



my.CleanPower

Guide for ACP's Member Groups Platform

ACP's platform, **my.CleanPower**, is the way to join, engage, and stay current with ACP Member Groups (committees, sub-committees, and working groups) in one central place:

- **Meeting invitations**
- **Resources** (current and historical)
- **Announcements and Messages**

This FAQ and Platform Overview guide will help you use **my.CleanPower**.

my.CleanPower



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How Do I Login?

1 Navigate to my.cleanpower.org:

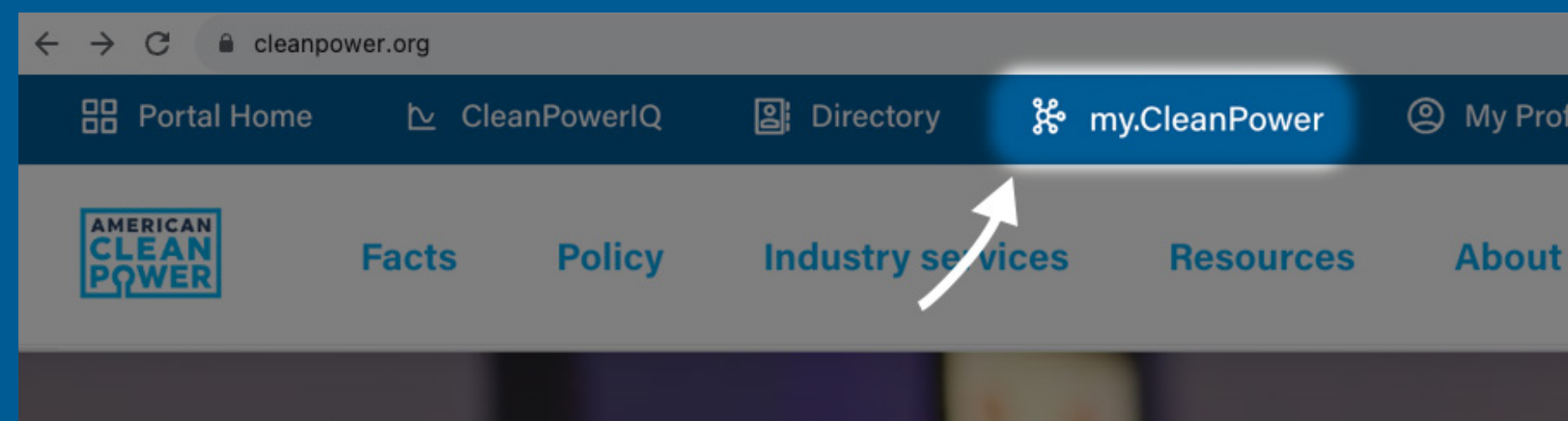
Direct:

Click the [hyperlink](#)

Via ACP Website:

Log in through ACP's Member Portal on cleanpower.org

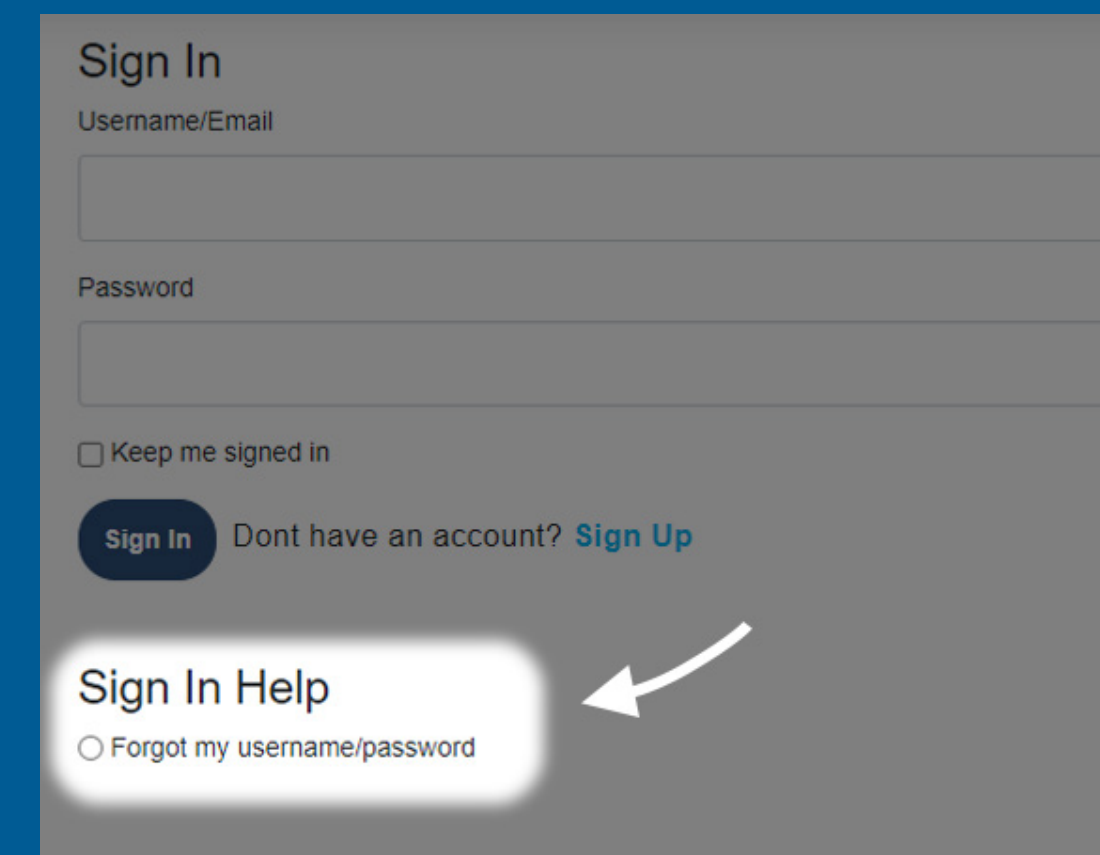
Note: If you're already logged in, click the "my.CleanPower" button on the top blue banner.



2 Sign in

Enter the **username and password** associated with your ACP member account if prompted.

Note: If you forgot your username or password, use the "Sign in assistance" section on the page to access or reset your credentials.



How Do I Add My Group's Meetings to My Calendar from my.CleanPower?

Existing Group Members

If you are an existing group member, you should receive a meeting invite from the Group Admin to your email. Accept the invite to download it to your calendar.

If you need the meeting invite again, log onto my.CleanPower and follow the steps to the right for **New Group Members**.

Important: Member Group meetings will continue to take place through the Teams platform. Calendar invites you receive through my.CleanPower will contain the join information. If you do not see the join information in your calendar invite and cannot find it on my.CleanPower, contact the Group Admin (find their contact information on the Group's page).

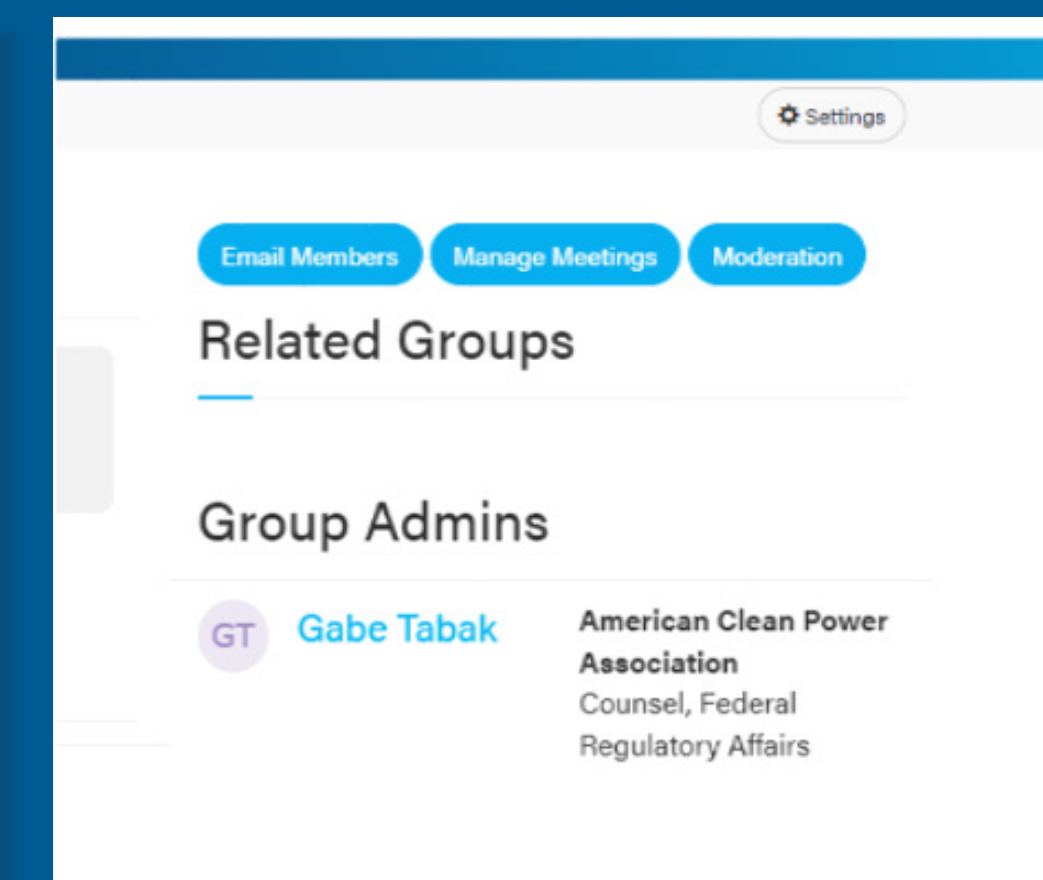
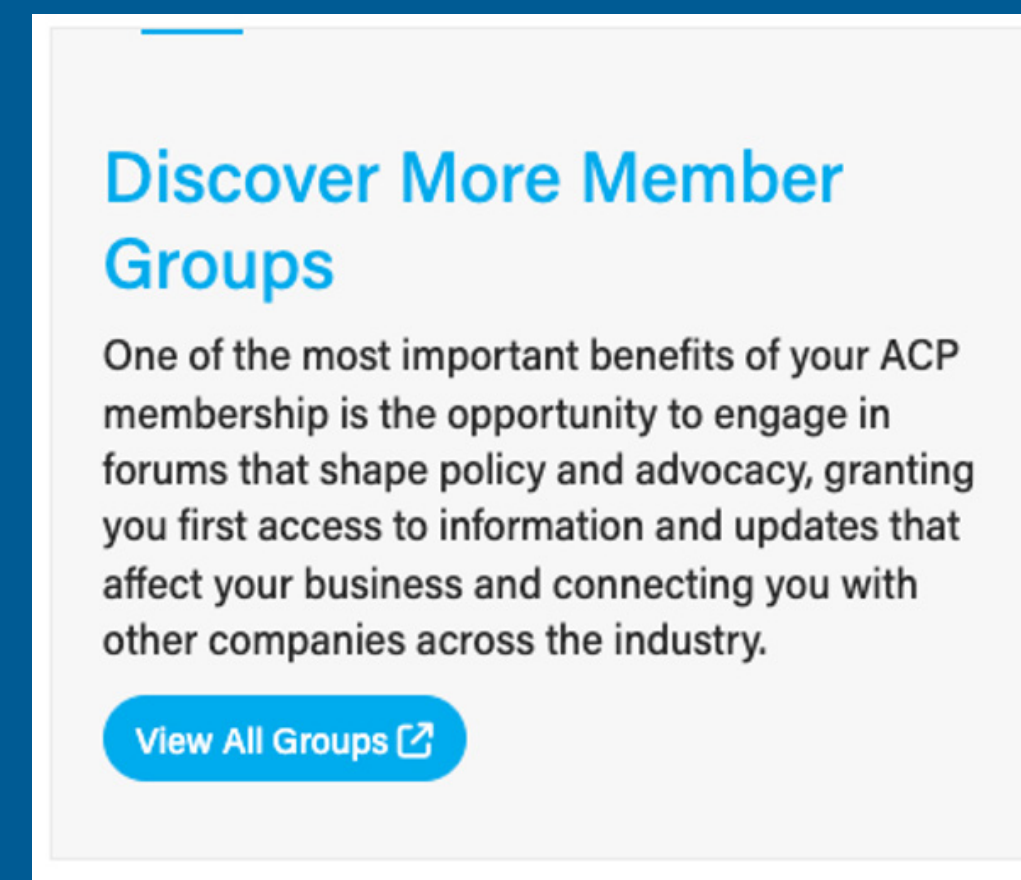
New Group Members

