Frequently asked questions

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How do I request a new password?

1. Make sure you are logged out, otherwise you will be put in a [password loop](#)
2. Click the "Log In" button in the right side of the blue banner at the top of every page on the Commons
3. Select the "Request a new password" link in the menu to the right of the page
4. Fill in your email and complete the CAPTCHA if it is present and press the "E-mail a password reset" button
5. Follow the instructions in the email to log back into your account (you should receive the email within a few minutes of requesting it)

See our [more detailed guide](#) on this subject

How do I change my email/password?

1. Make sure you are logged in
2. Click the "My Profile" button in the blue banner at the top of any page on H-Net and select the "Profile" link in the dropdown menu
3. Navigate to the "Edit Account" screen by clicking the "Account" link at the bottom of your profile's menu links
4. Enter your password in the "Current password" field. If you cannot remember your password, [request a new one](#)
5. Enter your desired email addres or new password in the corresponding fields and press the grey "Save" button at the bottom of the page

See our [more detailed guide](#) on this subject

How do I subscribe to a network?

1. Make sure you are logged in
2. Navigate to the front page of the network you wish to subscribe to (you can find a list of them on our ["All Networks"](#) page)
3. Scroll down until you find a black "Subscribe to this network" button on the right sidebar menu and click it
4. Read the text on the page that appears and select the grey "Join" button at the bottom of the page. A network editor will manually approve your subscription

See our [more detailed guide](#) on this subject

How do I change my notifications?

1. Make sure you are logged in
2. Click the "My Profile" button in the blue banner at the top of any page on H-Net and select the

"Profile" link in the dropdown menu

3. Select the "Notifications" link in your profile's menu links
4. Set your notifications as you would like for each network and press the "Submit" button at the bottom of the page

See our more detailed guide on this subject

How do I see all of the posts I've made?

1. Make sure you are logged in
2. Click the "My Profile" button in the blue banner at the top of any page on H-Net and select the "Profile" link in the dropdown menu
3. Select the "My Posts" link in your profile's menu links
4. You should find a list of all your posts (published and unpublished) on this page

See our more detailed guide on this subject

How do I upload a profile picture?

1. Make sure you are logged in.
2. Click the "My Profile" button in the blue banner at the top of any page on H-Net and select the "Account" link in the dropdown menu
3. Scroll down to the "Picture" setting underneath "Email Settings".
4. Click the "Choose File" button, you will be prompted to choose a picture from your computer files. Pictures larger than 250x250 pixels will be scaled down. Double click the photo or click "Open" at the bottom of the pop-up file window after selecting your photo.
5. Be sure to scroll down to the bottom of the page and select "Save" before exiting.

How do I post to H-Announce?

1. Make sure you are logged in
2. Navigate to the H-Announce front page by pressing the "H-Net Services" button in the blue banner at the top of any page on the Commons and selecting the "Academic announcements" link in the dropdown menu
3. Click the orange "Post an announcement" button under the H-Announce banner
4. Fill out the form that appears and press the "Submit to Editor" button near the bottom of the page
5. H-Net home office staff will moderate your announcement and publish it if it follows our announcement guidelines. **Announcements cannot be edited after they are moderated** unless leaving the post up causes signficant harm to an individuals well-being, so please double check that your content is accurate before submitting it

See our more detailed guide or watch our tutorial video on this subject

How do I make a discussion post?

1. Make sure you are logged in

2. Navigate to the front page of the network you want to post in (you can find a list of them on our ["All Networks"](#) page)
3. Press the orange "Start a discussion" button underneath the network banner
4. Fill out the form that appears and click the "Preview" button at the bottom of the page
5. Look over your content and press the "Submit" button at the bottom of page
6. A network editor will moderate your post and publish it if it follows the network's guidelines. **Discussions cannot be edited or removed after they are moderated** unless leaving the post up causes signficant harm to an individual's well-being, so please double check that your content is accurate before submitting it

See our [more detailed guide](#) or [watch our tutorial video](#) on this subject

How can I become a network/review editor? How do I create a network?

- **[Find out how you can get more involved with H-net here](#)**