



Foro Centroamericano y del
Caribe de **Esclerosis Múltiple**

FOCEM - Platform Navigation Tutorial



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Lets begin...

- To start participating in the Forum, first go to the ***Foro Neurologos*** Tab (Neurologists Forum) and click Forum Membership FOCEM option from the drop-down menu.



The screenshot shows the FOCEM website interface. At the top left is the FOCEM logo. The main navigation bar includes links for 'Start / partners / Capítulos / Events / galleries / Projects / Publications / News / Foro Neurólogos / Info IN International'. A search icon is located on the right. A dropdown menu is open under 'Foro Neurólogos', with 'Forum membership FOCEM' highlighted by a hand cursor. Below the navigation bar, the page title 'Forum membership FOCEM' is displayed, along with a breadcrumb trail 'Home > Forum membership FOCEM'. At the bottom, a footer text reads: 'You can be a member of any professional FOCEM, body or institution or civil society organizations showing interest in participating and consenting to fulfill the mission, vision and'.

Fill in your personal details (1 of 2)



Contact Us

APPLICATION FOR MEMBERSHIP

To view the topics of the forum and discuss them, please register through the following form

FIRST NAME

Nombre

1ST SURNAME

1er Apellido

NAME THE 2ND

2do Apellido

ID #

No. de Identificación

MEDICAL CODE (WHERE APPLICABLE)

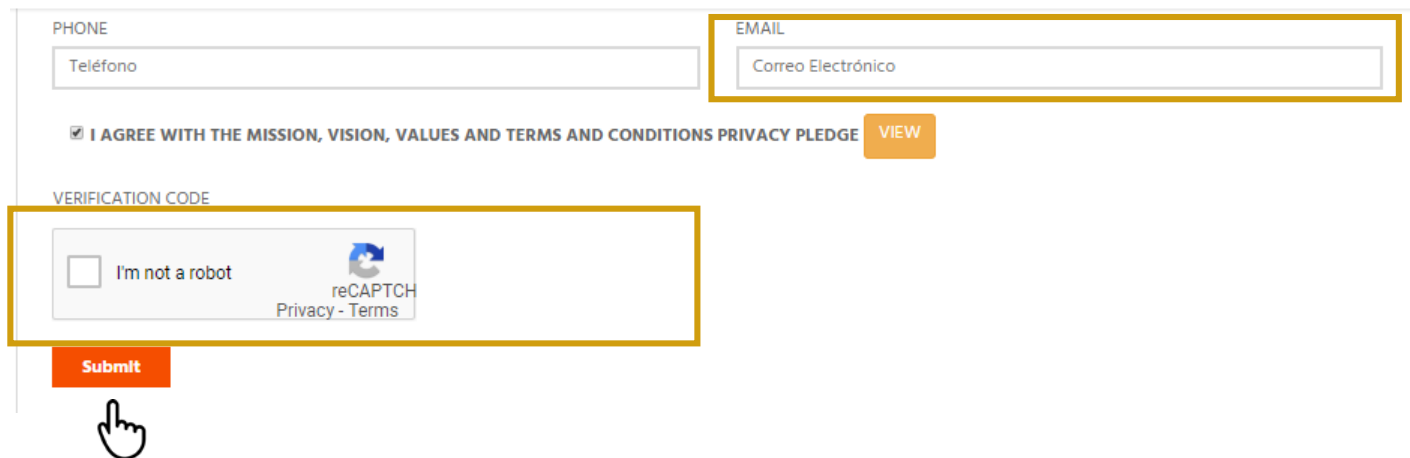
Código de Médico (donde aplique)

NATIONALITY

Nacionalidad

Fill in your personal details (2 of 2)

- Write down your email address
- Be sure to tick the “I’m not a robot” box
- Click **Submit** to send your application for processing




PHONE


EMAIL

I AGREE WITH THE MISSION, VISION, VALUES AND TERMS AND CONDITIONS PRIVACY PLEDGE [VIEW](#)

