

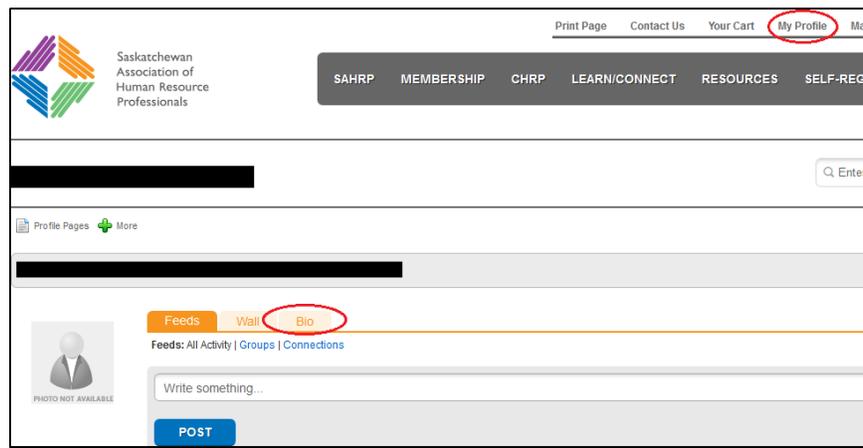


NEW MEMBER WEBSITE FAQ

A. MEMBERSHIP ACCOUNT & PROFILE UPDATES

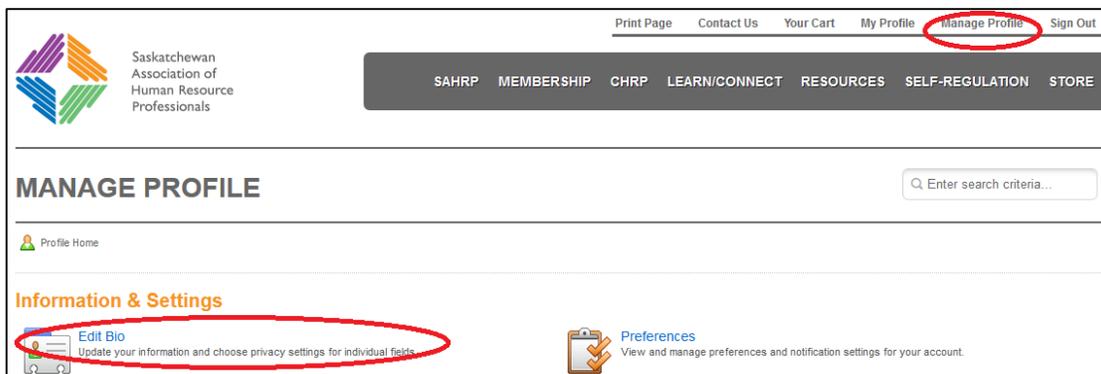
i) How do I view my member profile information?

Ensure that you are signed-in to your profile to make any changes, then click on **My Profile** in the top right-hand corner of the screen, followed by the **Bio** tab.

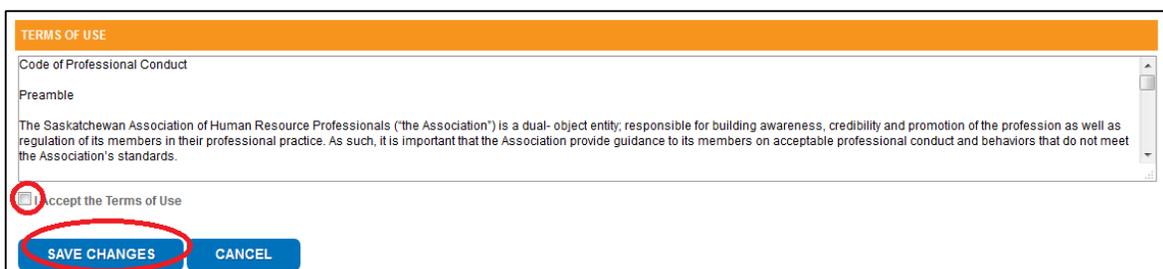


ii) I recently changed jobs/emails/addresses/etc. How do I update my member profile information?

