

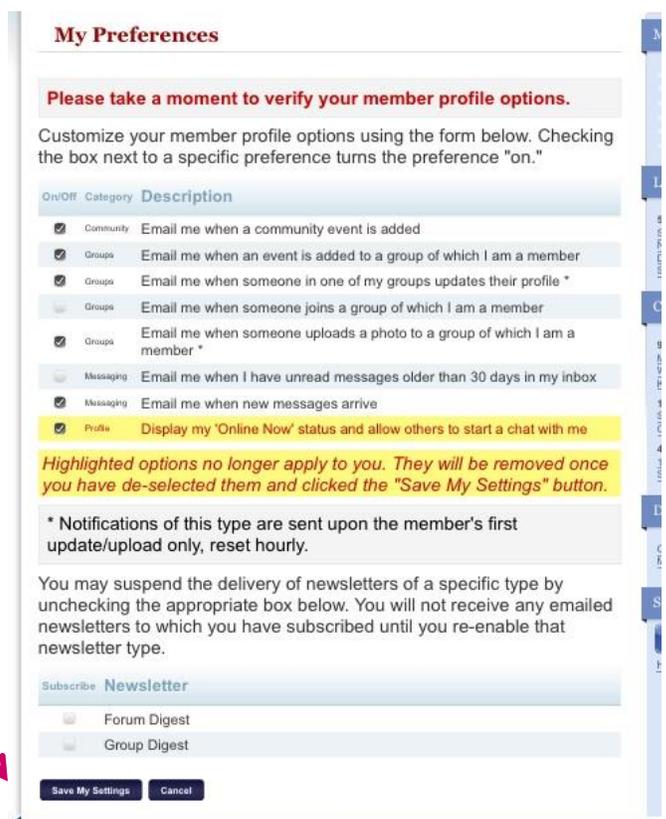
# How To: Sign in to the New Website for the First Time

- Go to [www.sswaa.org](http://www.sswaa.org) and sign in to your member account.
  - Current Members:** If you are currently a member and this is your first time to “Sign in” to our new website, you can **STILL USE your current Username**. **EVERYONE’s NEW PASSWORD** is: SSWAA2014 (not your email address). Once logged in, you can change your Username and/or Password. Please note: Your new password must be a minimum of **eight (8) characters** in length and contain at **least one (1) number** and **one (1) non-numeric character** (letters, punctuation, etc.)  
**Trouble logging in or retrieving Password?** You may have an old or incorrect email address on record and your information is being sent to outer space **OR** you may have a duplicate record over the years and the system doesn’t know what to do. Contact us at [contactus@sswaa.org](mailto:contactus@sswaa.org) so that we can check and fix the problem.
  - New Members:** If you have not yet joined and set up a member account, please see the tutorial “**How to Become a Member of SSWAA**”.
  - Inactive Members:** If you are in our database but have never logged in to the SSWAA Website, please enter: FirstLast name with no spaces and first letters capitalized, i.e. JohnDoe in order to bring up profile information and save some time. **PASSWORD** is: SSWAA2014 *If you are unable to log in*, please see instructions for “New Members” above:

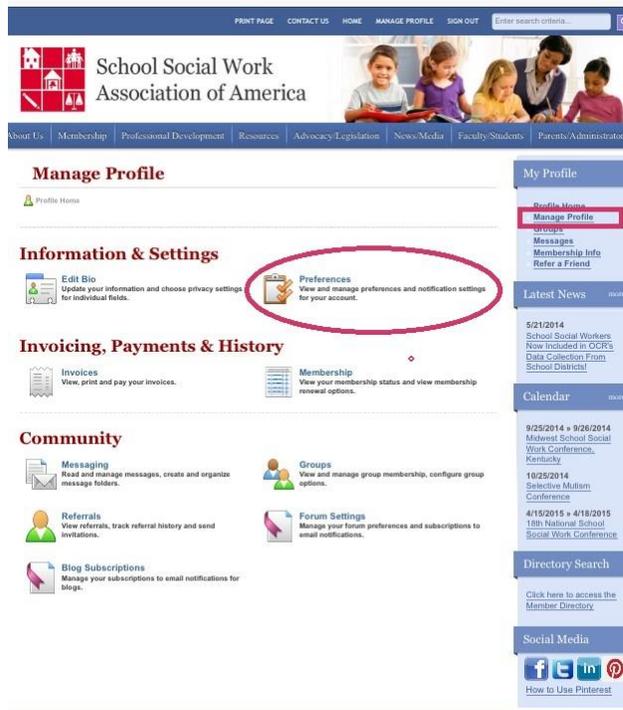


- The first time you Sign in (Log in), you will be prompted to verify your member profile options. We have pre-selected the preference we believe most members will be comfortable with but feel free to alter these to your preference. In addition, you can always alter these any time in the future in the “Manage Profile” area.