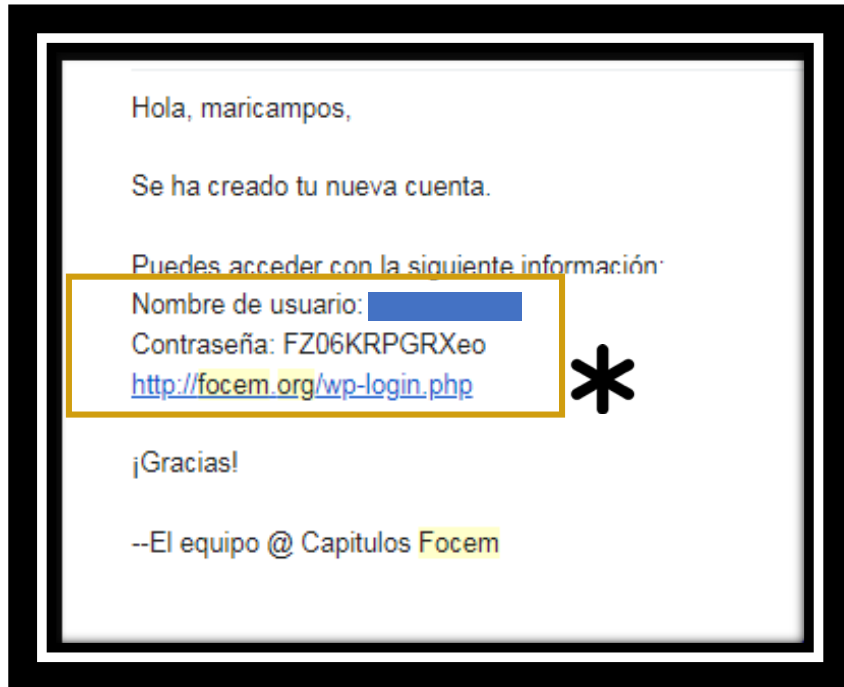
VERIFICATION CODE

I'm not a robot  reCAPTCHA
Privacy - Terms

[Submit](#)



What happens after your submission is sent?