Click on **Manage Profile** in the top right-hand corner of the screen, then click on **Edit Bio**.



Update your profile information accordingly, then accept the *Terms of Use* and click **Save Changes**.

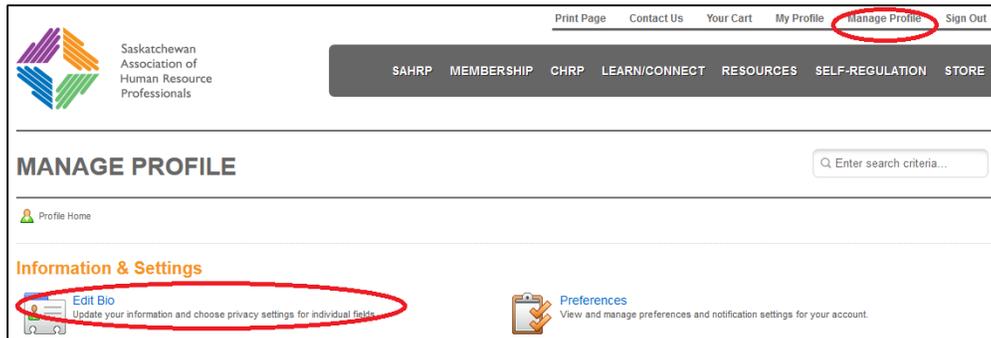


iii) I forgot my username and/or password. What do I do?

If you forget your username and/or password, please contact our office at 306-522-0184 or regina@sahrp.ca and we can provide you with and/or reset your log-in information.

iv) I do not want other members to have access to specific personal information (i.e. home address, mobile number, etc.). How can I make certain areas of my member profile private?

First click on **Manage Profile** followed by **Edit Bio**.



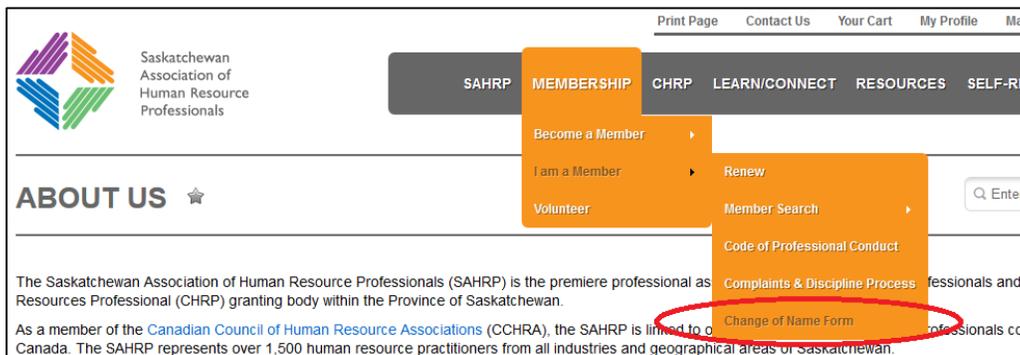
For whichever information field you wish to be private, click on the  icon and select **Private (Not Visible in Profile)**.



*****Note:** Fields that already have the red lock symbol are locked as “Private (Not Visible in Profile)” and cannot be changed***

v) I have recently changed my last name. What do I need to do?

If you have recently legally changed your name, please scroll over **Membership**, followed by **I am a Member**, and click on **Change of Name Form**.