Once you join a group, view the Group's upcoming meeting calendar and RSVP to these meetings through my.CleanPower. Follow the steps below to do so:

- 1 Navigate to "**Meetings**" on the main menu bar, or view all upcoming meetings from the "**Upcoming Meetings**" on your dashboard
- 2 Select the meeting you wish to attend.
- 3 Click on the **RSVP button** to the right.
- 4 You will then receive a calendar invitation to your email. *Alternatively: If you do not receive the invitation, you can also "Download to your calendar" and choose between Outlook & Google to add the event to your calendar.*

How Do I Learn About or Join a New Member Group?

- 1 Click on **"My Groups"** from the main menu bar.
- 2 On the right, you will find a section called **"Discover More Member Groups."**
- 3 Click the button at the bottom of this section – **"View All Groups"** – to view all available groups. You may be prompted to log back in (this is normal).
- 4 Check the boxes of the group(s) that interest you and check the box to agree to the **"Committee Rules of Engagement."** At the bottom of the page, click **"Save."**
- 5 You will receive a confirmation email shortly thereafter and the group will show up in your account **within two (2) hours.**

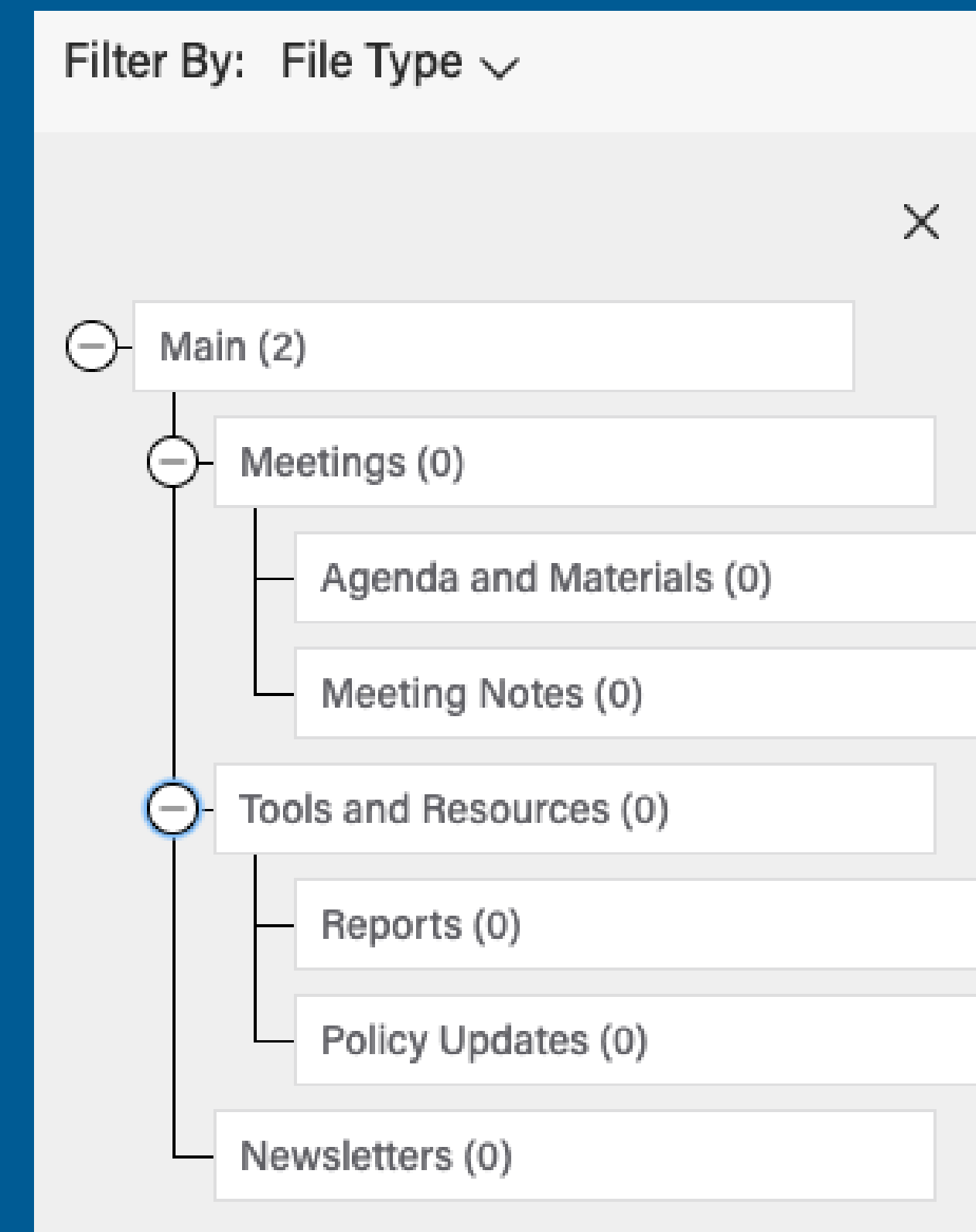


Important: Some of the member groups are limited to certain membership types. For these groups, please [reach out to the Group Admin](#) for more information.

How Do I Access a Document Sent to My Member Group or Find Previous Resources?

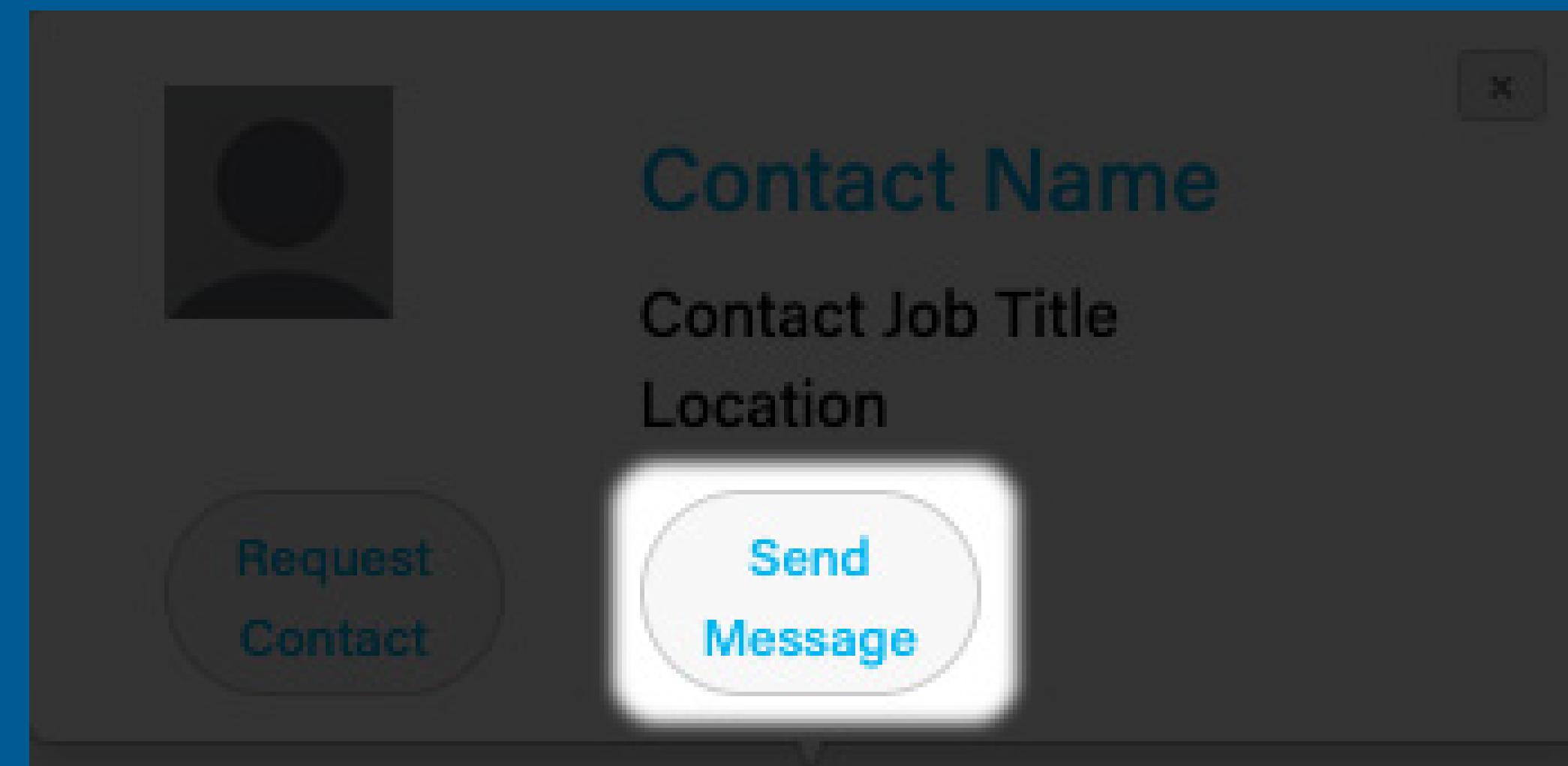
- 1 Click on **"My Groups"** from the main menu bar.
- 2 Select the group to be directed to the group homepage.
- 3 Click the **"Library"** button in the group's menu.
- 4 Navigate through the folder system on the left to find the document you are looking for and click on the document. *Alternatively: use the search bar which will search on the key word(s) across all your groups.*
- 5 Interact with the file on my.CleanPower, or click the **"Download"** button to save a copy on your computer.

Note: Each member group has a standard resource library and file system where agendas, meeting notes, and other resources can be found.



How Do I Reach Out to ACP Staff That Manage My Member Groups?