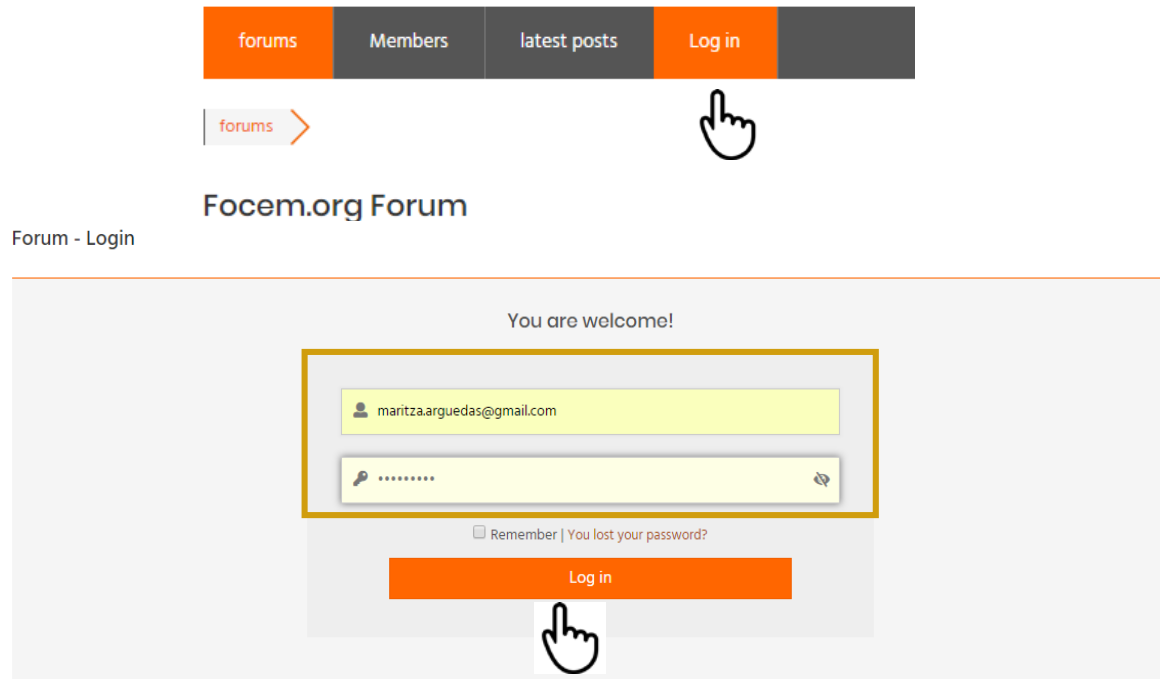


- Your application will be reviewed by the FOCESM admin. (This process usually takes between 1 or 2 days)
- Once validated, you'll receive an email with a generic password and a link that will redirect you to the FOCESM log in screen.

****This generic password is generated by the system and it is highly recommended to be update it with a personal option of your choice.****

Now it's time to Log In

- After clicking on the link posted on the email, click the **Log in** button to be directed to the Log In screen.
- Once on the Log In screen, input your personal details.
- The user name is the email that was originally registered.
- Enter the generic password provided in the email.



forums Members latest posts Log in

forums >

Focem.org Forum

Forum - Login

You are welcome!

maritza.arguedas@gmail.com

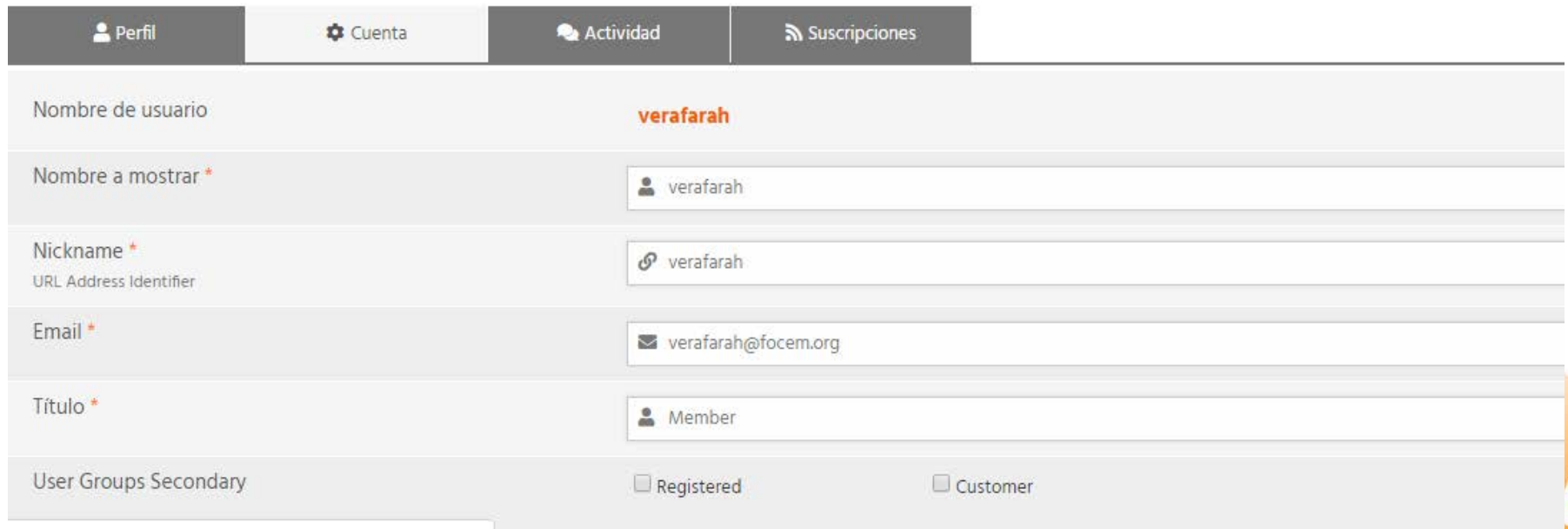
.....