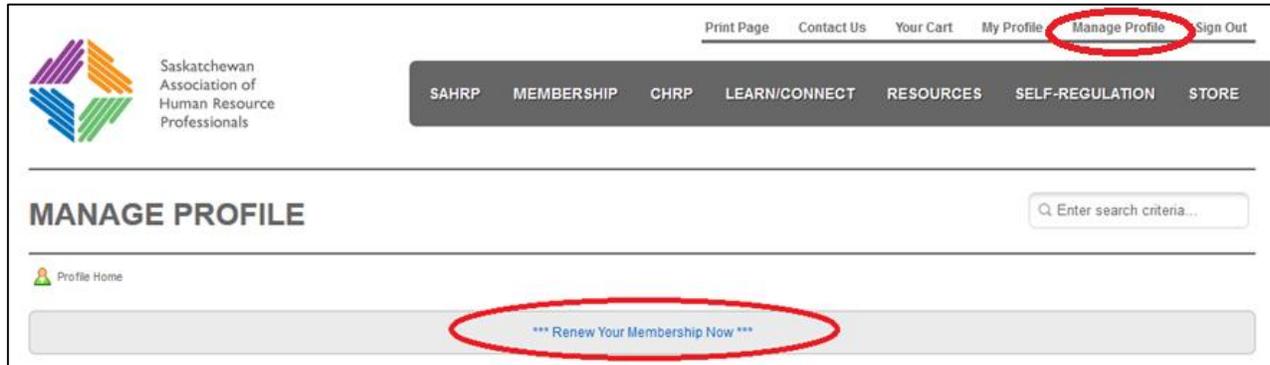


Once you are on the *Change of Name Form* page, click on the *Change of Name Form* link, complete the form, and submit it to the SAHRP at regina@sahrp.ca.

vi) How do I renew my membership?

As the SAHRP runs from July 1st . June 30th of every year, membership renewals for the next year open in May and are due by July 31st.

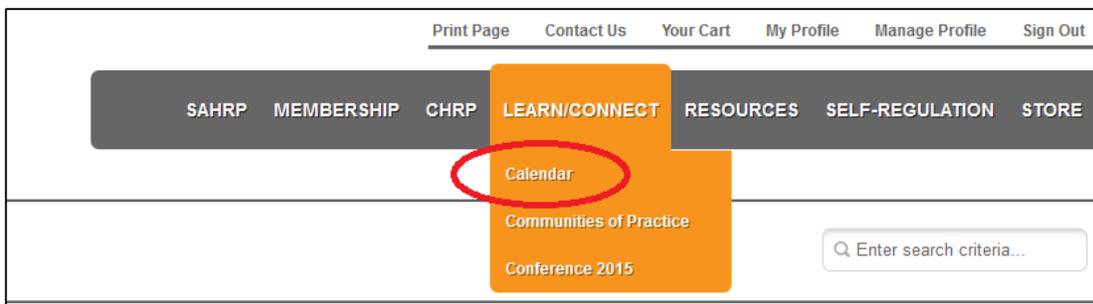
In order to renew your membership once renewals open, first click on **Manage Profile**, followed by *****Renew Your Membership Now***** and complete the online renewal form. You can either pay immediately online via credit card or generate an invoice that is due either within 30 days OR by July 31st, whichever comes first.



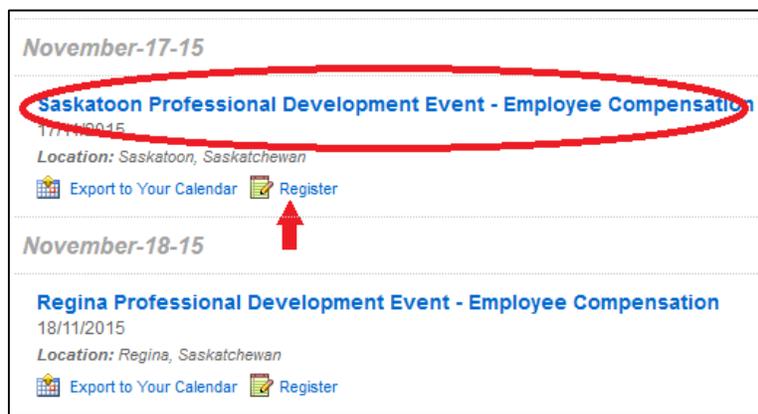
B. LEARN & CONNECT

i) How do I register for a Professional Development Event?