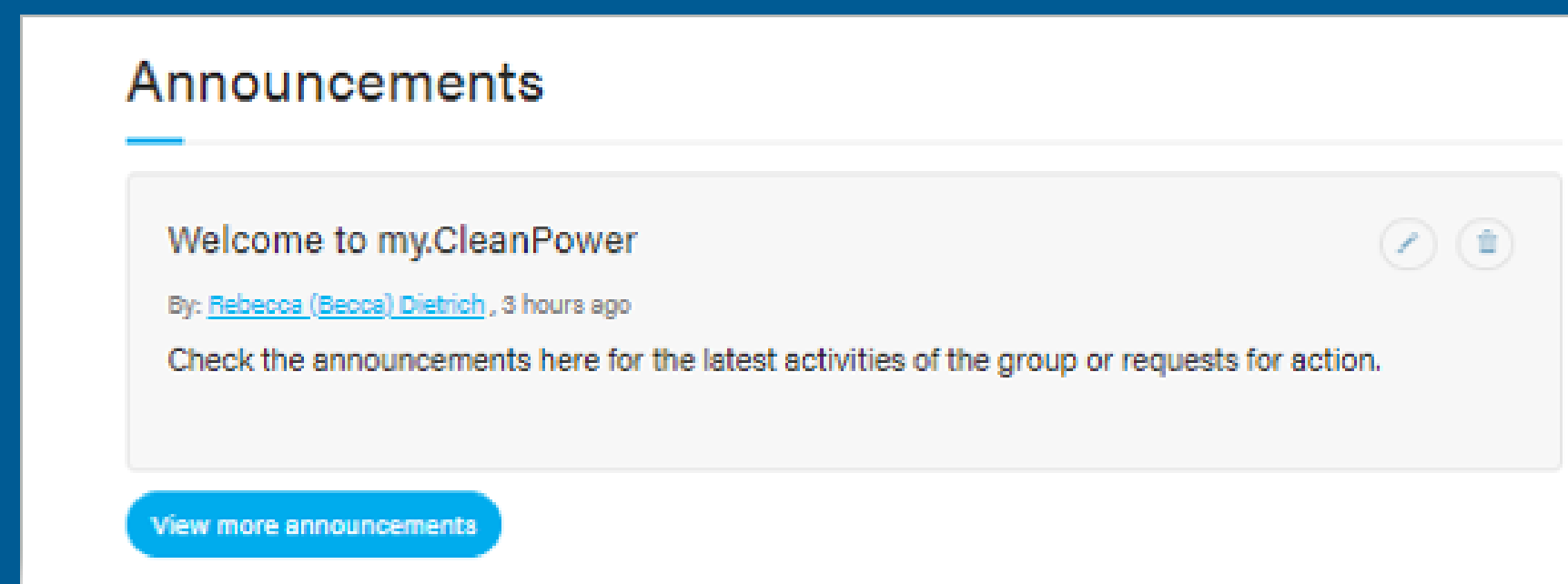
- 1 Navigate to **"My Groups."**
- 2 Select the appropriate Group.
- 3 On the right side, scroll down past **"Related Groups"** until you see **"Group Admins."**
- 4 Select the person you wish to contact.
- 5 Under their profile picture, select **"Send Message."**
- 6 Type and send your message.



How Do I Know What is Happening in My Groups?

Latest Announcement

To view the latest announcements, discussions and requested actions for your member groups, navigate to the group's page.



Discussions

The discussions will also be part of a regular email digest of member group activities. **We recommend that you keep this set up as a daily digest to avoid missing key items or requests.**



How Do I Manage My Groups Email Notifications or Daily Digest?

- 1 Navigate to **"My Profile"** in the main menu bar.
- 2 On your Profile page, select the menu option **"My Account"** and choose **"Email Preferences"** from the drop-down menu.
- 3 Toggle your email settings as you wish. You can choose to receive system emails, group emails, promotional emails, etc.
- 4 To specify whether you want emails from specific committees, select the menu option **"My Account"** and choose **"Group Notifications."**

Notification Settings

Yes Automatically set group discussion emails to "No Email" when a group is added to a consolidated digest.

2 Groups Group Name A-Z

Group	Discussion Email	Consolidated Daily Digest
Example Working Group	Daily Digest	<input type="radio"/>
Accelerating Clean Power Working Group	No Email	<input checked="" type="radio"/>

Note: We recommend that you take advantage of the **Daily Digest** option to keep up with current activities of your member group.

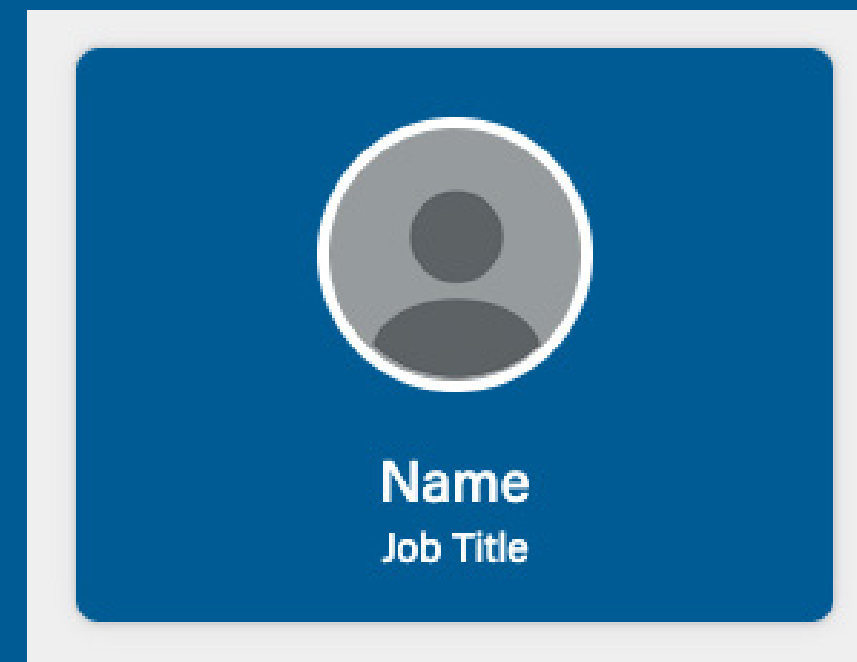
How Do I Edit My Profile?

Navigate to **"My Profile"** in the main menu bar.

Profile Picture

To change your photo, select **"Actions"** under the profile picture box.

- 1 Select **"Change Picture"**
- 2 **Upload a picture file**
(from your computer, Facebook, Dropbox, Google Drive, Google Photos, Instagram)



Job Title or Organization

To change your job title or organization, click the pencil icon next to **"Contact Details."**

This will bring you to a new page where you can edit your job title or company name.

Note: Any changes made to your profile will apply to the information that ACP uses in our member database.

Change Title

- 1 Next to **"Contact Details,"** select the **pencil icon** (you may be prompted to login again).
- 2 On the next page, select **"Update my Profile."**
- 3 Scroll down to find the **job title field** and update it.
- 4 **Save** this change.

Note: Any changes made to your profile will apply to the information that ACP uses in our member database.

Change Organization

- 1 Next to **"Contact Details,"** select the **pencil icon** (you may be prompted to login again).
- 2 Select **"Change Company"** under the profile picture.
- 3 Type in your **company name & save.**

Note: Any changes made to your profile will apply to the information that ACP uses in our member database.

Platform Overview

● My Dashboard

The dashboard features a top navigation bar with 'My Dashboard', 'My Groups', 'Meetings', and 'My Profile'. A central banner reads 'my.CleanPower Your Place to Plug In to ACP's MEMBER GROUPS'. The left sidebar includes 'My Groups Quick List' (Committee: 61 members, Accelerating Clean Power Workin...: 6 members) and 'Followed Content'. The main content area displays a 'New Library Entry' and a 'Need Help' button. The right sidebar contains 'Quick Links' (ACP Antitrust Compliance Guidelines, Committee Rules of Engagement, Join/Manage Member Groups), 'Upcoming Meetings' (Oct 20: ACP Member Group Meeting, Oct 23: Member Group Meeting, Nov 21: ACP Member Group Meeting), and another 'Need Help' button.

● My Profile

The profile page shows a user's name and job title at the American Clean Power Association. It includes sections for 'Bio', 'Education', 'Job History', 'Professional Associations', and 'Honors and Awards'. Each section has an 'Add' button. 'Contact Details' shows the user's association and email (contact@cleanpower.org). 'Social Links' has an 'Add' button. A 'Need Help' button is located at the bottom right.

● Group Pages

The group page for the 'Accelerating Clean Power Working Group' features a top navigation bar and a 'Settings' button. It includes 'Announcements' (Welcome to myCleanPower), 'Related Groups', 'Group Admins' (Admin Name, American Clean Power Association), and 'Meetings' (Oct 20: ACP Member Group Meeting). A 'Need Help' button is at the bottom right.

● Meeting Pages

The meeting page for an 'ACP Member Group Meeting' provides details for an event on Oct 20, 2023, from 09:00 AM to 10:00 AM (ET). It includes an 'RSVP' button, a 'Download to Your Calendar' button (Outlook, Google), and 'Contact' information (Contact Name, contact@cleanpower.org). A 'Need Help' button is at the bottom right.

my.CleanPower



Platform Overview



My Dashboard

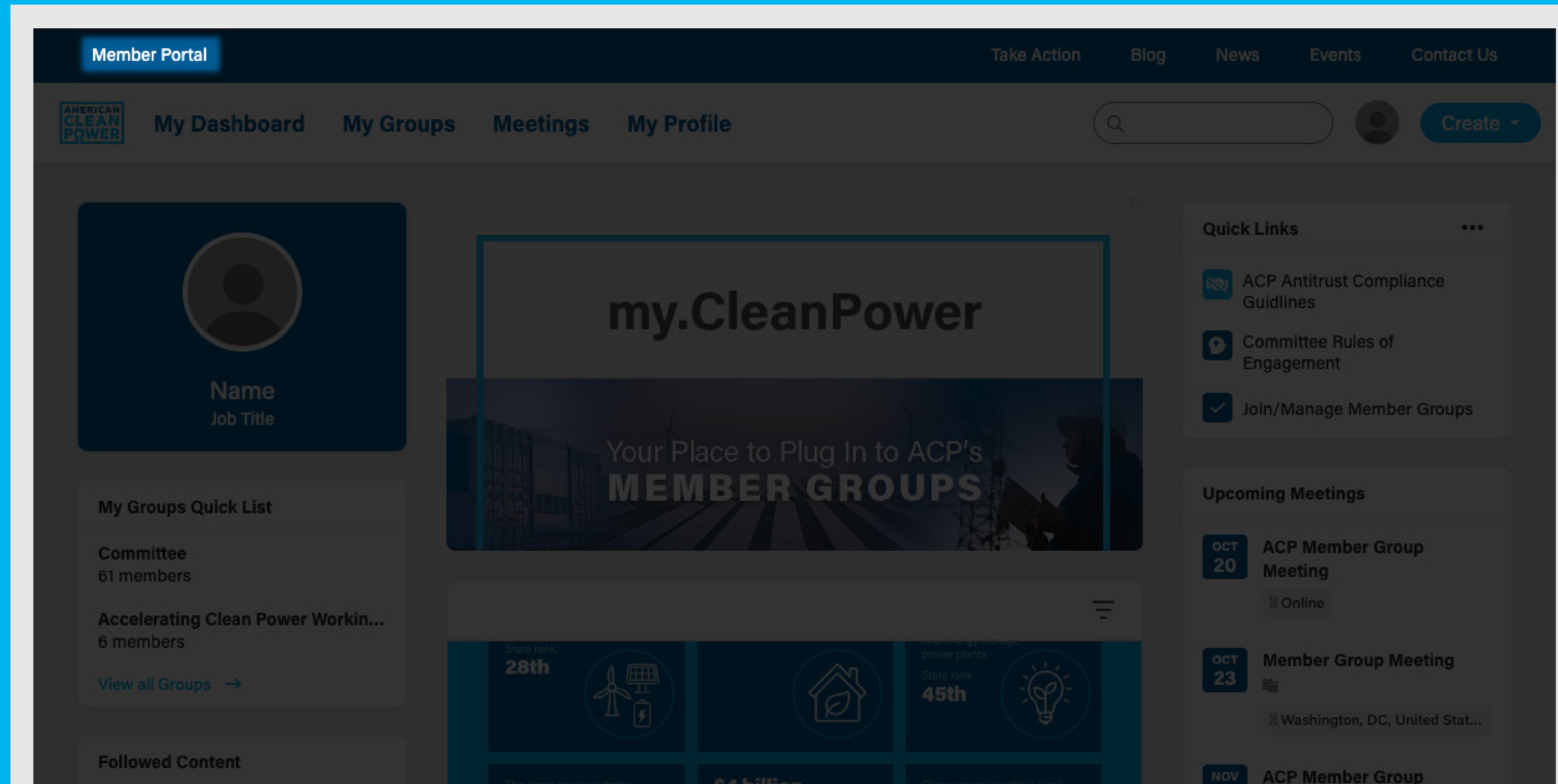
The screenshot shows the 'my.CleanPower' Member Dashboard. At the top, there is a navigation bar with 'Member Portal' and links for 'Take Action', 'Blog', 'News', 'Events', and 'Contact Us'. Below this is a secondary navigation bar with 'My Dashboard', 'My Groups', 'Meetings', and 'My Profile', along with a search bar and a 'Create' button. The main content area is divided into several sections:

