

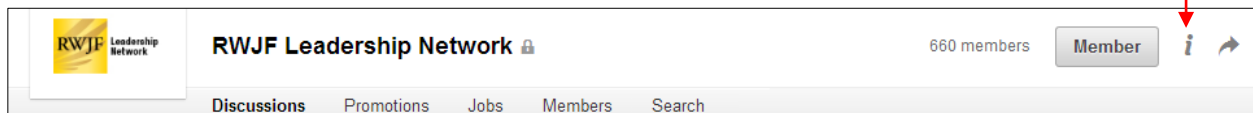
LinkedIn FAQ's: The Human Capital Network

How do I set up my LinkedIn profile?

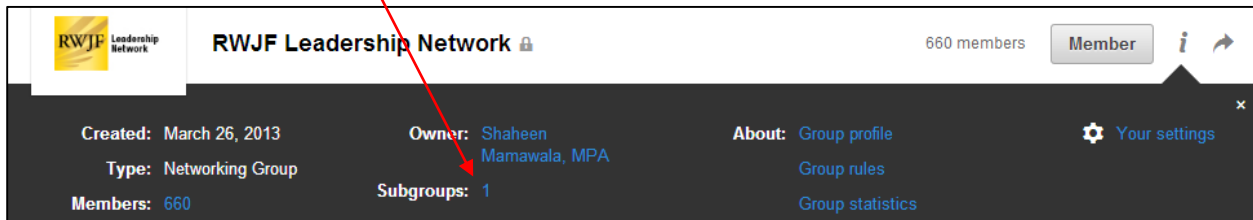
1. Log into <http://www.linkedin.com/>.
2. Register by using your first and last name, providing an email address, and creating a password.
3. Set up your profile. It's much easier to make meaningful connections if you add context to your interactions: Hover over "Profile" in the upper left corner, and select "Edit Profile" from the list of dropdown options. Let others know about your background and your work. Remember to upload a picture!

How do I join the Human Capital Network?

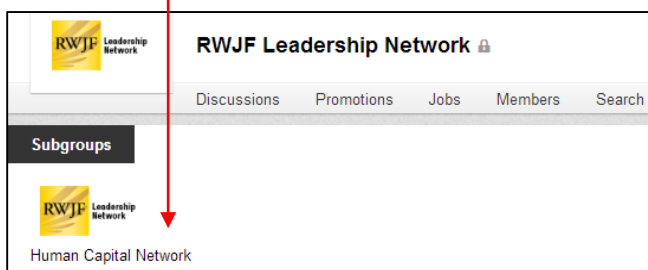
1. Search "RWJF Leadership Network."
2. Request to join the Leadership Network group by clicking "**Join**" in the upper right-hand section of the page.
3. Once your membership in the Leadership Network has been approved, click on the letter "i" by the "Member" button.



4. Select "**Subgroups 1.**"



5. Click "**Human Capital Network.**"



6. Click "**Join**" in the upper right-hand section of the page.

How do I manage my account settings on LinkedIn?

To get to your Settings page, move your cursor over your profile photo in the top right section of any LinkedIn page and select the **Privacy & Settings** option. You can also just

type: <https://www.linkedin.com/settings>. Once you have accessed your settings, you can control your profile, privacy preferences, and member communications.

How do I change settings for a specific group?

You can change your group settings—such as email notifications and display options—from the **Your Settings** page within the group.

1. At the top of your homepage, under **Interests**, click **Groups**.
2. Select the group name.
3. Click the letter “i” (information and settings) by the “Member” button.
4. Click **Your Settings**.
5. Change the desired settings.
6. Click **Save Changes**.

You can customize the group updates that appear on your homepage from the **Account** section of your **Privacy & Settings** page.

How do I locate friends, peers, and possible partners within the group?

The Human Capital Network incorporates health and health care leaders who are associated with the Robert Wood Johnson Foundation. View the **Members** tab to see who has joined the community. Introduce yourself to someone with a shared interest or background, or make a new connection by either inviting them to connect or sending them a private message.

How do I join or start a discussion?

The Human Capital Network allows you to engage in dialogue with hundreds of scholars, fellows, and alumni from across the country. Start a discussion about an issue that matters to you via the **Discussions** tab. To contribute to an ongoing conversation, select a current discussion from the **Discussions** tab and add your comment. You can also choose to “like” and “follow” a particular discussion, as well as respond privately to the discussion originator.

When I share something, does everyone see it?

All discussions occurring within the Human Capital Network are open to group members.

Who can I contact if I need help?

Your community manager is Sue Stine. She can walk you through registration and help with any tasks or questions you might have. Please feel free to [contact her](#) at any time. For general LinkedIn questions, you can also visit the [LinkedIn Help Center](#).

Human Capital Network Group Rules

Please read the following guidelines of engagement. They are designed to ensure that the Human Capital Network remains professional, vibrant, and useful for all members.

- **Show respect.** Posts containing profanity or other disrespectful, disparaging or defamatory language will be removed.

- **Act responsibly.** Advice or information posted in a discussion is the opinion of the individual user. Use good judgment and common sense. If something sounds wrong to you, do not try it. In particular, if any user asks you for personal information, such as an account number, password or other confidential information, do not provide it. Please report such activity to a moderator.
- **Show thanks.** Rating helpful messages by liking, commenting, or following a discussion and by posting “thank you” replies are two simple ways of showing appreciation and fostering good will within the Network.
- **No buying or selling allowed.** Posts that promote the sale of commercial services, publications, products, etc., are strictly prohibited.

RWJF is prohibited from supporting attempts to influence the outcome of any election for public office or engaging in lobbying activity. Accordingly, these types of content are prohibited on the Network: (1) content that expressly or impliedly endorses or opposes any candidate for public office or any political party; and (2) content that encourages others to contact a government official to express support for, or opposition to, any legislation, including a specific legislative proposal that has not yet been introduced. In addition, hyperlinks to Web pages that contain these types of content, or which direct users to such materials, also are prohibited.

The views expressed within the Network do not necessarily reflect RWJF's positions, strategies or opinions. RWJF cannot and does not verify or warrant the accuracy or completeness of the content on the Network.

Users of this Network must abide by these Guidelines and also must abide by the [Terms and Conditions of Use](#) that apply to RWJF-sponsored websites.

Network Moderation and Management

The primary purpose of Moderators and Managers is to help facilitate discussions, knowledge-sharing, and participation, and to assist you in their use.

Group moderators and managers may edit and delete posts that they consider contrary to the community guidelines or otherwise illegal, harmful or inaccurate. We will attempt to conduct these activities in a timely fashion; however, we are not responsible for delays in editing or removing posts, or for failure to do so.

Moderators and managers can also limit or ban users who are reported or observed as abusing or “spamming” community members. Such users will be promptly removed from the Network. Moderators and managers may also take actions they deem necessary to limit user access to the discussions and the Network. For instance, a moderator or manager can, at his or her sole discretion, ban a user from the discussions either temporarily or permanently and may do so without warning.

Privacy of Your Information

Your participation in the Network is subject to [RWJF's Privacy Policy](#) and to [LinkedIn's Privacy Policy](#). As a general matter, your email address will be used only to send you system emails, such as your registration confirmation and password reminders. Your profile, which is optional, will be used to tailor your visit to the Network and to direct pertinent email communications to you. We will not share your profile with any third parties.

Use of the Community by Minors

If you are under 18 years of age, you must have a parent or guardian register with RWJF for you in order to ensure legal responsibility for any posts you make.

Questions?

If you have questions, please email: hcfeedback@rwjf.org.