Remember | [You lost your password?](#)

Log in

You are now a registered member of FOCEM

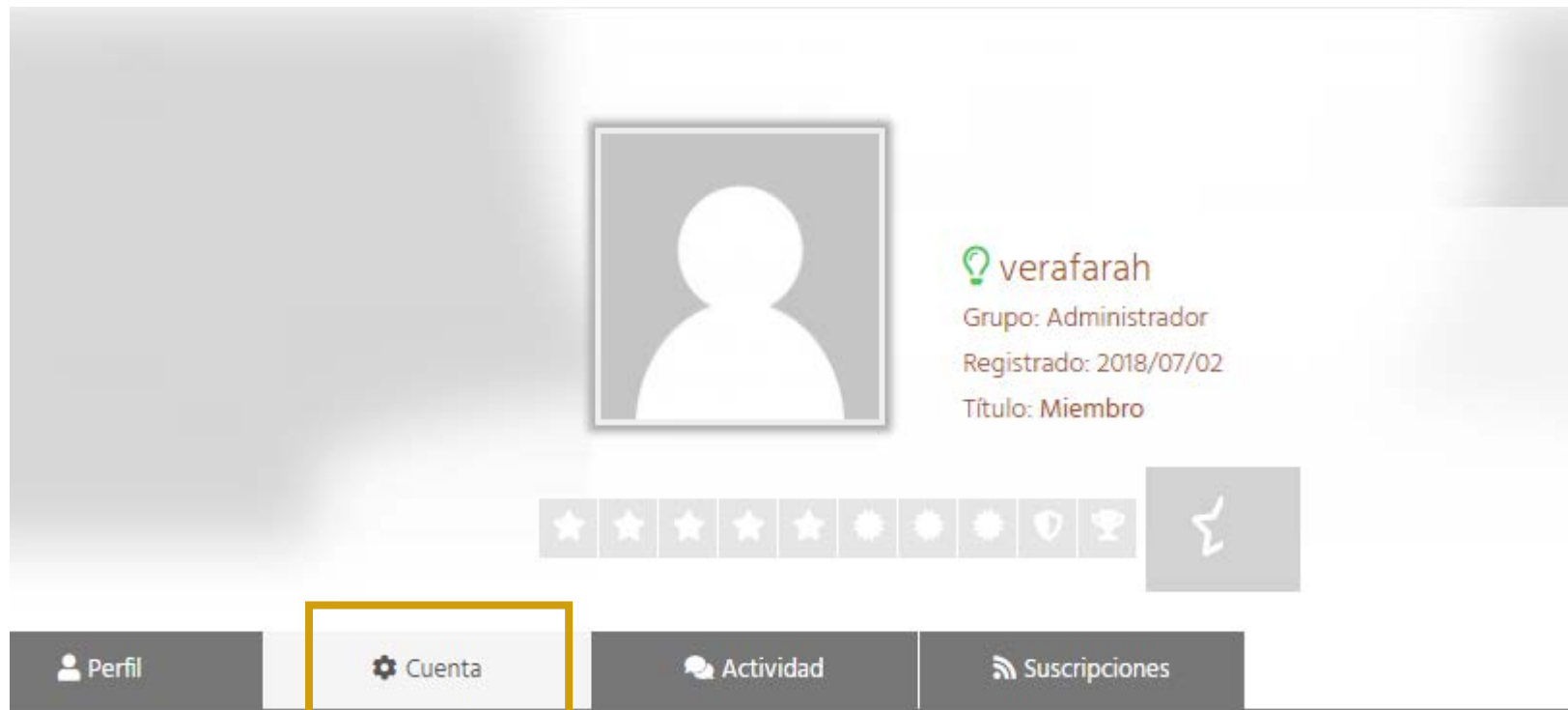
- You will be directed to this screen below, where your personal details will be shown.




