

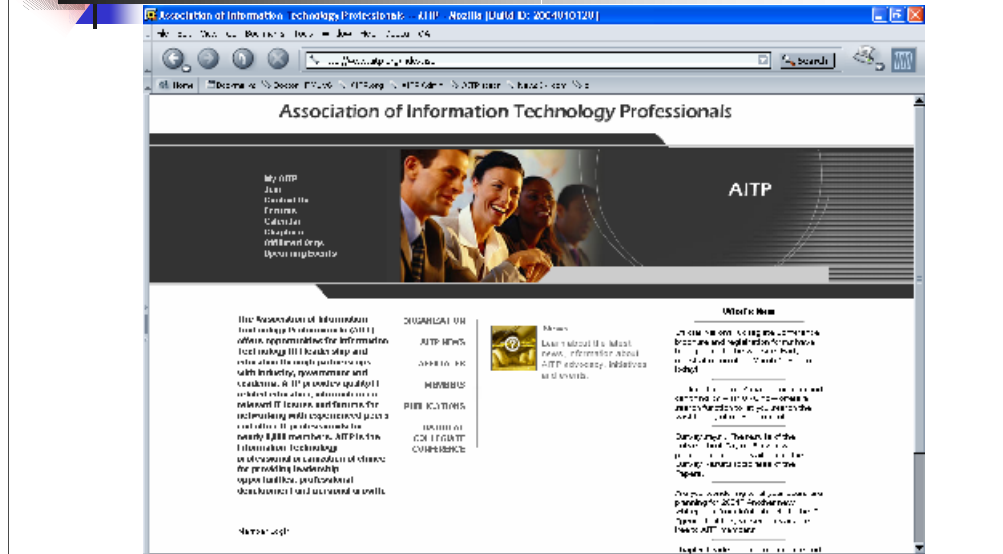
Association of Information Technology Professionals



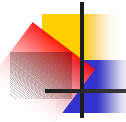
AITP Web Portal
5 Minute Summary Review of:
<http://www.aitp.org>

This presentation was developed to detail the features available in the AITP web portal. The AITP web portal was designed to increase the web presence of AITP. It will also allow increased communication between the organization and our members and between the organization and the general public. Once you've seen this presentation, please take some time to navigate through the AITP.ORG web site on your own. This will allow you to use this site to help you, your organization and your local chapter.

Association of Information Technology Professionals



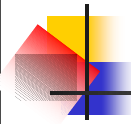
The AITP web portal home page is the entry point of the web portal. From here you can gain access to the entire web portal. There are a number of quick links shown at the top left of the page that allow users to jump to these selected areas. On the bottom left is a general description of AITP and what we do best. In the center portion of the page the major divisions are listed. If you hover your mouse over one of these division names, a graphic will appear that describes the divisions. On the bottom right is the What's New section. This section lists the most recent announcements that AITP has issued and includes a link to the entire list of announcements.



Access to Information

- Areas Available to the Public
 - Organization
 - AITP News
 - Affiliates
- Areas Restricted to Members Only
 - Publications
 - Members

The AITP web portal is divided into two parts. The first part is available to the General Public. The public can access the Organization, AITP News, and the Affiliates Sections. The rest of the web site is restricted to AITP Members only. AITP Members have exclusive access to the Publications and Members section of the web portal.



Features – Organization

- AITP Mission
- AITP Vision
- AITP History
- AITP Code of Ethics
- AITP Standards of Conduct

The Organization section allows the visitor to view the AITP Mission and Vision. This should give a sense of where the organization is headed. The History area details our past, back to our early roots in 1951 as the Machine Accountants Association (MAA). Members agree to the AITP Code of Ethics and abide by the AITP Standards of Conduct. Both of these have been in place long before the words Sarbanes Oxley or Enron were household names. One of the more popular search words used to reach the aitp.org site is ethics.