- Profile Card:** A dark blue card with a placeholder for a profile picture, labeled 'Name' and 'Job Title'.
- My Groups Quick List:** A list of groups including 'Committee' (61 members) and 'Accelerating Clean Power Workin...' (6 members), with a 'View all Groups' link.
- Followed Content:** A section stating 'You are not currently following any content.'
- my.CleanPower Banner:** A large banner with the text 'my.CleanPower' and 'Your Place to Plug In to ACP's MEMBER GROUPS' over an image of solar panels.
- Quick Links:** A list of links including 'ACP Antitrust Compliance Guidelines', 'Committee Rules of Engagement', and 'Join/Manage Member Groups'.
- Upcoming Meetings:** A list of meetings: 'OCT 20 ACP Member Group Meeting' (Online), 'OCT 23 Member Group Meeting' (Washington, DC, United Sta...), and 'NOV 21 ACP Member Group Meeting' (Online), with a 'View all upcoming meetings' link.
- State Rank Cards:** A grid of cards showing state ranks: '28th' (with a wind turbine icon), '45th' (with a house icon), and '\$4.3 million' (with a dollar sign icon).
- New Library Entry:** A card for 'Member 1 in Member Group' posted 13 days ago, with a 'Recommend' button and '0 Comments'.
- Need Help:** A blue button with an envelope icon and the text 'Need Help'.

my.CleanPower



My Dashboard

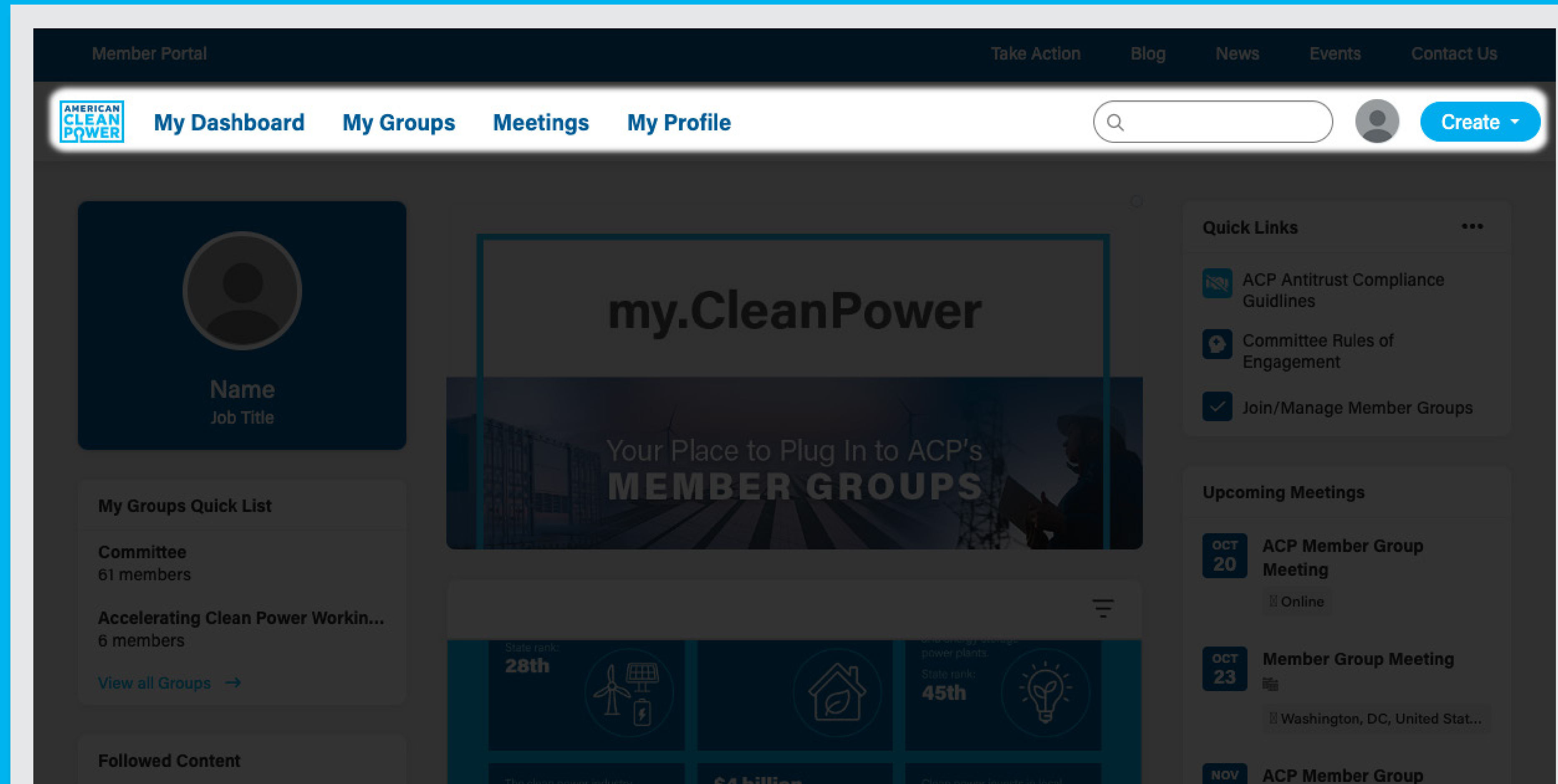


Blue Menu Bar

Member Portal

Navigates back to ACP's Member Portal, Engage.

My Dashboard



Main Menu Bar

My Dashboard

The current page

My Groups

See your groups; sign up for new groups

Meetings

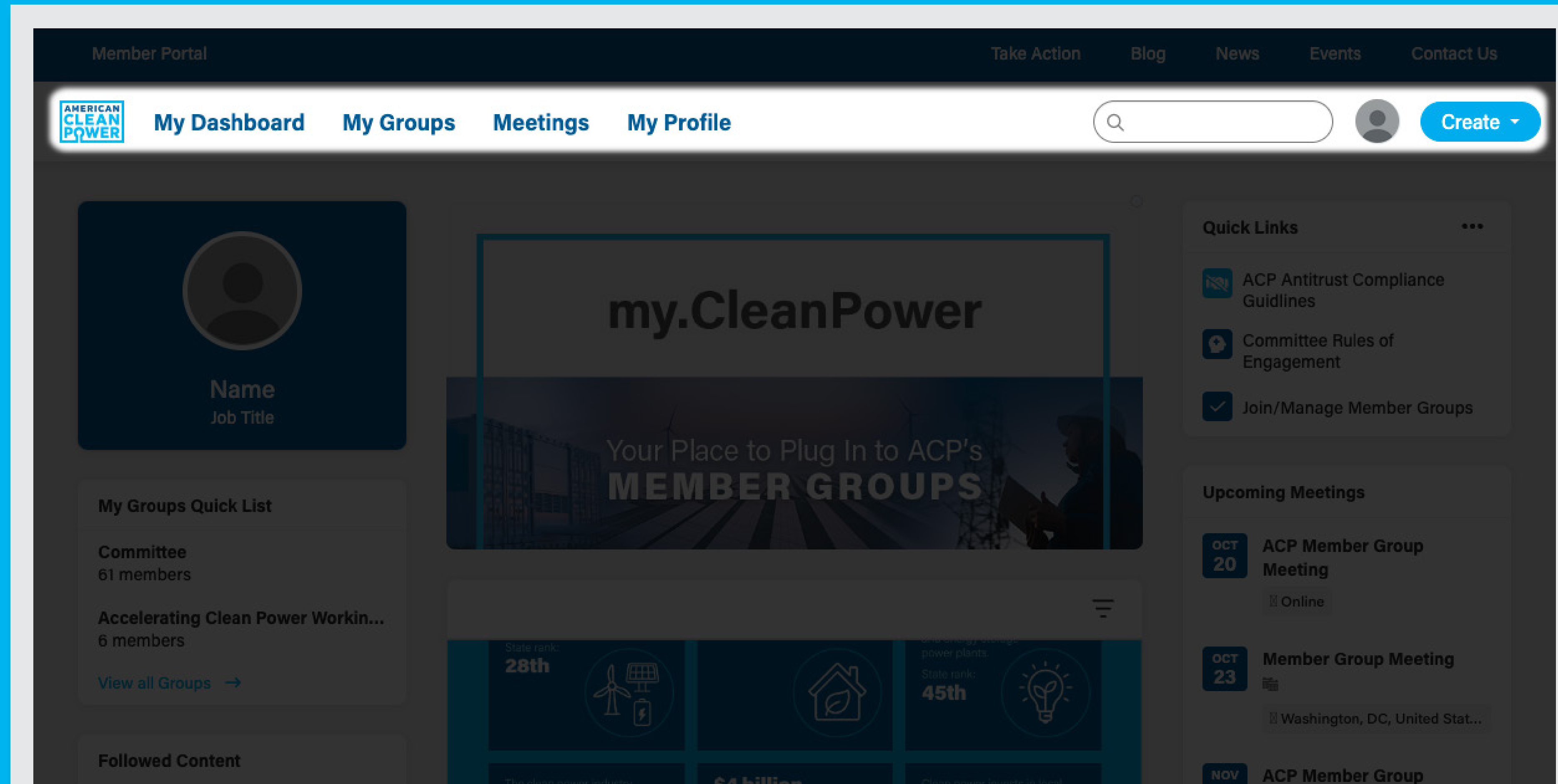
View upcoming meetings, calls, and events; add them to your calendar