The screenshot shows a user profile page with a navigation bar at the top containing 'Perfil', 'Cuenta', 'Actividad', and 'Suscripciones'. The 'Cuenta' tab is active. The profile information is as follows:

| Field | Value |
|--------------------------------------|---|
| Nombre de usuario | verafarah |
| Nombre a mostrar * | verafarah |
| Nickname * URL Address Identifier | verafarah |
| Email * | verafarah@focem.org |
| Título * | Member |
| User Groups Secondary | <input type="checkbox"/> Registered <input type="checkbox"/> Customer |

Updating your new password (1 of 2)



- To update your new password, in your profile page, click on the **Account** tab 

Updating your new password (2 of 2)

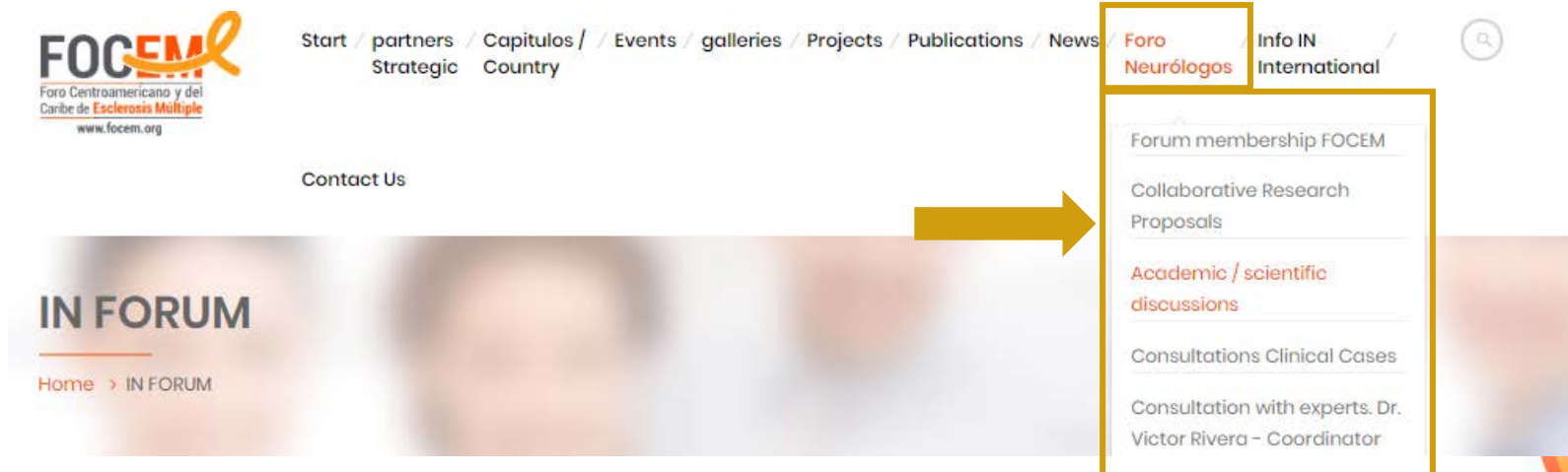


The screenshot shows a web form for updating a password. On the left, a box labeled 'password *' contains the text 'Must be at least 6 characters.' To the right, there are three input fields: 'Contraseña antigua' (step 1), 'Nuevo Contraseña' (step 2), and 'Confirmar contraseña' (step 3). Each field has a key icon on the left and a lock icon on the right. Below the fields is an orange 'Save Changes' button. A hand cursor is pointing at the button, and a yellow arrow points up to it from below.

- Scroll down in the Accounts page to the Change Password section above.
- 1. Enter the generic password provided by the system Admin
- 2. Enter your new password (it must be at least 6 characters long)
- 3. Confirm the new password entered in the second step
- Click the **Save Changes** button

Navigating the Forums – Accessing

- Now that you are a registered member of FOCEM it is possible to navigate, post and interact in the FOCEM Forums
- To Access the Forums drop down menu located in the main upper ribbon on the top of the page.
- And select any of the options that are displayed to see the content.