Features – Organization

- Organizational Structure
- Bylaws
 - Association
 - Education Foundation
 - Model Region
 - Model Chapter
- Board of Directors

Each year the Association details the Organizational Structure that will be used throughout the year. This structure is used by the members of the Association Board of Directors to ensure that all areas of the organization are being managed. Members can use the structure to find national committees that may interest them. AITP is guided by a number of bylaws. The current association bylaws and the bylaws for the Educational Foundation are available here. AITP has created model bylaws that are to be modified and adopted by Regions and Chapters for the individual sub-organizations. The current Association Board of Directors are listed with their contact information and photos. Members of the Association Board of Directors that have logged into the portal will be able to view a number of summary and detail reports about AITP from this restricted part of the page.



Features – Organization

- Chapter Search
 - Listed by State
 - Search by Chapter Name
 - Search by City
- Chapter Information Available
 - Chapter e-mail Address
 - Chapter Web Link Button
 - Chapter Officers' Names / E-mail option
 - Local Chapter information

One of the most popular sections of the web portal is the Chapter Search area. Members and the general public can locate chapters across the country by state, city or chapter name. Once a chapter has been located, there is a link to the chapter web page and the local officers are listed with a way for the user to contact the chapter leader. To reduce the harvesting of e-mail web bots, the chapter leaders' contact is via a web based mail page. The chapter page is used by potential members to find a chapter to get involved with. Members can use this feature to find chapters in different parts of the country when they are traveling or relocating. When talking with fellow IT workers from across the country, the chapter search can be used to find them a chapter near their location.

Local chapter leaders have the option of updating this page with their own chapter specific information. In fact a number of chapters use this page as their only web presence. Chapter leaders that are listed on this page and have logged into the portal will have access to a number of editing options and reports about their chapter.



Features – Organization

- Region Information
 - Region map showing geographical areas
 - Region web link
 - Region Officers' names and e-mail contact

On a larger scale, the Region page can be used to locate the region leadership. A clickable map of the United States is displayed and clicking on the map will allow the user to view the contact information for the region. This can be used by chapter leadership to ensure that they can communicate with their region, or it can be used by potential members that may want to start a chapter in an underserved area. To reduce the ability of e-mail harvesting web bots to grab our region leaders' e-mail, the e-mail communications are handled by a web page form. Region leaders that are logged into the web portal will be able to view reports that can be used to monitor region and chapter activity.



Features – Organization

- Chapter Resources
 - Resources to help chapters
 - Russ Finney's Chapter Resources
 - Presentations to be used by Chapters
 - Banners with the AITP Logo & Your Chapter Name
 - Chapter Reporting
 - Access for Chapter Leaders to Legacy Reports

Chapter Leadership use the Chapter Resources page to help build the local organizations. Russ Finney of the Austin Chapter has developed a number of resources that can help any chapter. Presentations, including this one, can be downloaded for use by chapter leaders to promote AITP. Chapters can order a banner that includes an AITP logo and the chapter name for publicity at the local level.

Chapter leaders have access to the AITP membership reports system. This report system is the legacy system that provides monthly reporting. It is advised that chapter leaders visit their chapter page to look at the on-the-fly reports that are available. The legacy chapter reports area is password protected and chapter leaders can get access by contacting the AITP office staff.



Features – Organization

- **Manuals & Forms**
 - Organizational Manuals and Forms used to run the Chapters, Regions and Association
 - Manuals for all needs
 - Display by Classification
 - Search ALL Manuals & Forms by keywords
 - Download in Adobe Acrobat (PDF) or Microsoft Word (DOC) format

All organizations are powered by paperwork. AITP is no exception. The Manuals and Forms page holds hundreds of documents that are used by members, chapter leaders, region leaders, Association Directors and AITP staff. These documents include both the forms necessary to communicate changes and requests, as well as guides to assist in the operation of chapters, regions and association committees. In addition to being able to display the information by classification, a powerful search function will let you enter a few keywords and find the appropriate documents from our digital library. These documents can be downloaded in Microsoft Word, Adobe Acrobat and Excel file formats.