My Profile

Check your messages, update your profile, visit your groups and followed content

Continued on next page

My Dashboard



Main Menu Bar

Search Bar

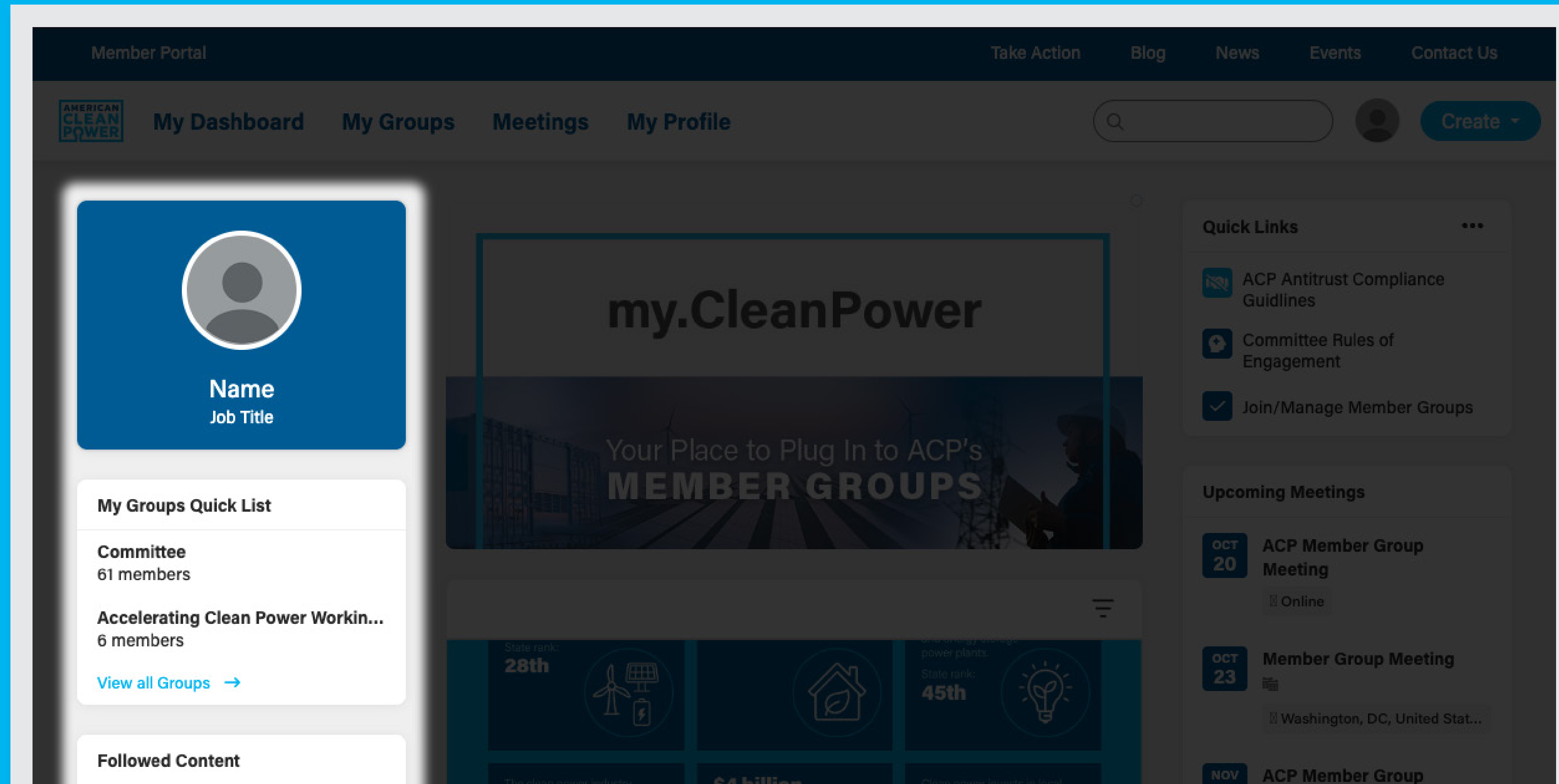
Search my.CleanPower for Announcements, Discussion Threads, Events, Library Entries, and more

Create

Create a **Discussion Thread** or **Library Entry**

Continued on next page

My Dashboard



Left Column

My Profile

Your profile image, job title, and organization

My Groups Quick List

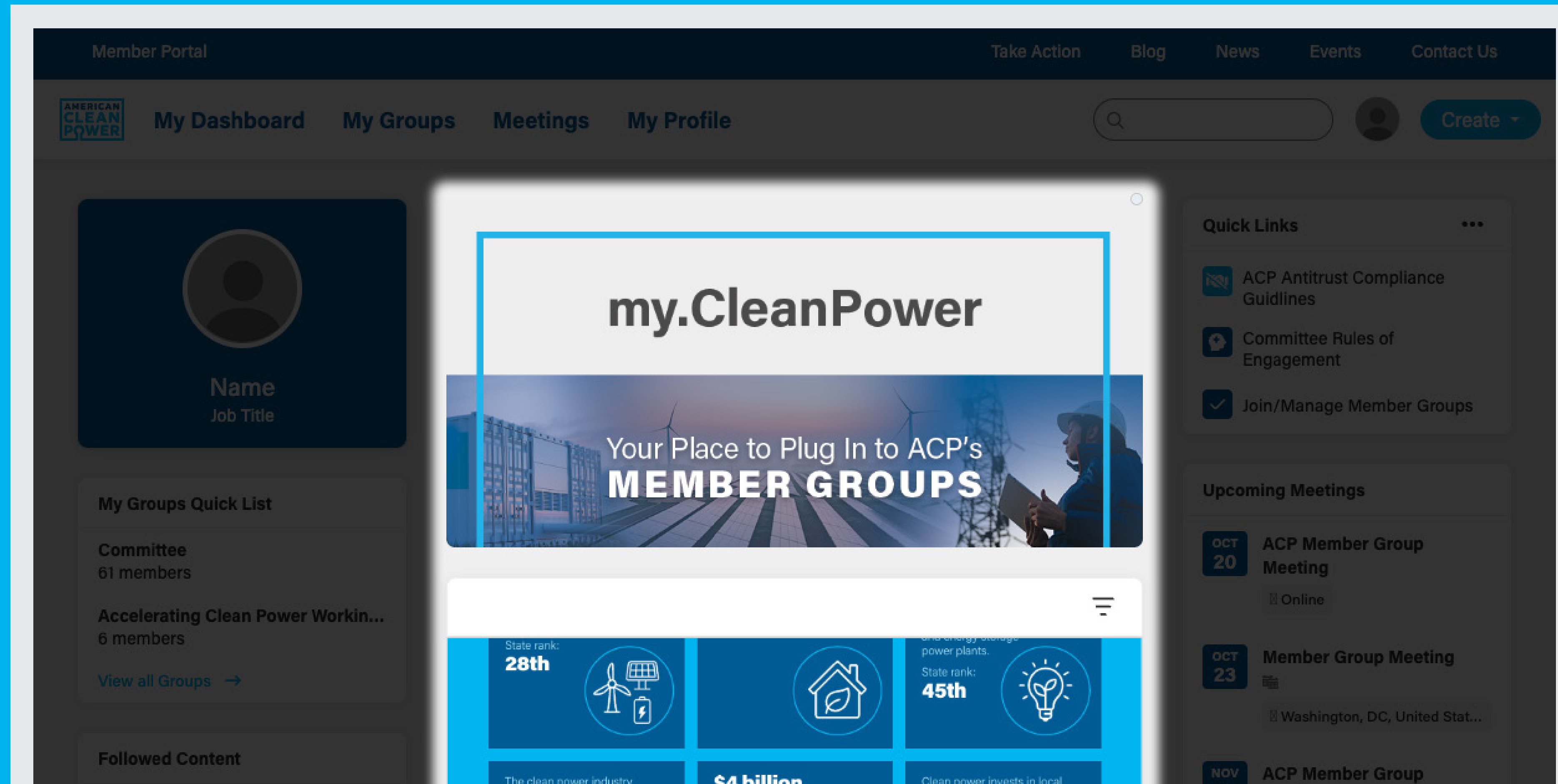
Groups that you are currently involved in

Followed Content

A feed of posts that you've interacted with

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My Dashboard



Center Column

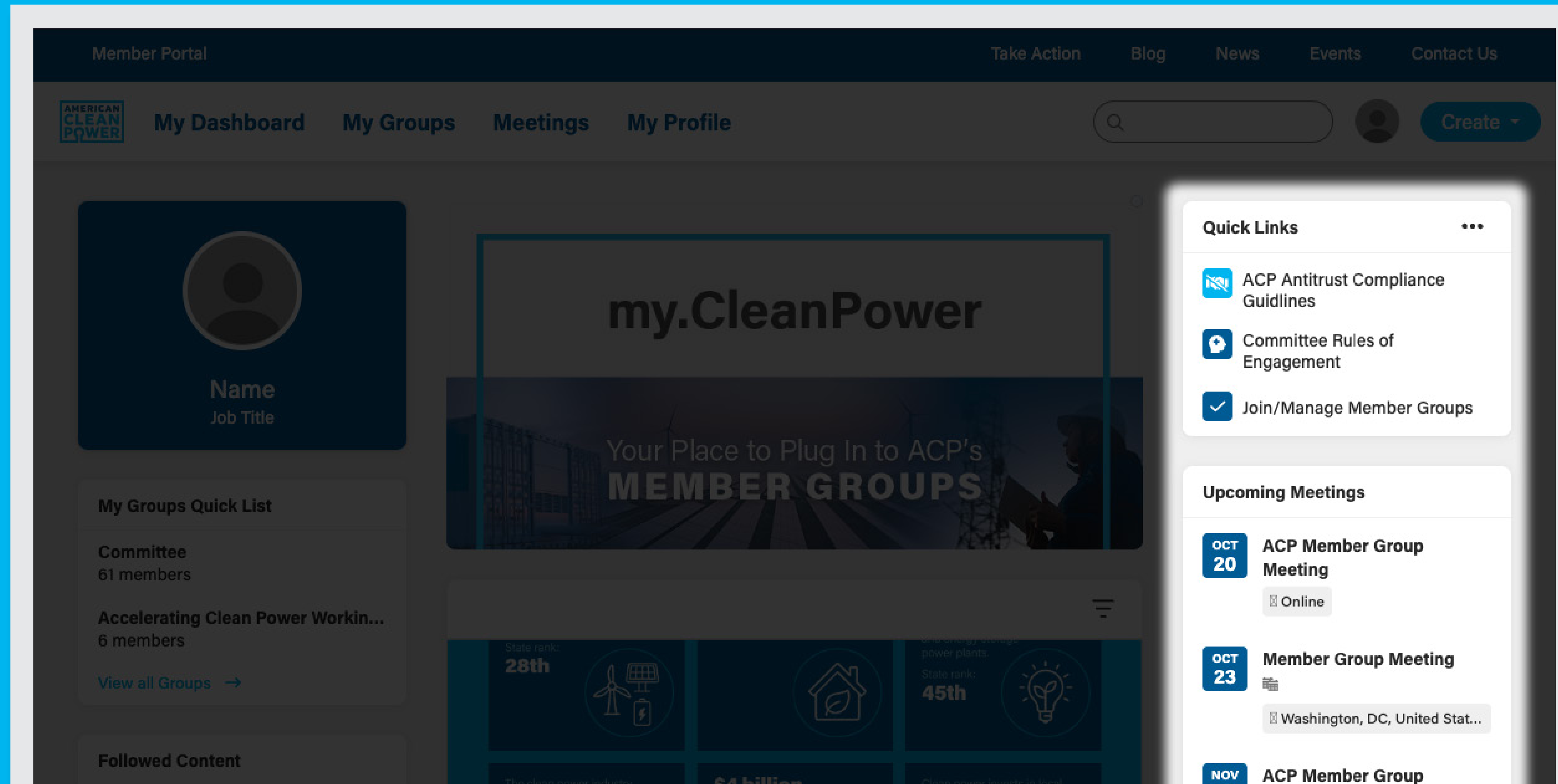
Your Feed

Announcements from group administrators, discussions from your groups, upcoming meeting invites, etc.