The screenshot shows the FOCEM website header. The logo is on the left. The navigation menu includes: Start / partners / Capítulos / // Events / galleries / Projects / Publications / News / **Foro Neurólogos** / Info IN International. A yellow arrow points to the 'Foro Neurólogos' dropdown menu, which is open and contains the following options: Forum membership FOCEM, Collaborative Research Proposals, Academic / scientific discussions, Consultations Clinical Cases, and Consultation with experts. Dr. Victor Rivera - Coordinator. Below the navigation menu, there is a 'Contact Us' link and a blurred banner with the text 'IN FORUM' and 'Home > IN FORUM'.

Navigating the Forums – General Overview

forums Members latest posts My profile Get out

forums >

Focem.org Forum forums topics

| neurologists | topics | Answers |
|--|--------|---------|
| Collaborative Research Proposals | 0 | 0 |
| Academic / scientific discussions Recent discussions ^ | 0 | 5 |
| PICO questions for the Consensus of M ... 4 months ago by aronbenz | | |
| Consultations Clinical Cases | 0 | 0 |
| Consultation with experts. Dr. Victor Rivera - Coordinator Recent discussions ^ | 3 | 10 |

- The general overview displays the four main categories.
- Click on each individual forum category to see the content that is been discussed.

Navigating the Forums – Adding a topic (1 of 4)

Academic / scientific discussions

Subscribe to new topics | RSS



| Topic Title | Answers | visits |
|--|--------------|--------------|
| PICO questions for the Consensus Management MS CAC First message and answers ^ Last Post by aronbenz, 4 months ago > | 6 | 10 |
| Hello everyone! I'm here to attach a file in PDF ... | 4 months ago | by AleDiaz |
| 9. In stable patients for a long time, it is ... | 4 months ago | Por beautify |
| 3. What drugs could be considered in the presence ... | 4 months ago | by aronbenz |
| 5. What are the minimum variables to evaluate e ... | 4 months ago | by aronbenz |

[View all answers >](#)

- To add a topic within a specific forum category, click on the **Add Topic** button located on the top right corner.

Navigating the Forums – Adding a topic (2 of 4)

- After clicking on the Add Topic button, the following screen is displayed.
- First, introduce the Topic Title in the first box.
- Post question or commentary addressed to the Forum Community.

Academic / scientific discussions

[Subscribe to new topics](#) | [RSS](#)