Features – Organization

- Promotional Information
 - AITP Graphics and Logos
 - Templates for Stationery
 - Brochures for Student, Interim and Professional members
- Committees and Interest Groups
 - Contact Information for Committees and Related Groups

If you are looking for AITP graphics, logos and promotional materials, the Promotion portion of the Organization section is the place to start. These graphics can be used for your written correspondence, your advertisements, or for web use. Ready to use brochures for Students, Interim and Professional members are available for download. These can be printed and distributed to encourage membership in our organization.

The Committee and Interest Group portion details the committee chairs and the members of each of the national committees. Take a look and see if there is a committee that you would be interested in joining. If you see such a committee, feel free to contact the chair or one of the members to get involved.



Features – Organization

- AITP Headquarters Contact Information
- Benefits of Membership

The contact information for the entire AITP staff is listed to allow members and leaders to find the proper person to communicate with when additional information is needed. Most importantly, the Benefits of Membership are listed to show some of the benefits that we all enjoy and sometimes take for granted.



Features – AITP News

- Announcements
- Press Releases
- Calendar
 - Association
 - Region
 - Chapter
- Events

The AITP News section is the place for members and the general public to gain knowledge about current AITP activities. The announcements page lists the announcement that the organization has put out. The first 6 announcements are always available on the AITP home page so the viewer can get the most recent news in a hurry. Issued press releases are available from this page.

The AITP calendar subsection contains the AITP master calendar. This calendar contains all of the events that are planned for the association, the board of directors, the regions, and the chapters. Other dates of special interest are available listing special opportunities from our affiliates that our members are eligible for. The Events page details the large scale AITP events. These will contain links to the National, Regional and Affiliate conferences.



Features – Affiliates

- Partner Affiliates
- Vendor Affiliates
- Industry Affiliates

The Affiliates section contains special offers that our members have access to. The Partner affiliates list organizations that provide substantial support of AITP activities. Links to their web sites let members learn more about these groups. The Vendor Affiliates list the special deals that have been arranged for our members. Some of these can result in substantial savings for members and may even result in savings that exceed their annual association dues. The Industry Affiliates subsection has a list of our partner organizations throughout the Information Technology industry. Through these groups AITP is able to leverage our influence throughout the industry.



Features – Members Only

- **For your eyes only...**

The remaining sections are reserved for AITP members only. Access to this information is limited because the content providers have requested this information only be distributed to our members.



Features – Publications

- Annual Reports
 - AITP Annual Reports – 2001 +
 - Adobe Acrobat (PDF) format

Official AITP annual reports are available to members in Adobe Acrobat format. Reports from 2001 and forward are available as PDF files.



Features – Publications

- Newsletters
 - AITP Information Executive/Nanosecond
 - ICCP Newsletters
 - Region Newsletters
 - Education Special Interest Group (EDSIG) Newsletters

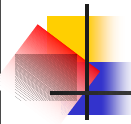
The Newsletter subsection contains newsletters that are published by AITP or our affiliates. These include the Information Executive/Nanosecond, the official newsletter of AITP, region newsletters, ICCP newsletters and the EDSIG newsletter.



Features – Publications

- IT Papers
 - White Papers from Industry Sources
 - Browse Through Papers by Category
 - IT Related White Papers
 - AITP 2003 St. Louis Conference Presentations
 - Search White Papers by keywords
 - Download in Adobe Acrobat (PDF) format

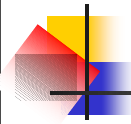
The IT papers subsection of aitp.org contains a wide variety of industry white papers that are relevant to AITP members. You can browse through hundreds of white papers by category or use the powerful keyword search function. Use this section when you research your next new project. The sources of these papers are industry best practice providers, AITP conferences and AITP Affiliates. All white papers are available in PDF format. Some of the papers are available as PowerPoint Presentations.



Features – Publications

- Model Curriculum
 - Educational Special Interest Group (EDSIG) is major contributor
 - Computer Science Curriculum for 4 year institutions
 - Use it for free

The Educational Special Interest Group (EDSIG) of AITP is a major contributor to the Model Computer Science Curriculum. This curriculum is the standard that computer science programs use for a four year curriculum. Download a copy of this document and make sure your local university or college is using this standard to educate our future members.



