



RESOURCES FOR STP LEADERS

Updated March 21, 2023

We have set up the following resources to assist STP leaders in communicating with each other, to maintain records for STP’s archives, and to facilitate the transfer of leadership roles when new leaders begin their terms. These accounts will also reduce confusion in case a leader moves to a different institution and may reduce the chance that someone sends correspondence to a former leader's email account.

Please note: If any of the instructions or links below do not work, please email the STP [Executive Director](#) who can provide assistance and update this document as necessary.

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STP Leadership Page

STP maintains a list of current STP Leadership with titles for each position; names, terms, institutions, and email addresses for each leader; and links to STP websites associated with each leader. Visit [here](#) and confirm the accuracy of the information for your position. If the information needs corrections or updates, contact the STP [Executive Director](#).

DIV2LEADERSHIP Listserv

STP uses the DIV2LEADERSHIP Listserv to communicate with all STP Leaders. All STP email accounts and elected officers have subscriptions to this Listserv. If you would like to check whether your STP email is included in the subscription list, contact the [Executive Director](#).

To view archives of the STP Leadership Listserv and to post a message to the Listserv

online, visit [here](#); you will need to login and establish a password using your STP email account.

You can post a message from your STP email account to the following address: DIV2LEADERSHIP@lists.apa.org.

STP Gmail Accounts

Each STP leader has been assigned a **user@teachpsych.org** account. Please use this account for official STP business (e.g., receiving applications for grants or awards; communicating with STP members or other STP leaders, etc.). This Gmail account is also used to communicate with you through the DIV2LEADERSHIP Listserv, is linked to your STP Dropbox account, and will provide you editing access to Web pages associated with your leadership position on the STP website.



Please contact the STP [Executive Director](#) or [Internet Editor](#) if you need assistance in gaining access to this account or setting up forwarding of messages.

Login to STP email via Web browser

STP uses Gmail as its email client. To view and create emails in a Web browser, visit <http://gmail.teachpsych.org/> and enter the following:

Enter your email: *user* @teachpsych.org (Enter the email account assigned to your leadership role; click [here](#) to locate it.)

Select **Google Workspace** account

Enter your password: If you do not know or cannot recall your password, contact STP's [Executive Director](#) or [Internet Editor](#) to reset your password.

If you are new to Gmail or have questions, visit [here](#) for Gmail support.

Changing your STP email password

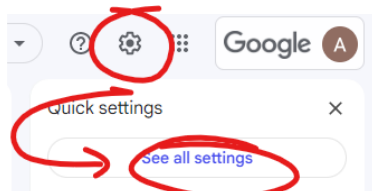
You will be assigned a password for your STP email account. You may change your password if you prefer something easier to remember or for security purposes; visit [here](#) for instructions. The [Executive Director](#) or [Internet Editor](#) can help retrieve your email account if you cannot recall your password.

Granting Proxy Access to your VP

By allowing another member of the STP leadership group be able to access your teachpsych.org email account, you will be making it easier for someone else to step in if you need to step away from your STP duties, even temporarily.

Log into your Gmail account in a web browser.

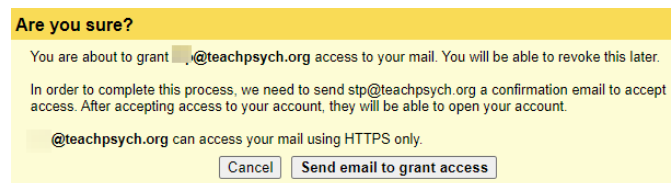
In the top right corner of your screen, click on the cog icon to access your settings. Click on "See all settings."



On the Accounts tab, under "Grant access to your account" click on "Add another account."

In the pop-up, enter the teachpsych.org email address you would like to have access to your STP email account. In most cases, this will be the teachpsych.org email address for the STP vice president whom you report to.

Click the "Next" button. Gmail will ask if you are sure. Doublecheck the email address you're granting access to your teachpsych.org email. Click "Send email to grant access."

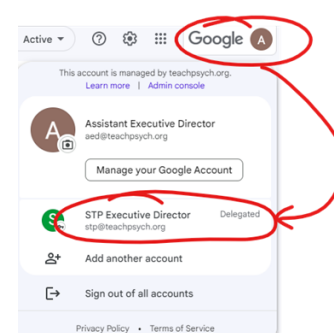


Gmail will send a confirmation request to that email address. Once the owner of that email address accepts, they will be able to access your teachpsych.org email.

VPs: Gaining Access to a Proxy Account

Log into your Gmail account in a web browser.

In the top right corner of your screen, click your Google account button. Here you will see the teachpsych.org Gmail accounts to which you have been granted access. Click on the "delegated" account you would like to access. This will open a new tab in your browser.



Your actions in this account will be as if you were the owner of the account. For example, if you read a previously unread message, the message will display as read for the owner of the account. If you send a message through this email account, it will be just as if the owner of the account sent the message.

When you are done and want to exit the "delegated" account, simply close the browser tab.



Using Gmail in another email client

Visit [here](#) for instructions on setting up Gmail in Outlook, iPhone, Thunderbird, Apple Mail, or another email client.