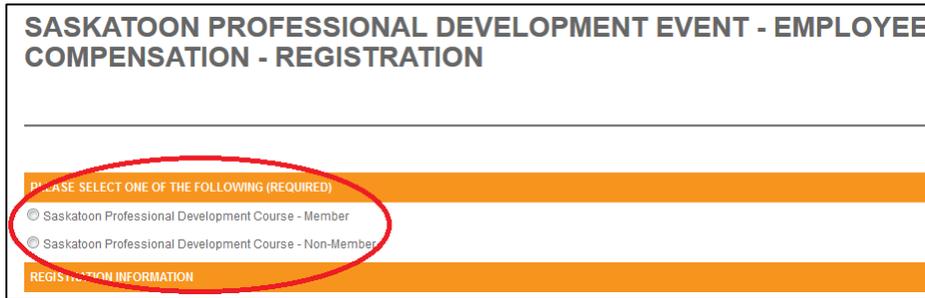
Event registrations are done through the online *Calendar of Events*. To access the calendar, scroll over **Learn/Connect**, then click on **Calendar**.



If you would like to review the event information prior to registering, click on the event title that you wish to register for; you can then select **Register** on the event information page. If you would like to register for the event right away, click on **Register**.



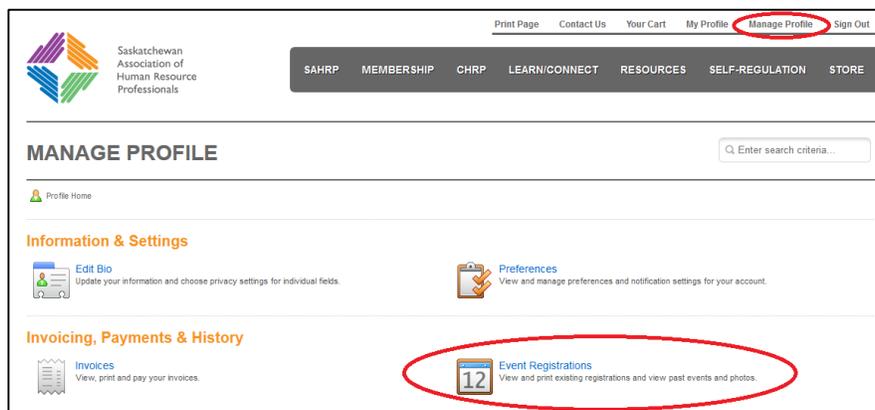
Select the appropriate event ticket (i.e. member or non-member) and complete the online event registration form. You can either pay directly online via credit card or select %bill me+in order to print a copy of your invoice.



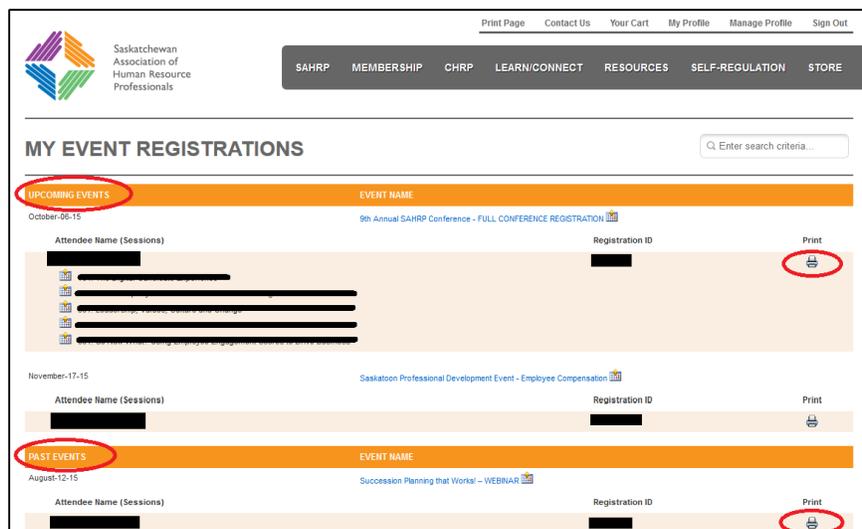
*****Note:** Although you do not need to be a member to register for events, if you are, please ensure that you are signed-in to your member account prior to registering. This will help to ensure that your event registration activity will be properly tracked in your member profile. ***

ii) I registered for an event and forgot to print off my registration confirmation. How can I get a copy?

In order to get a copy of an event registration confirmation, first click on %Manage Profile+, followed by %Event Registrations+.