Features – Members

- InfoCenter by Robert Half Technology
 - Employment Whitepapers
 - Access to free resources to help you manage your IT workers
 - Free Salary guide
 - Coming Soon – Robert Half Technology job postings

The InfoCenter is an area created by through our partnership with Robert Half Technology. This section has information that will help an IT manager hire and keep quality people. The Salary Guide will give you an idea of what salaries you should be able to pay or receive. Soon you will be able to view the jobs that are posted by Robert Half Technology.



Features – Members

- My AITP
 - Personal
 - Industry
 - Customize

The MyAITP section of the web portal is where members can customize their own little corner of aitp.org. Members are able to add up to 12 different portlets that allow views to the rest of the web. Some of these portlets access external content providers like Google or the Weather Channel. Some are personal productivity tools like a ToDo list that can be accessed at any time, from any web browser. Members can create a favorite links portlet that stores all of those hard to remember URL's. The newest addition is the ability to access a wide variety of Rich Site Summary (RSS) content providers. Everything from news to security alerts are available. Members have two different views into this area. The first is the Personal page. This can be set up for your personal benefit. The second view is the Industry page. Use this page to select an additional 12 portlets to make your web experience more pleasant. The Customize subsection is where members can change the portlets that are displayed on either the Personal View or Industry View of the MyAITP pages.



Features – Members

- My Account
 - Update List Server Subscriptions
 - Change your password
 - Update your contact information

The My Account subsection allows a member to update their AITP account information. A member can subscribe or unsubscribe to various AITP e-mail list servers. You can update your login password immediately if you believe that it may have been compromised. There also is a place to update your personal contact information. The contact information is reviewed by the HQ office for validity and to make sure that no other action is required. It will be updated within 72 hours.



Features – Members

- Forums
 - Create a forum loginID
 - Search a topic for information already posted
 - Post a question
 - Answer a question

The Forums subsection is where AITP expands on the networking capabilities of our local chapters. This “electronic chapter” allows members to communicate on anything that their hearts, minds and fingers desire. Management, Leadership, Hardware, Software, Students, Chapter Issues and Security are just a few of the current forums available. Create a forum login ID and post some questions for your peers. You may be surprised to see the answers that come back. When you create a forum login ID you get an additional benefit. You will be able to select those forums postings that most interest you and ask the portal to send you an email message when someone responds to those selected postings. Oh, by the way, did I forget to mention that there is a jobs forum? Employers and potential employees post their information to see if they can connect.



Features – Members

- Directories
 - Search by name
 - Search by chapter name
 - Search by organization

The Directories subsection is the most “appreciated” area of the portal. Here you can search for other members. You can search by the members’ name, chapter or organization. This will help you find the person you met at the last chapter meeting. This will help you find members of a chapter in the area you intend to move to. This will also allow you to find a member based on the organization that they represent. Another way to extend the networking function of our local chapters. Once you locate a member, click on the person’s name. You will be presented with the contact information for that member. Members can elect to not be listed in the directory by modifying a checkbox in the ‘My Account’ section of the portal.



Features – Members

- Renew
 - Renewal is queued for processing and will be effective within 72 hours
 - Shortcut – aitp.org/renew

The Renew subsection allows members to automatically renew their membership on-line. Your renewal will be queued for processing and will be effective within a few days. A shortcut to this section is aitp.org/renew.



Features – Members

- Voting
 - AITP elections can now be handled online.
 - When the ballots are open, special links will allow members to cast their vote.

The Voting subsection will perform AITP Association Officer and District Director elections. Members will be allowed to cast their votes online.



Summary

- The web portal benefits:
 - Potential Members
 - Members
 - Chapter Leaders
 - Region Leaders
 - Association Board of Directors
 - Staff
- Use it today! – <http://www.aitp.org>

aitp.org is waiting for you.

A graphic consisting of overlapping colored shapes (red, yellow, blue) and a black crosshair.

Feedback

- The web portal is maintained by the AITP Web Portal Committee. If you have any questions, comments or suggestions, feel free to contact:
 - Mark Kleine
AITP Communications Director
mark_kleine@aitp.org

aitp.org is waiting for you.