Once you click '**View more announcements**,' you will see any important messages from the admins of the selected group.

Continued on next page

My Dashboard



Right Column

Quick Links

List of important links

Upcoming Events

Your upcoming meetings & ACP events

Platform Overview



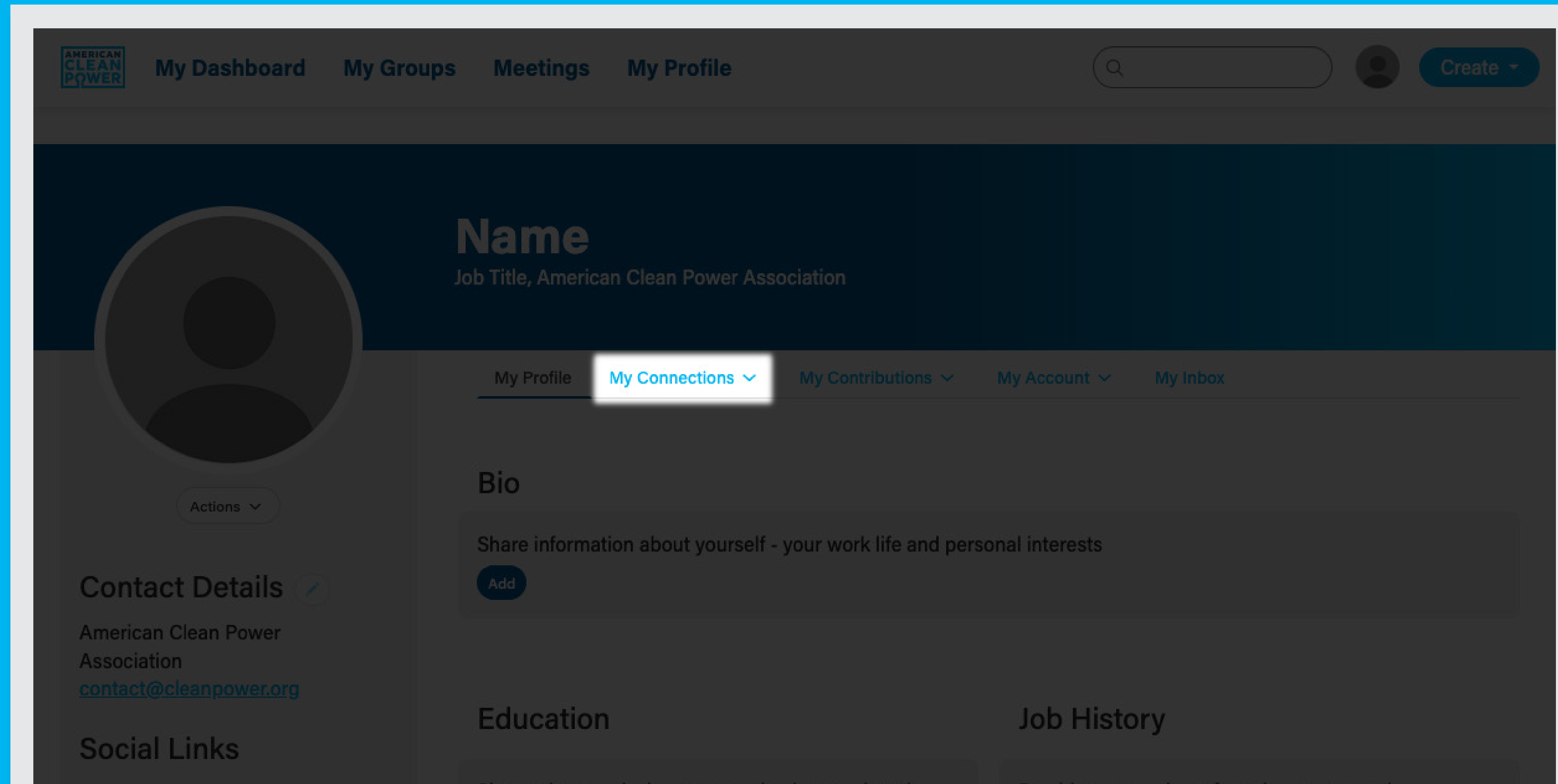
My Profile

The screenshot displays the 'My Profile' page within the my.CleanPower interface. At the top, there is a navigation bar with the American Clean Power logo, 'My Dashboard', 'My Groups', 'Meetings', and 'My Profile' (the active page). A search bar and a 'Create' button are also present. The profile header includes a placeholder for a profile picture and the text 'Name' and 'Job Title, American Clean Power Association'. Below this, there are tabs for 'My Profile', 'My Connections', 'My Contributions', 'My Account', and 'My Inbox'. The main content area is divided into several sections, each with an 'Add' button: 'Bio' (Share information about yourself - your work life and personal interests), 'Education' (Share where and when you received your education), 'Job History' (Provide an overview of employment experience), 'Professional Associations' (Relate your professional memberships here), and 'Honors and Awards' (List past accolades and recognition). A 'Need Help' button is located at the bottom right of the Honors and Awards section. The left sidebar contains 'Contact Details' (American Clean Power Association, contact@cleanpower.org) and 'Social Links' (Link to other social media accounts).

my.CleanPower



My Profile



Menu Options

My Connections

Contacts:

See current contacts, search the directory to connect with others.

Networks:

Networks you are a part of, including your primary company.

Groups:

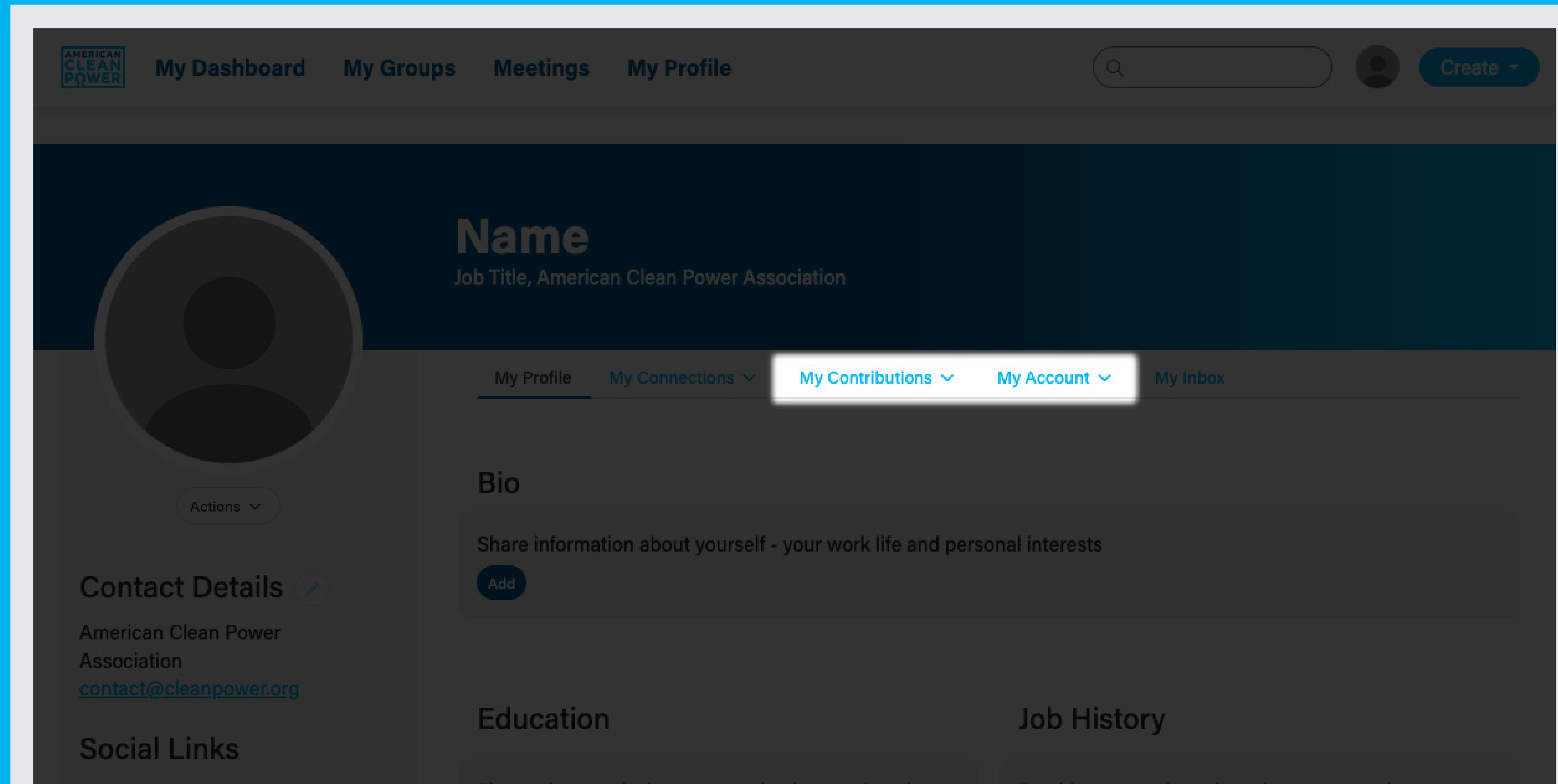
Your groups.

Following:

Posts made by your connections.

Continued on next page

My Profile



My Contributions

Discussion posts you have made.