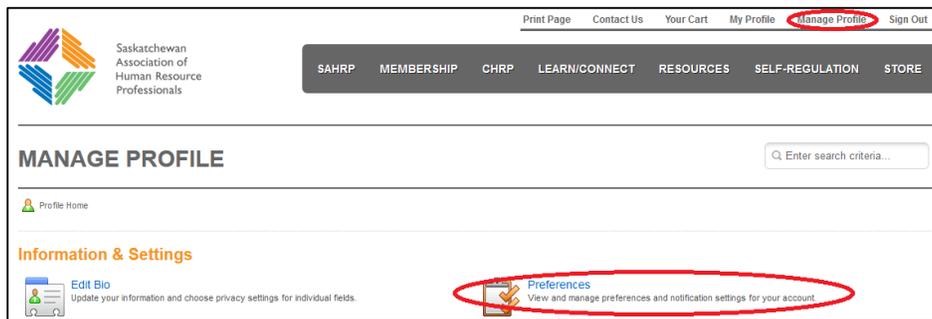


You can then get a copy of either upcoming or past event registration confirmations by clicking on the  icon for the appropriate event.



iii) Can I receive emails when there is a new event posted?

Yes, you will have to check off this preference in your Member profile. First click on **Manage Profile**, followed by **Preferences**.



Check-off both **email me when a community event is added** and **email me when an event is added to a group of which I am a member**.

ON/OFF	CATEGORY	DESCRIPTION
<input checked="" type="checkbox"/>	Career Center	Email me when someone applies for an opening I have posted
<input checked="" type="checkbox"/>	Community	Email me when a community event is added
<input checked="" type="checkbox"/>	Connections	Allow other members to view my connections
<input checked="" type="checkbox"/>	Connections	Email me when I receive a connection invite
<input type="checkbox"/>	Connections	Email me when one of my connections updates their profile *
<input type="checkbox"/>	Connections	Email me when one of my connections uploads a new photo *
<input checked="" type="checkbox"/>	Favorites	Share my favorites with other people who can see my profile
<input checked="" type="checkbox"/>	Groups	Email me when an event is added to a group of which I am a member

Click on **SAVE MY SETTINGS** at the bottom of the page.

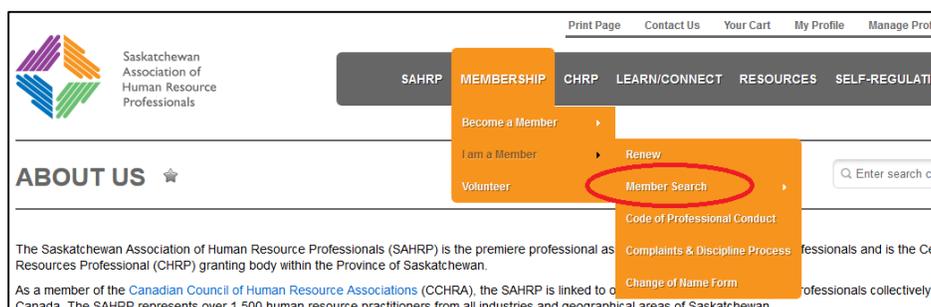
*****Note:** This year, the SAHRP announced its inaugural 2015/2016 Professional Development Calendar for both Regina and Saskatoon. Therefore you will likely only receive “new event” notifications for the surrounding outreach areas***

iv) I am interested in connecting with another SAHRP member. How can I locate his/her contact information?

You can find the contact information for any other SAHRP member through the Membership Directory search.

Please ensure that you read over our “Directory Use Policy” prior to accessing the SAHRP Membership Directory (<https://www.sahrp.ca/?page=directoryusepolicy>).

First, scroll over **Membership**, followed by **I am a Member**, then click on **Member Search**.



Enter your search criteria (i.e. first name, last name, organization, etc.) and click %Search+

MEMBER SEARCH

Basic Search | Advanced Search

Please enter your query below. You may search the directory for keywords and filter by the additional criteria provided as well as advanced search. Please refer to the [directory use policy](#).

Example: Searching for "smith" will retrieve anyone with "smith" in their profile, including those with the name of Smith.

Search:

Group:

Country:

Location:

SEARCH

*****Note:** You will only be able to find the contact information of those members who have allowed their personal/professional information to be public on the SAHRP website. ***

C. ONLINE STORE, INVOICING & PAYMENTS

i) I have registered for an event and/or purchased something from the online store and forgot to print my invoice. How can I get a copy?