GSuite apps (Docs, Chat, etc.)

Each STP email account includes access to several Google applications: Drive, Docs, Sheets, Forms, Chat, Meet, and others. Please use these services for current STP-related business (e.g., collaborating on working drafts, maintaining current documents). Please place final versions of documents into the STP Dropbox folder (see below) so that we can maintain those documents for the archives.

Each GSuite account has 30 GB storage limit for all emails and documents. If you are nearing that limit, you may need to delete older emails or documents that are no longer relevant to your current work. Before doing so, please save final versions of documents for archival purposes in your STP Dropbox folder before deleting them from Gmail or Google Docs.

Auto forwarding email messages

If your leadership position is unlikely to require you to receive or send many emails, you may set your account to forward emails to your preferred email account(s). Auto forwarding will enable you to receive messages from the DIV2LEADERSHIP account so that you can keep informed about STP business. To set up auto forwarding, visit [here](#).

Sharing STP email accounts

There may be occasions when an STP Leader would like to share an STP email account with another leader (e.g., co-chairs of a committee, co-editors of an STP publication). This may be accomplished in one of two ways:

- Both leaders may share the password for the STP email account and coordinate reading and responding to emails.
- The current leader may set up auto forwarding of messages to the other individual's (e.g., a successor's) preferred email account so that the individual may view correspondence. The STP leader may need to include the other individual's email in replies. Prior to the transition, the current STP leader should share the email password with the successor.

Dropbox folder

Each STP leader has a Dropbox folder associated with the STP email account. This Dropbox folder is shared with STP's Executive Director, STP's Archivist/ Historian, and (if appropriate) the STP Vice President or other leader who oversees the position.

Please use this Dropbox folder to maintain archives of final versions of documents for your work as an STP leader. This will enable us to transfer your work to your successor, and STP's Archivist/Historian has access to these folders to collect relevant documents for STP's archives. You may create subfolders to organize your work.

If you would you like to add the STP Dropbox folder to your personal or professional Dropbox account, or if you have any questions about using or accessing the Dropbox account, contact the [Executive Director](#).

STP Web page(s)

Many STP Leaders have one or more pages on STP's Web site relevant to their positions. STP Leaders have two options for editing and updating the information on these Web pages.

- [Login to the STP Web site](#) using your STP email address. (If you do not know your password, click the "Forgot password" link to reset the password for your STP email address.) Visit the Web page that you would like to edit and click on the "Admin



view” option at the top of the page. You should now see options to edit the Web page.

- If you are uncertain how to edit a Web page, send updates to STP’s [Internet Editor](#) or [Executive Director](#), who can edit the Web page for you.

If there is a Web page that needs updating but you don’t have access to edit the page, contact the [Internet Editor](#) or [Executive Director](#) for assistance.

Accessibility Guidelines

Please help us increase the accessibility of STP’s website by following these guidelines.

- Images should have alt-txt. For photos, only the name of the person needs to be provided in the alt-txt.
- Links should be linked from text, not as stand-alone url; for example, the [STP website](#), instead of <https://teachpsych.org>.
- Videos should be captioned.
- Documents should follow accessibility best practices (e.g., [Microsoft guidelines](#), [Google guidelines](#)).
- Infographics should have an accompanying downloadable text-only pdf.
- The content of pdfs should be tagged to designate the order in which the content should be read by screen readers.

If you need help with any of these tasks, please contact STP’s Assistant Executive Director at aed@teachpsych.org.

Google Forms

If your leadership position requires STP members to complete a form (e.g., an application for a grant or award that requires login to the STP Website), please contact the [Executive Director](#) who can set up the form for you in Google Forms and who can then provide you access through your STP email account to edit the form. This will facilitate the process of sharing forms with your successor prior to the end of your term. If you update a

form, please maintain both the past version and the updated version in your Dropbox folder for archival purposes.

Zoom Account/Google Meet

STP maintains a Zoom account for teleconferences and includes an option to record a video of the teleconference. If you would like to set up a teleconference with your committee or conduct other business for STP, please contact the [Executive Director](#) for instructions on how to use the account. You may also use the Google Meet app available in Gmail.

STP Policies and Initiatives

Supporting DEI Initiatives

STP’s [Statement on Addressing Systemic Racism and Inequity in STP](#) articulates the priorities and concrete steps our organization is taking to address issues of diversity, equity, and inclusion (DEI). We encourage STP Leaders to consult the APA publication, [Equity, Diversity, and Inclusion Toolkit for Journal Editors](#), for additional suggestions on how to support these initiatives.

Repository of Policies/Guidelines

The [STP Leadership page](#) contains links to the following policies and guidelines:

- Policy on Purchases by STP Leaders
- Guidelines for Use of the STP Logo
- Guidelines and Forms for STP-Sponsored Travel

For additional policies and guidelines, consult the current STP Bylaws and STP Policies and Procedures Manual, both of which are available on the STP Leadership page.

If you have any suggestions for updating any of these policies and guidelines, please share your suggestions with the Vice President that oversees your position and/or the [Executive Director](#).