Mark Topic as Outstanding | Private topic

Attached file: No file chosen
 The maximum file size allowed is 10MB

Subscribe to this debate

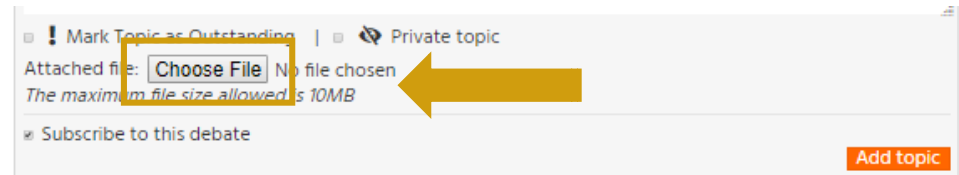
Topic Title *

introduce el titulo aquí

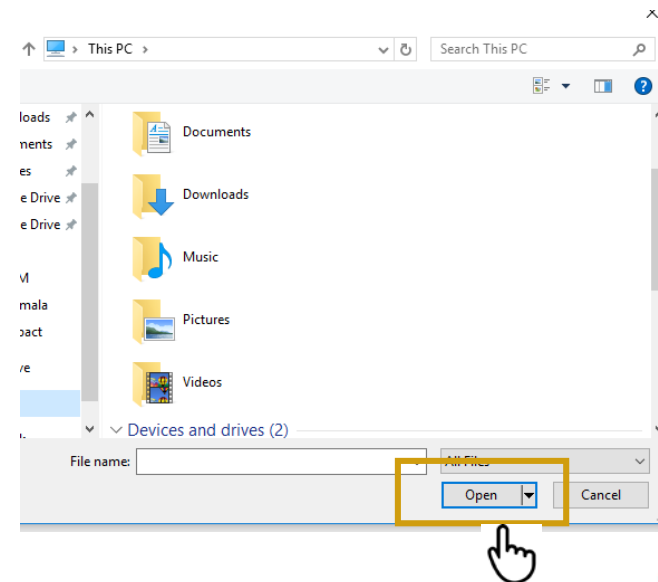
12pt **B** *I* U ABC **A** *

Navigating the Forums – Adding a topic (3 of 4)

- If you want to attach a supporting file (i.e. pdf ; picture) click on the **Choose File** button.



- This will open a window to navigate your files. Once the desired file has been located, click on the **Open** button to attach the file to your comment.



Consulting with Dr. Victor Rivera (1 of 3)

- The forum allows to add topics that will be addressed by Dr. Victor Rivera.
- These conversations can be reviewed to see the evolution of each discussion.

Consultation with experts. Dr. Victor Rivera - Coordinator

[Subscribe to new topics](#) | [RSS](#)

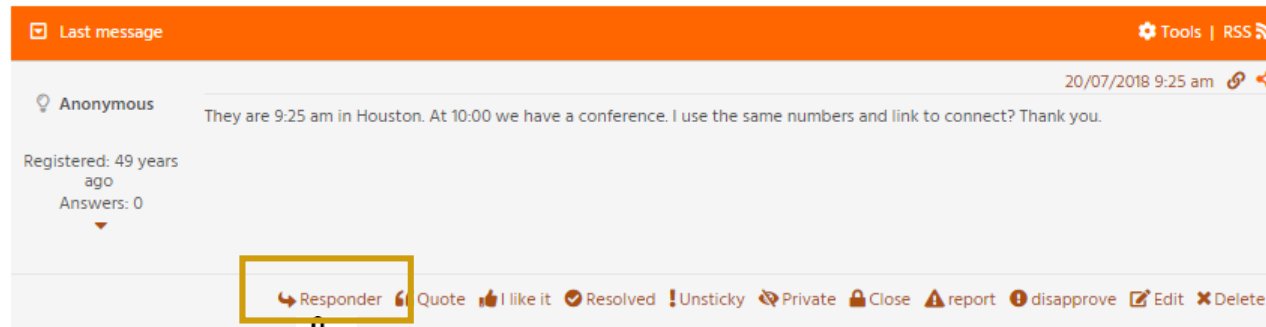
[Add topic](#)

| Topic Title | Answers | visits |
|---|---------|--------|
| <p>Practice theme First message and answers ^ Last Post by admin 1 month ago ></p> <p>T 9:25 am in Houston. At 10:00 we have a ...</p> <p>I will use them in any way.</p> <p>right Doctor</p> | 1 | 3 |
| <p>Doctor test subject of consultation Rivera First message and answers ^ Last Post by, 1 month ago ></p> <p>This is a test</p> <p>Thank you. Enam we communicate.</p> <p>Thank you. We talked AM</p> <p>Yes sir, thank you very much! V</p> | 7 | 6 |

Consulting with Dr. Victor Rivera (2 of 3)