My Account

Privacy Settings:

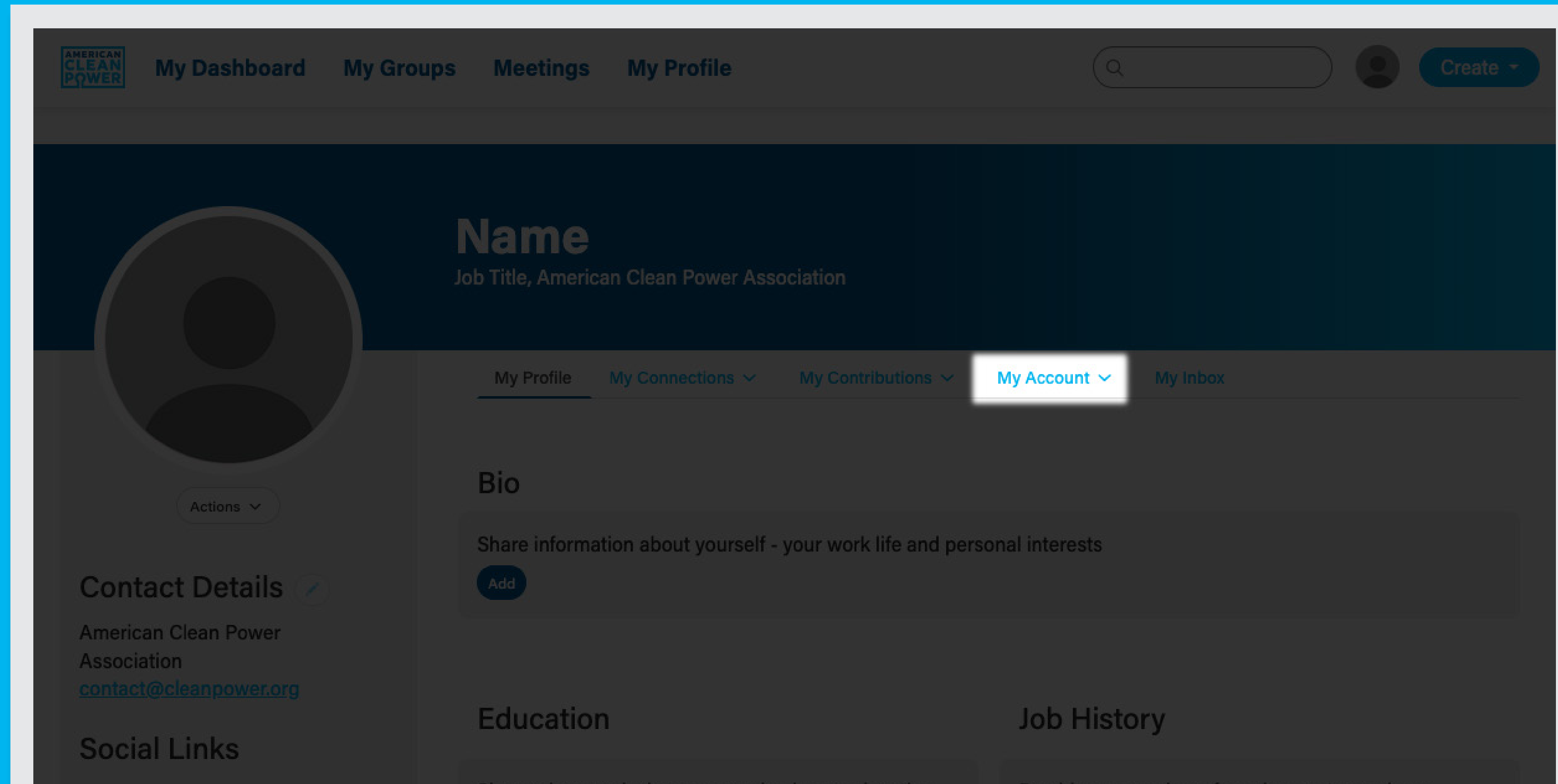
Control the information others can see on your profile with options like Public, My Contacts, Members Only or Only Me.

Email Preferences:

Change your email notifications and communications here.

Continued on next page

My Profile



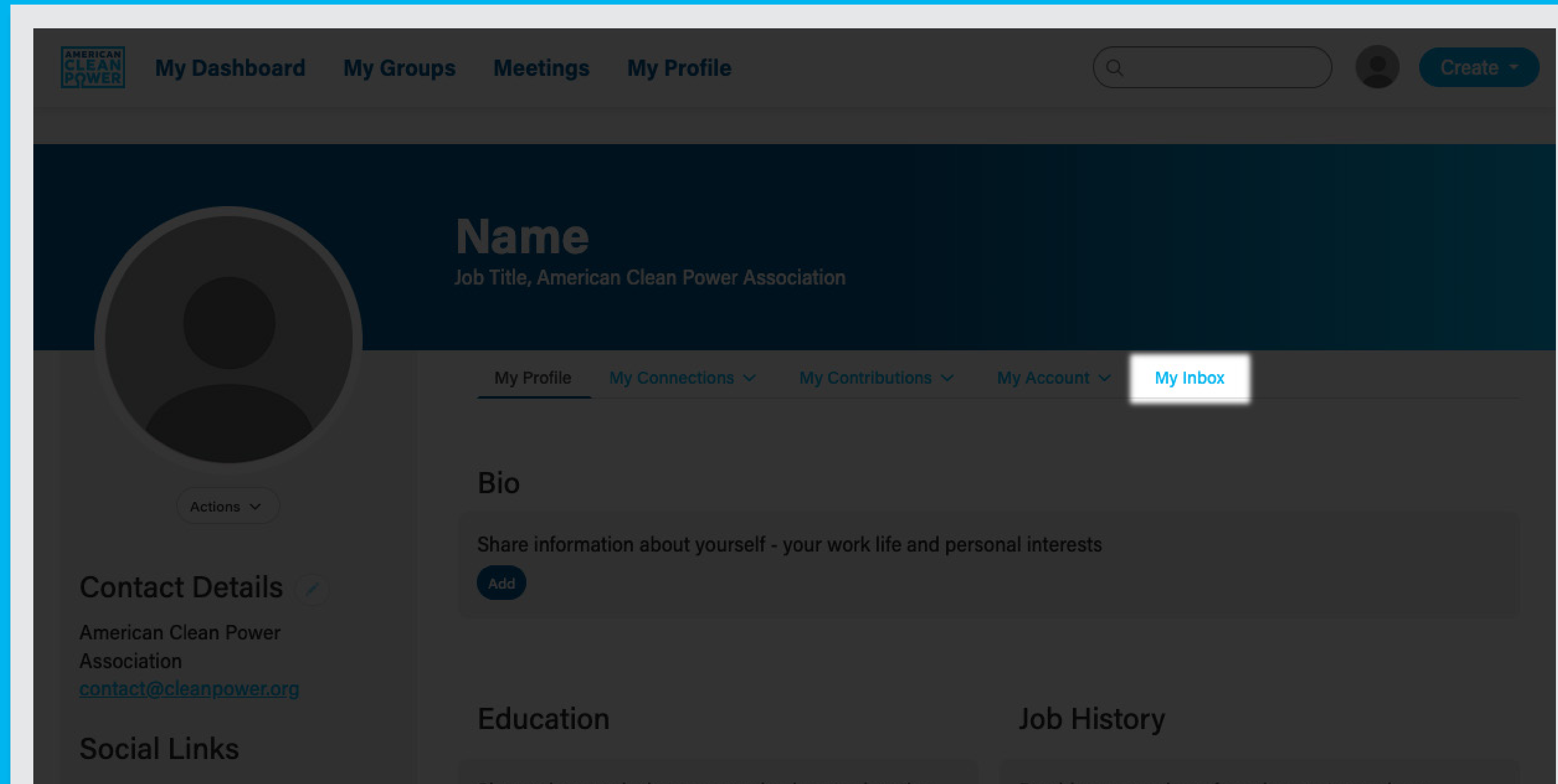
My Account (continued)

Group Notifications:
Select which groups you receive emails from. Manage the frequency with which you receive emails or consolidated summaries for each group.

Discussion Signature:
Create a default signature for your comments within discussions.

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My Profile



My Inbox

Send messages through the platform to other members on the platform including your group staff and view all messages sent and received, contact requests, and group invitations.

Platform Overview



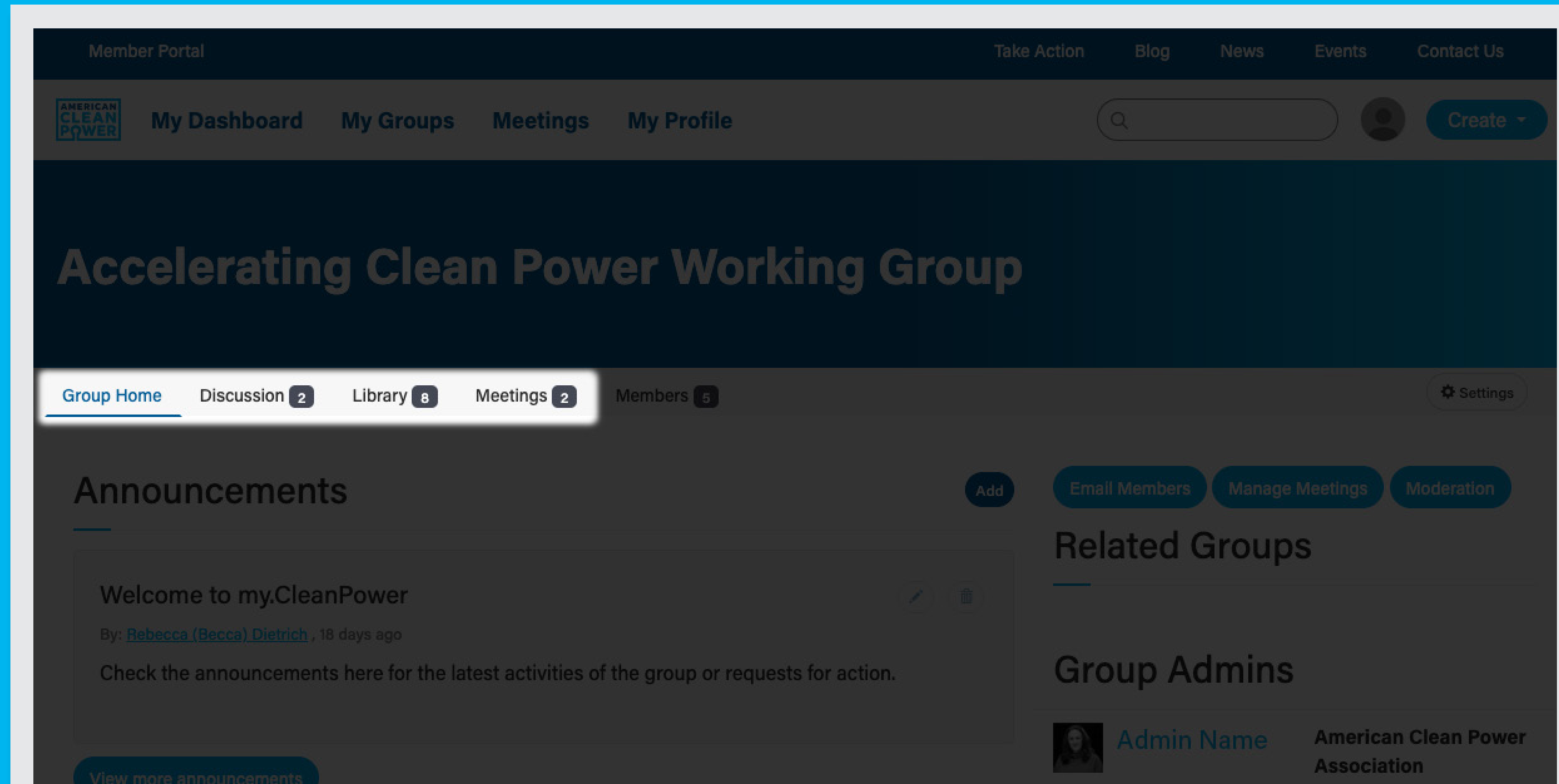
Group Pages

The screenshot shows the user interface for a group page on the my.CleanPower platform. At the top, there is a navigation bar with 'Member Portal' on the left and 'Take Action', 'Blog', 'News', 'Events', and 'Contact Us' on the right. Below this is a secondary navigation bar with 'My Dashboard', 'My Groups', 'Meetings', and 'My Profile', along with a search bar and a 'Create' button. The main header of the group page reads 'Accelerating Clean Power Working Group'. Below the header is a sub-navigation bar with 'Group Home', 'Discussion 2', 'Library 6', 'Meetings 2', and 'Members 6', plus a 'Settings' icon. The main content area is divided into several sections: 'Announcements' with an 'Add' button and sub-buttons for 'Email Members', 'Manage Meetings', and 'Moderation'; a 'Welcome to my.CleanPower' announcement by Rebecca (Becca) Dietrich; 'Related Groups'; 'Group Admins' listing 'Admin Name' from the American Clean Power Association; and 'Meetings' featuring an 'ACP Member Group Meeting' on October 20th, which is an online Microsoft Teams meeting with a 'Need Help' button.

my.CleanPower



Group Pages



Group Pages

Group Home

View the group's dashboard with the latest announcements, upcoming meetings, library entries, and discussions.

