AILA Members will need to login to access all the member-only features on InfoNet.

**User ID** = Member Number
For non-members your User ID is your email address

**Password** = First time users use their Firstname with the first letter capitalized. If you have logged in before the password is something you chose.

Enter your information and click the yellow “Sign In” button

If you cannot remember your User ID or password click the “Forgot Password” link under the login boxes

If you are having trouble logging in click the link for “Help” at the very bottom left of the page.
To Access the Message Center After Logging in to InfoNet

Click the “Message Center” link under “Quick Links.”

The Message Center is a member benefit. Non-members and student members do not have access.
Before posting, you should read the Terms of Use of the Message Center. This document provides rules for posting and moderation.

Read the recommended settings FAQ to learn how to set your Message Center preferences including time zone, order of posts and automatic response emails.
Forums and Threads

The Message Center is grouped by topics. You cannot post in the topics, only the forums below each topic.

To read, reply to or post a new message, find the forum you’d like to post in.
To start a new thread, click on the forum you’re interested in (e.g., Immigration Reform, Liaison with Government Agencies, etc.). On the left-hand side, you will see a big blue button named “+ Post New Thread.” Click that to start a new thread or ask a question.
When posting a new thread you will be asked to provide two things:

1. **Thread title** – Remember to be specific! The better the title, the better the odds of someone reading it.
2. **Post text** – Describe your issue with enough detail that members can help you but without breaking client confidentiality. For more helpful responses indicate where you’ve already researched this question.
Click the thread you’d like to reply to.

At the bottom (and top) left of the page there is a big blue button name “+Reply to Thread”

Click that and you will be able to reply.
Adding Attachments

Whether you are replying to a post or creating a new one, you can add an attachment. Click Manage Attachments under the “Additional Options” section below the body of the post.
A small pop-up screen will open. There you click on “Add Files” to browse, select and upload your attachment.

There is a limit of 3 attachments per post and a maximum file size of 375KB.
Searching

At the top of the Message Center you can search for any topic. The results will display with the most relevancy first.

Advanced Search

To refine your search click “Advanced Search”

You can choose the keyword(s) to search for, plus the forum(s) you want the search limited to and how you would like the results displayed.
A private message is from you to another user and is not visible to anyone else.

To send a private message (if the recipient has the feature turned on) click their name and then select “Private Message”.

Send A Private Message
Check Your Inbox

To check your private messages click the drop down arrow next to Notifications. From there you can see your inbox as well as messages you’ve sent.
You can turn the option to send and receive private messaging on the message center on and off.
Trouble Shooting

Q: I can’t send a private message.

A: Make sure you have your private messages turned “on.” Also, if “Save a copy of sent messages in my Sent Items folder by default” is checked, this can cause your mailbox to reach full capacity and new messages can’t be sent until room is made.

Q: I can’t start a new thread.

A: Some sub-forums are closed and kept for historical purposes.

Q: I can’t delete my post.

A: If your post is the one that started the thread, you may not delete it. Please contact the moderator for your forum to assist.

Need more help? Email webmaster@aila.org