In order to access any current or past invoices, click on %Manage Profile+followed by %Invoices+

Saskatchewan Association of Human Resource Professionals

Print Page | Contact Us | Your Cart | My Profile | **Manage Profile**

SAHRP | MEMBERSHIP | CHRP | LEARN/CONNECT | RESOURCES | SELF-REGULATION

MANAGE PROFILE

Profile Home

Information & Settings

Edit Bio
Update your information and choose privacy settings for individual fields.

Preferences
View and manage preferences and notification settings for your account.

Invoicing, Payments & History

Invoices
View, print and pay your invoices.

Membership
View your membership status and view membership renewal options.

Use the %Filter by status+drop down menu and select what types of invoices you wish to view (i.e. Any Status, Open, Closed). The appropriate invoices will then generate and you can then view/print the invoice by clicking on the circled icon below.

INVOICES

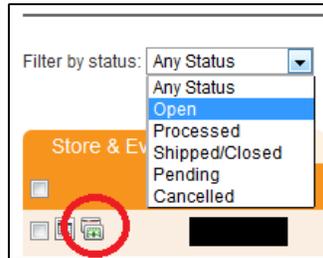
Filter by status:

- Open
- Any Status
- Open
- Processed
- Shipped/Closed
- Pending
- Cancelled

Store & Events

ii) I have an outstanding invoice and would like to pay for it online with my credit card. Where do I go to make the outstanding payment?

Follow the same instructions as the previous question in order to get to your invoice page. Once you have selected the appropriate status filter, click on the circled icon below to pay the corresponding invoice online with a credit card.



iii) How can I send an invoice to my company's Accounts Payable department?

You can use the methods described above to view/print your invoice. You can then either print a hard copy to submit to your Accounts Payable by hand or you can print a PDF version and submit it via email.

D. RESOURCES, TOOLS & COMMUNICATION

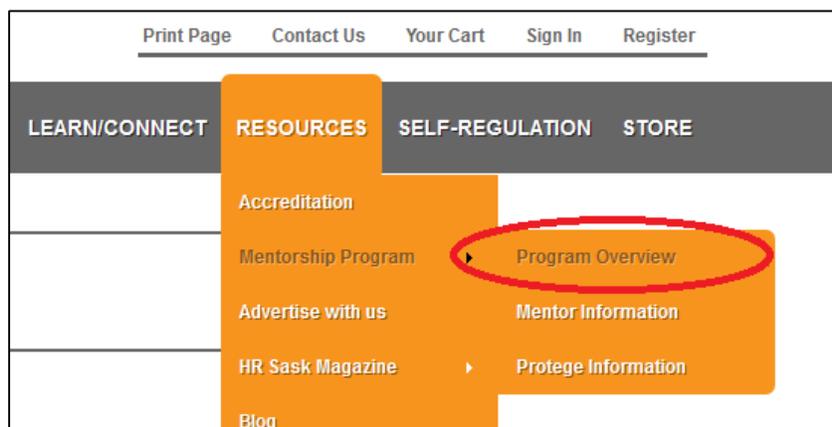
i) What are the benefits of being a member of the SAHRP?

Some of the various benefits of being a member of the SAHRP include, but are not limited to:

- Complimentary access to the SAHRP Mentorship program
- Access to the online Job board
- Discounted pricing on PD events and the Annual Conference
- Networking opportunities with many other business professionals who are in the HR field
- Ability to pursue the CHRP Designation

ii) I am interested in participating in the mentorship program. How do I apply?

In order to apply for either a mentor or protégé role in the SAHRP Mentorship Program, first scroll over **Resources**, followed by **Mentorship Program**, and then click on **Program Overview**.



Select the appropriate application form (i.e. Mentor or Protégé), complete the form, and submit your application online to regina@sahrp.ca.

iii) Where can I find job postings?

All available job postings can be found on the SAHRP Job Board by first scrolling over **Resources**, followed by **Job Board**. If you like, you can enter specific search criteria (i.e. City, Organizations, etc.) or you can simply select **Search** to view all of the job postings that are currently available.