[Sticky] Theme Practica

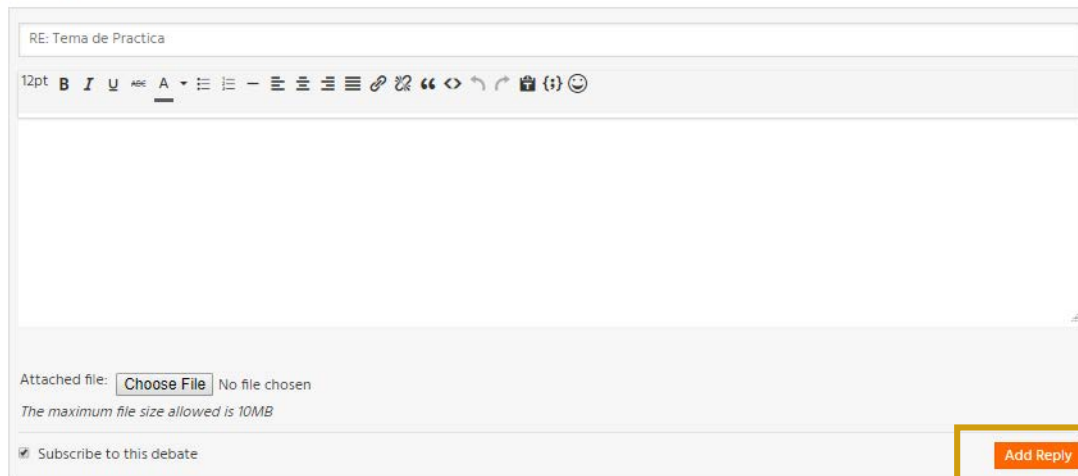
Subscribe to new answers


















- To add a topic for Dr. Victor Rivera to review follow the steps described in the previous section. (See [Navigating the Forums – Adding a topic \(1 of 4\)](#))
- Once an answer has been posted by Dr. Rivera, if a reply is required click on the **Reply** (Responder) button at the bottom of the dialog box.

Consulting with Dr. Victor Rivera (3 of 3)

Leave a reply



RE: Tema de Practica

12pt **B** *I* U ABC **A** ABC               

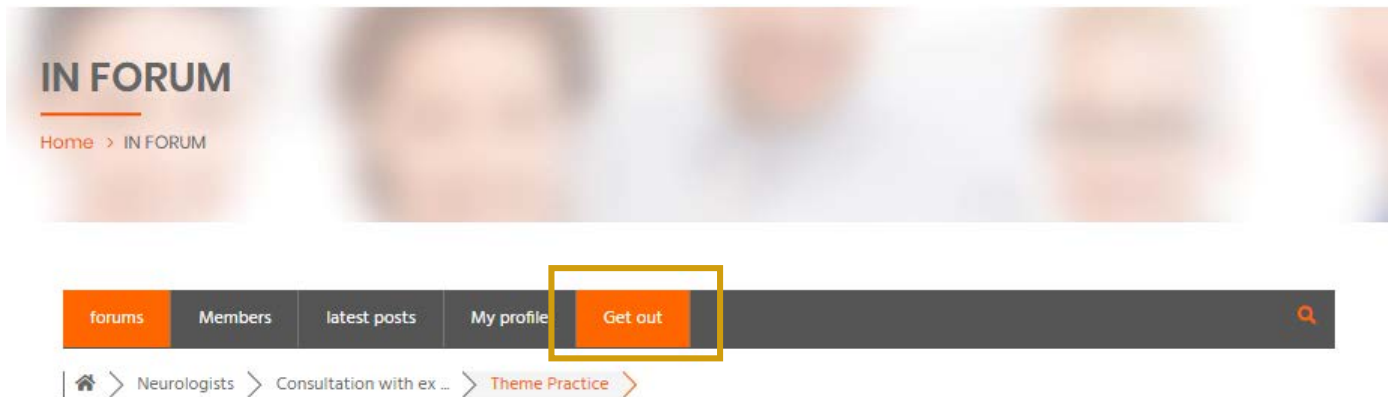
Attached file: No file chosen
The maximum file size allowed is 10MB

Subscribe to this debate

- A dialog box will appear. Fill the topic, body and attachments according to the previously discussed steps. (see [Navigating the Forums – Adding a topic \(3 of 4\)](#))
- Click **the Add Reply** button to finalize your posting.

Signing-off

- If you want to sign off the FOCEM platform , locate and click the **Sign off** button on the far right side of the upper menu.



Comments or questions please contact
verafarah@focem.org