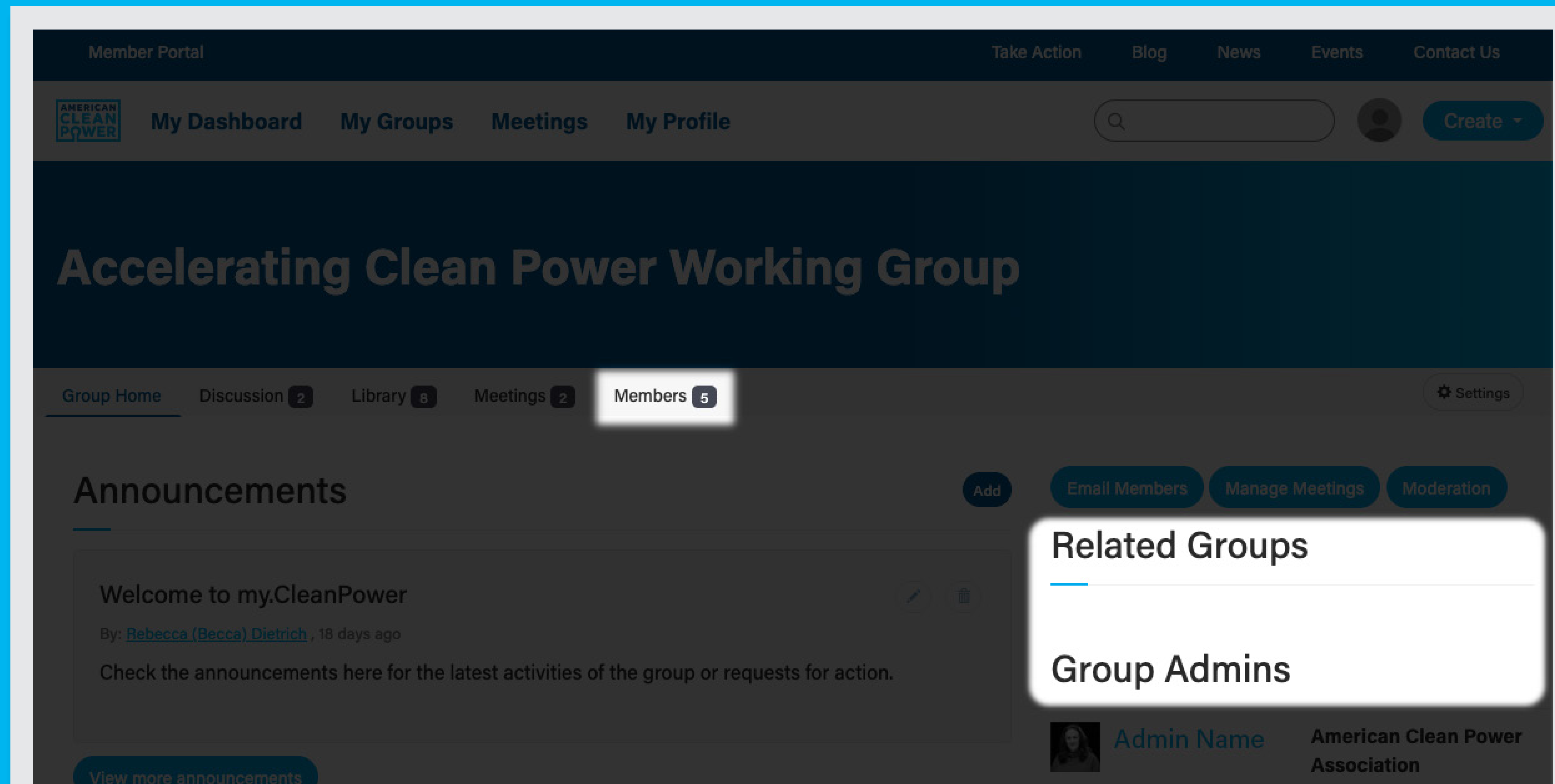
Library

View documents for this member group, including agenda, meeting notes, group resources, and items under current discussion.

Meetings

Find the upcoming meetings for this member group.

Group Pages



Members

Access the roster of all participants of this member group, view their my.CleanPower profile, and send individual in-platform messages.

Group Admin

Find and contact the ACP staff that administers this member group.

Related Groups



Explore other member groups that cover related topics to this member group.

Platform Overview



Meeting Pages

Member Portal Take Action Blog News Events Contact Us

 [My Dashboard](#) [My Groups](#) [Meetings](#) [My Profile](#)  [Create](#)

ACP Member Group Meeting Edit

When: Oct 20, 2023 from 09:00 AM to 10:00 AM (ET)
Associated with [Accelerating Clean Power Working Group](#)

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 266 277 749 934
Passcode: eD7JQn

[Download Teams](#) | [Join on the web](#)


Or call in (audio only)

[+1 872-242-7740, 551678063#](#) United States, Chicago

Phone Conference ID: 551 678 063#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

 [Add a tag](#)

Contact

Contact Name
contact@cleanpower.org

[RSVP](#)

Download to Your Calendar [Outlook](#) [Google](#)

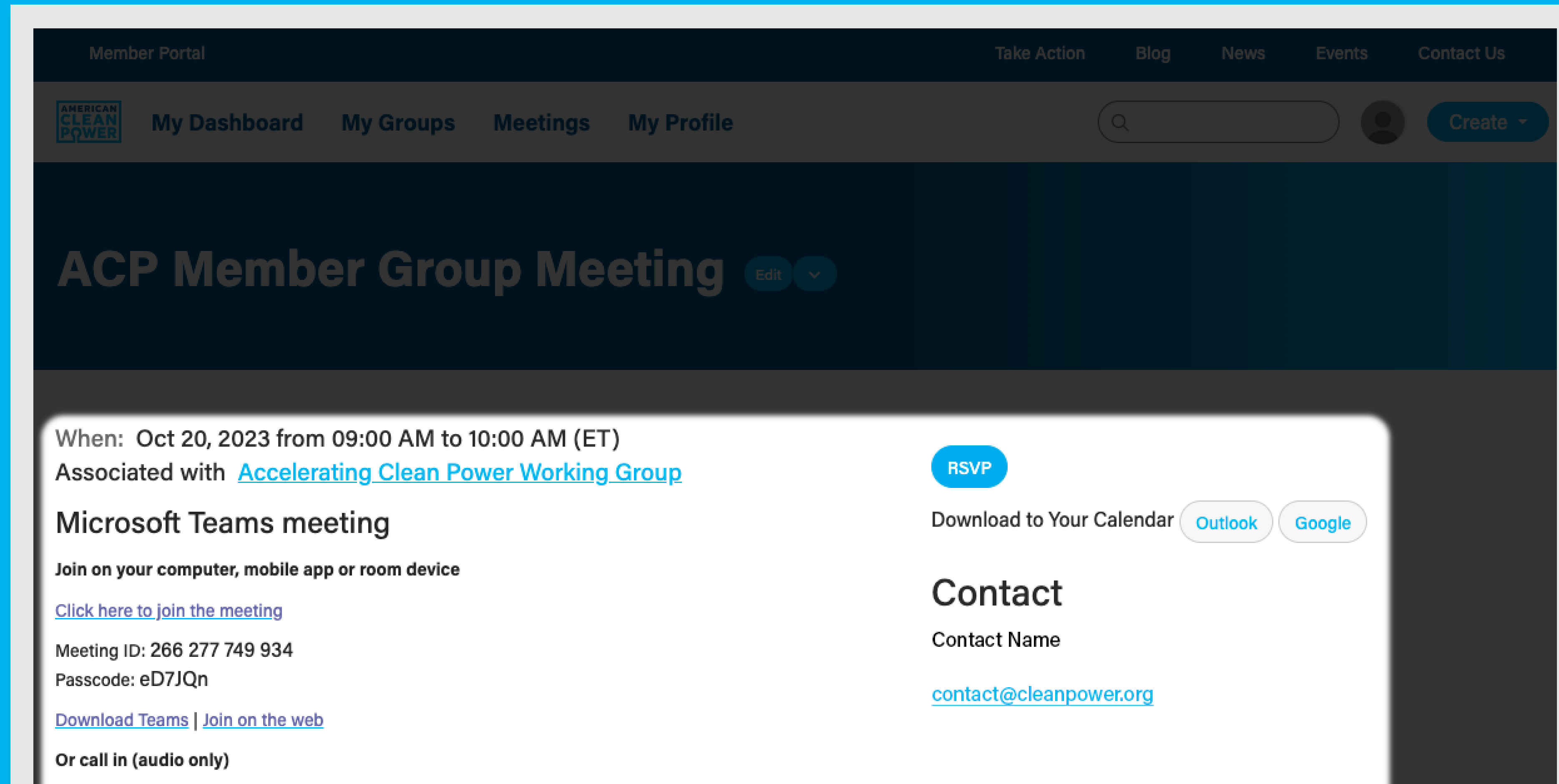
Location

[Need Help](#)

my.CleanPower



Meeting Pages



The screenshot shows a web interface for a meeting page. At the top, there is a navigation bar with 'Member Portal' on the left and 'Take Action', 'Blog', 'News', 'Events', and 'Contact Us' on the right. Below this is a secondary navigation bar with the 'AMERICAN CLEAN POWER' logo, 'My Dashboard', 'My Groups', 'Meetings', and 'My Profile'. A search bar and a 'Create' button are also present. The main heading is 'ACP Member Group Meeting' with an 'Edit' button. The meeting details are displayed in a white box with a dark border. On the left side of the box, it says 'When: Oct 20, 2023 from 09:00 AM to 10:00 AM (ET)', 'Associated with [Accelerating Clean Power Working Group](#)', 'Microsoft Teams meeting', 'Join on your computer, mobile app or room device', 'Click here to join the meeting', 'Meeting ID: 266 277 749 934', 'Passcode: eD7JQn', 'Download Teams | Join on the web', and 'Or call in (audio only)'. On the right side of the box, there is an 'RSVP' button, 'Download to Your Calendar' with 'Outlook' and 'Google' options, and a 'Contact' section with 'Contact Name' and the email address 'contact@cleanpower.org'.

Meeting Pages

View the join information for each meeting, which can include a teams link, dial-in, or physical address.

RSVP to the meeting, which will send you a calendar invite to your email to accept.

Download the meeting information and add it to your Google or Outlook calendar.

Access contact information for the meeting organizer.

my.CleanPower

For more information, please visit
cleanpower.org/mycleanpower-faqs

