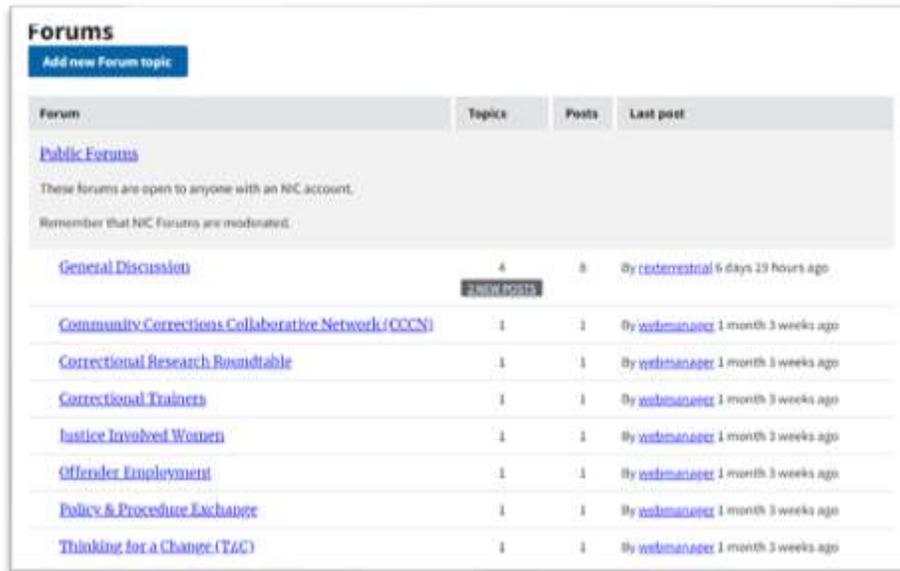


The screenshot shows the NIC Corrections Community website. At the top, there is a navigation bar with the site logo, user options (Unmasquerade, My account, Media by Forum, Log out), and a search bar. Below the navigation bar is a main menu with links for Home, Forums, User Tools, NIC Rules and Policies, NICIC.gov, and Admin Dashboard. A large blue banner with the text "Continue the Conversation" and "Welcome! We're excited to see you participate in the conversations on the NIC Forums." is prominently displayed. Below the banner, the heading "Welcome to the NIC Community" is followed by buttons for "View", "Edit", "Outline", and "Delete". A welcome message states: "Welcome to the NIC Forums & online community. We welcome anyone who is interested in the field of corrections and rehabilitation to join in the conversation of the history, modern practices, and future of our industry." The page features four content cards: "Start your own conversation" (Engage, talk, whatever), "Need Help? Watch Video and PDF Tutorials" (Learn how to use the features of this wonderful, new platform), "Need a refresher?" (Check the rules and regs here), and "Looking for the latest NIC news?" (Don't forget that the latest NIC Corrections news and highlights can be found on NIC's main website).

Navigating the Community Website

Let's start by finding your forum.

You can click on the **Forums** link in the main menu or scroll down the page and click this blue button in the **Start your own Conversation** block.



Forums
Add new Forum topic

Forum	Topics	Posts	Last post
Public Forums These forums are open to anyone with an NIC account. Remember that NIC Forums are moderated.			
General Discussion	4	8	By caterestrail 6 days 19 hours ago
Community Corrections Collaborative Network (CCCN)	1	1	By watsmaneger 1 month 3 weeks ago
Correctional Research Roundtable	1	1	By watsmaneger 1 month 3 weeks ago
Correctional Trainers	1	1	By watsmaneger 1 month 3 weeks ago
Justice Involved Women	1	1	By watsmaneger 1 month 3 weeks ago
Offender Employment	1	1	By watsmaneger 1 month 3 weeks ago
Policy & Procedure Exchange	1	1	By watsmaneger 1 month 3 weeks ago
Thinking for a Change (T4C)	1	1	By watsmaneger 1 month 3 weeks ago

Public forums (shown above) can be accessed by any user with a free NIC account.

Private forums can only be accessed by private forum members.

On the right side of the page, are blocks showing the most active forum topics, new topics, and recent comments.

We also show which Private forums you can apply to participate in if you meet the requirements.



Active forum topics

- [Welcome to the Justice ChiefNetwork](#)
- [Welcome to the Prison Executives Forum](#)

[More](#)

New forum topics

- [Welcome to the Justice ChiefNetwork](#)
- [This forum was built](#)

[More](#)

Recent comments

- [Research Article](#) 2 weeks ago
- [18th Anniversary post!!](#) 2 weeks 3 days ago

Request Access to Private Forums

NIC has a number of forums that are primarily managed. These are for correctional professionals who usually have a particular job title to have focused conversations around their roles. If you are a Probation or State Corrections person and feel that you have a role that would make you a member of one of these forums, [please contact us to request access](#).

Private Forums

- [Thinking Administration Network](#)

Understanding the individual Forum Page

Let's engage with our community. Click on the name of the forum you want to participate in. For this tutorial, I'm going to start with the **General Discussion** forum, but the experience you'll see here is the same for all forums.