The screenshot shows the SAHRP Career Center search interface. At the top, the navigation menu includes SAHRP, MEMBERSHIP, CHRP, LEARN/CONNECT, RESOURCES, and SELF-REGULATION. The RESOURCES dropdown menu is open, with 'Job Board' highlighted. Below the menu, the page title is 'CAREER CENTER - SEARCH FOR OPENINGS'. There are links for 'Search Openings', 'Resume/CV Search', 'Submit an Opening', and 'Subscribe'. The search form contains the following fields: Keywords (text input), City (text input), Country (dropdown menu set to 'Doesn't Matter'), Location (text input), Organization (text input), Category (dropdown menu with 'Human Resources' selected), Type of Position (dropdown menu set to 'Doesn't Matter'), Education Requirement (dropdown menu set to 'Doesn't Matter'), and Experience Requirement (dropdown menu set to 'Doesn't Matter'). A 'SEARCH' button and a 'CLEAR' button are at the bottom of the form.

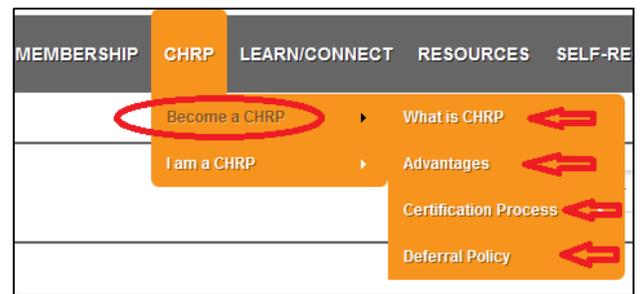
*****Note:** The Job Board can only be viewed by members of the SAHRP. Therefore, you must be signed-in to your member account in order to view job postings. ***

iv) I am interested in pursuing the CHRP Designation. What is the certification process?

In order to become a CHRP in Saskatchewan, you must:

1. Be registered as an Associate Member of the SAHRP
2. Register for and pass the National Knowledge Exam® (NKE)
 - Upon successful completion you will become a **Certification Candidate**
 - Candidates must maintain their membership with the SAHRP
 - Candidates have up to seven (7) years to complete the final step . the Validation of Experience (VOE) Assessment
3. Provide proof of a Bachelor's degree from an accredited college or university
 - Original transcripts must be sent directly from the educational institution to the SAHRP office
4. Submit a Validation of Experience (VOE) Assessment
 - Upon successful completion of the VOE process, one is granted the CHRP designation
 - Recertification is then required every three (3) years
 - CHRPs must maintain their membership with the SAHRP

More detailed information regarding the CHRP designation and the certification process listed above can be found by scrolling over %CHRP+, followed by %Become a CHRP, and then following the appropriate links.



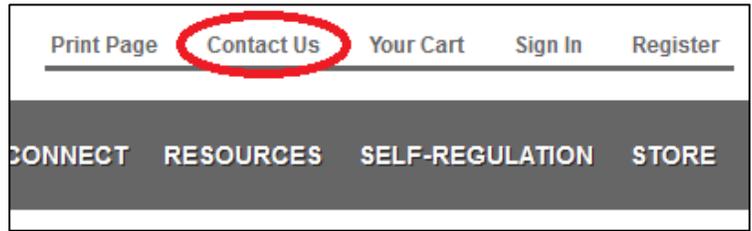
v) Why am I not receiving any of your emails?

Our emails may be getting blocked by your spam filter or sent to your junk mail. Also, we ask members to be very diligent with ensuring that their member profiles are accurate and up-to-date in order to ensure that they receive important communications from the SAHRP.

vi) How can I contact the office with any questions I may have?

We are always happy to hear from our members, whether it be questions, comments or concerns.

- If you wish to contact the office directly, please either call the office at 306-522-0184 or contact our Administrative Coordinator at regina@sahrp.ca.
- You may also contact the office by submitting a %Contact Us+form online. To contact the office using this method, first click on %Contact Us+, complete the online form, and click on .



*****Note:** It can take up to 48 hours to receive a response from our office using this method of communication.***