Welcome to the Global School Business Network
What Is the Global School Business Network?

The Global School Business Network:

• Is an **online community** designed especially for school business officials.

• Is a tool that leverages the **expertise of thousands** of school business professionals from around the world.

• Is an online platform for members to **connect, interact, ask questions, solve problems, and exchange information** in real time.
What Can You Do on the Network?

The Global School Business Network allows members to:

- Connect, interact, and network with peers from around the world.
- Join online discussions, start conversations, and ask questions about pressing school business issues.
- Create and post blogs, exchange information and resources, and share and gain insight from colleagues.
- Join online communities that are relevant to specific interests, needs, and affiliations.
Log Into Your Account

Go to the Global School Business Network by clicking the “Network” tab from ASBO’s homepage at asbointl.org.

• Or, type network.asbointl.org into your web browser.

• From the network homepage, click the blue “Sign in” button on the top right. Log in with your username and password.
  • Note: If this is your first time logging in, you will have to accept ASBO International’s Terms & Conditions.

• Forget your password? Click the “Forgot Username or Password?” link from the login page to retrieve it.
Build and Edit Your Profile

To access your profile from network.aspointl.org, click on the drop down menu in the top right corner, then click “Profile.”

• **Upload a profile photo** by clicking the “Actions” button on the left side of your profile page. A window will pop up; click “Change picture” to add/change a photo.

• **Update your contact information** by clicking the pencil icon next to the “Contact Details” section.

• **Edit your profile information** by clicking the respective pencil icon next to each profile section.
  • **Note:** Import your LinkedIn® account information to quickly build your profile by clicking the green “Import Your Info” button.
Customize Your Settings

Customize your network settings from your profile page by clicking the “My Account” drop down menu.

• Click “Privacy Settings” from the menu to customize how your information on the network is shared with other members.

• Click “Email Preferences” to customize which network alerts you would like to receive by email.

• You can also customize RSS Feeds, Community Group notifications, and your signature on the network from this menu.
Customize Your Privacy Settings

Customize your privacy settings by clicking the “My Account” drop down menu on your profile page, then “Privacy Settings.”

- **Specify** whether you would like to opt in or out of the network’s Member Directory.

- **Choose** how you would like to share your profile information with others. You can share all or partial profile information with a variety of audiences:
  - Options include Public, Members Only, My Contacts, Only Me

- **Save** your settings when you’re finished!
Customize Your Email Preferences

Customize your email settings by clicking the “My Account” drop down menu from your profile, then “Email Preferences.”

• **Ensure** your email address for receiving notifications is correct.
  • **Note:** If the listed email is incorrect, edit it by clicking the email link under the “General Emails” section.

• **Choose** your settings for different types of email alerts.
  • You can customize alerts for General Emails, Community Emails, Contact Requests, and Comment Notification Emails.

• **Save** your settings when you’re finished!
Manage Your Connections

Manage your contacts, networks, and more by clicking the “My Connections” drop down menu from your profile.

• Click “Contacts” to view, sort, and remove network members in/from your contact list.

• Click “Networks” to view which peers on the network share similar geographical, career, education, and other affiliations and interests as you do.

• Click “Communities” to view all community groups you’ve joined on the network and explore new ones too.
Manage Your Contacts

Access your contacts by clicking the “My Connections” drop down menu from your profile page, then click “Contacts.”

• From the “Contacts” page, you can:
  • **View** and sort your contact list several ways.
  • **Send** a private message by clicking “Send Message.”
  • **Remove** a contact by clicking “Remove Contact.”
  • **Export** your list to Excel by clicking “Export.”

• **To add a contact to your list**, search for the person via the network’s Member Directory.
  • **Note:** The directory is accessible by clicking the green, main “Directory” tab on the network’s homepage.
Access the Member Directory

To add a contact, find the person via the Member Directory, accessible by the main “Directory” tab on network.aspointl.org.

• **Basic** vs. **Advanced** search options.

• Fill in your search criteria (all fields are optional) and click the blue “Find Members” button to conduct your search.

• When you find the desired individual, hover over his or her name and a pop-up menu will appear.
  • Click “Contact Request” to invite them to connect.
  • Click “Send Message” to contact them privately on the network.
  • **Note:** To view the person’s profile page, click on their name.
Manage Your Contributions on the Network

From your profile page, click the “My Contributions” menu tab to go to the “Contributions” page.

• From the “Contributions” page, you can **view, access, and edit any content** that you have contributed on the network.
  • Blogs
  • Discussion Posts
  • Library Entries

• Access your content by clicking on the specific blog, discussion thread, or file you want to view and you can edit it from there.
Earn Recognition for Your Contributions!

Earn points and ribbons by being active on the network!

• Create discussion posts and blog entries and share resources via the network’s file libraries.

• Your activity on the network will unlock ribbons to highlight your contributions. “New Blogger,” “SFO® Certificant,” and “Most Valuable Member” are just a few of ribbons you can earn.

• Check your profile to view your growing ribbon collection!
Questions?

Contact Callan Broos, ASBO International project coordinator
866.682.2729 x7066 or cbroos@asbointl.org
Thank You!

The Global School Business Network Is Brought to You By:

The Association of School Business Officials International (ASBO)

11401 North Shore Drive
Reston, VA, 20190-4232

866.682.2729
asbointl.org
network.asbointl.org