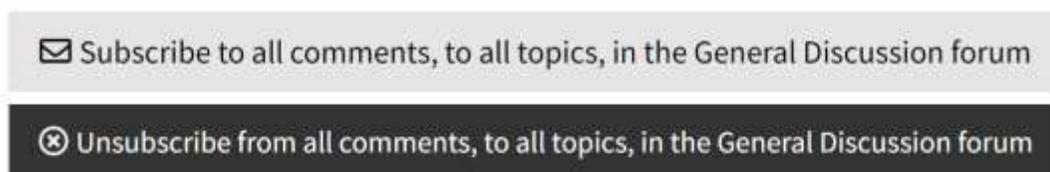


On the forum page, we have:

- the forum name
- followed by a blue button for adding a topic
- then a grey subscription button
- followed by the table of all the topics in this forum
- and last, on the right, we have the forum file vault.

Subscribe to Forum Content

Let's talk about getting email subscriptions to conversations that are happening in the forums.



Please read these grey boxes carefully as each one you see will subscribe you to something different. This grey button on a forum page will subscribe you to all comments of all topics in the forum you are currently viewing.

That ensures you will get email notifications when a member makes a new post or comment. If you want to know about everything that is going on, so you don't miss out. We recommend that you click this button on each forum page, so you can stay informed.

If you prefer not to subscribe to all posts, we will show you how to subscribe to more specific content later.

Welcome Posts



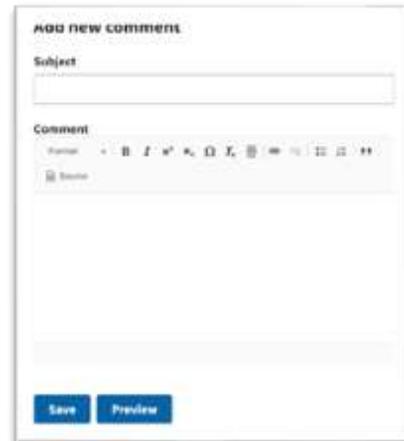
Please review the welcome post in each forum. It is an F.A.Q. for the Corrections Community and it is a good resource if you have questions for how to participate in the future. Each welcome post describes the forum and tells you: How to get started, How to post a new topic, how to subscribe, gives you some helpful links, how to report bad content, and how to bookmark content you want to come back to.

Let's go back to our forum and start participating.

Reading Topics & Comments



First, let's catch up on what others have been talking about. I'm going to click on the "This is a test topic" post. Here, you can see the post title, and what someone asked. Below the body content are all of the comments on this post in grey.



If we want to add our own comment, we can scroll all the way to the bottom and fill out the "Add new comment" form. The other way that we can add a comment to someone else's comment is by clicking the reply button in the lower left corner of any comment to reply to that comment.

Posting a new Forum Topic

Commenting is great, but starting new conversations and asking questions can be really fun too. Let's add a new topic or post to a forum by going to the forum page we want to participate in.

Simply click on the blue button titled, "Add new forum topic." Fill out the Topic Title, make sure the forum is the correct one you want to add your topic to, and fill in your content or question in the body area.

As a **private forum member** your posts can be published without review by forum moderators. The Save As field will default to Published which means others will automatically see your content when you hit the save button.

For **public forum members**, moderators do review all topics and comments, usually within 24 business hours, then post topics once they've been approved. Your Save As field will only show the Draft option.

Now click the blue **Save** button.



Posting Process for Public Forums

Thank you for posting a topic on the NCC Forum. Due to government regulations, we review every topic that is posted on the public NCC Forum. We understand that this may seem heavy handed, but it helps us control spam and raises the level of security on the website.

Most topics are reviewed the same day (weekends-accepted) and are posted within 24 business hours.

If you have any questions or concerns about this process, we encourage you to review the rules and policies you agree to by using this website and then contact the [NCC Helpdesk](#) if you have further concerns.

Create Forum topic

Topic title

Forum
General Discussion

Body (HTML summary)

Save as: Draft

Save Preview

Once a post is published, you can **View**, **Edit** or **Delete** your post.

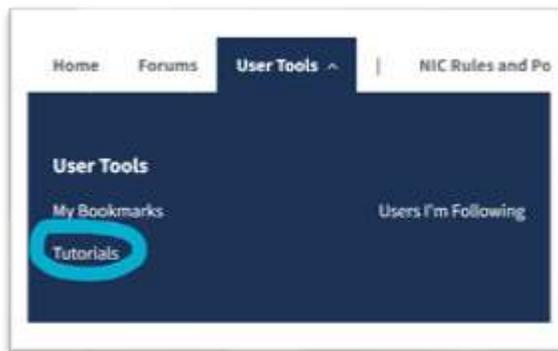
Just like on other posts, you'll also notice a grey subscription button on this page.

Clicking the **Subscribe to all comments**

button here will make sure that you are notified whenever someone comments on this topic. It is probably a good idea to click on this button for each topic you create and for each topic you want to get email notifications about.



Subscription buttons are described in more detail in their own video under the [User Tools menu's Tutorials](#) link.



As you can see below, this tutorials page is filled with additional information on how to use our new NIC Forums Community. Click on one of the grey bars to expand that section and see the video and PDF downloadable guide.

Tutorials

This page provides video and written tutorials on how to use the NIC Forums website.

Click on one of the grey boxes to expand it and watch the video or download the PDF tutorial.

Introduction to the NIC Corrections Community	+
How to use the NIC Contact Form	+
How to report a Topic or Comment	+
How to Bookmark a Topic	+
How to Follow a User's content	+
How to use Forum File Vaults	+
How to Subscribe to Content on the NIC Forums	+

We appreciate you taking the time to read and follow this guide.

If you have questions later or what to learn more about the new forums, please read the welcome post in each forum or go to the **User Tools menu** and click on the [Contact NIC \(general\) link](#) to ask our team any questions you may have.