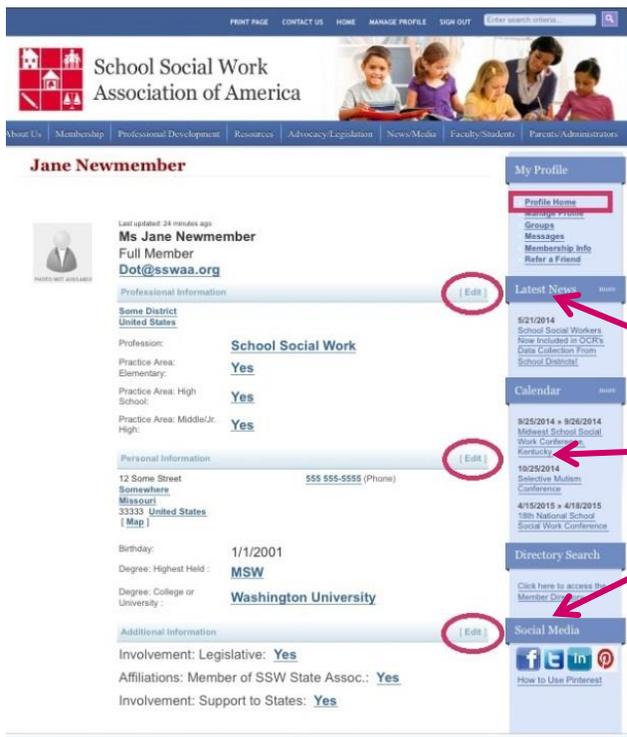
Be sure to click “Save my Settings”



(Note: You can choose to verify your member profile options now, or come back to them at a later time by choosing the **Manage Profile** link under **My Profile**, and then choosing **Preferences** in the **Information and Settings** section.)



3. After verifying your preferences or if you are a returning user, you will then see your profile home page. Click on the link in the right side navigation called **Profile Home**. This will bring you to a snapshot of your Member Profile page.



You can edit any of the contact information by clicking any of the {EDIT} links.

4. Under “Edit My Member Profile”, you can **change your Username and/or Password**. Please note: Your Password must be **eight (8) characters** in length and contain at **least one (1) number** and **one non-number character** (letters, punctuation, etc.)

### Edit My Member Profile

Below is the information you provided during the registration process.

**Please Note:** All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**.

*\* Required Fields*

Account Information

Your Personalized URL	(create a personalized url)
Username	sswaamember (change)
Password	(change)
E-Mail Address *	Dot@sswaa.org
Confirm E-Mail *	Dot@sswaa.org

Personal Information

5. The email address that you provide is the **Primary way that SSWAA will contact you**. Please make sure you use an email address you check often.

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*\* Required Fields*

Account Information

Your Personalized URL	(create a personalized url)
Username	sswaamember (change)
Password	(change)
E-Mail Address *	Dot@sswaa.org
Confirm E-Mail *	Dot@sswaa.org

Personal Information

*Keep informed of important events all year and consider providing your home email address.* District work emails frequently change and prevent ongoing communication especially during the summer and holidays.

6. You can then edit any of your personal and professional contact information.

**Personal Information**

Gender \*  Male  Female

Title Ms (Example: Mr, Ms, Dr, etc.)

Full Name \* Jane Newmember

Suffix (Example: Sr, Jr, III, etc.)

Nick/Screen Name

Maiden Name

Your Birthday 1/1/2001 (12/31/1999)

Address \* 12 Some Street

Address Cont.

City/Town \* Somewhere

Country\* United States

State\* Missouri

Postal Code \* 33333

Phone 555 555-5555

Mobile

Alternate E-Mail

IM Handle/Type

7. Here is also where you can control the visibility and security of certain parts of your member profile. Please see the key below to determine what type of privacy setting is right for you. Just click on the icon to change.

**Edit My Member Profile**

Below is the information you provided during the registration process.

**Please Note:** All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**.

*\* Required Fields*

**Account Information**

Your Personalized URL [\(create a personalized url\)](#)

Username sswaamember [\(change\)](#)

Password [\(change\)](#)

E-Mail Address \* Dot@sswaa.org

**Members Only (Visible Only to Members)** @sswaa.org

**Private (Not Visible in Profile)**

Gender  Male  Female

Title Ms (Example: Mr, Ms, Dr, etc.)

Key:



Member's Only: Only other paid SSWAA members may view this information



Private: Only you can see this information. Not visible in Public Profile or available in Directory Search by Members.

8. The next section of this page is your **Professional Information**. Much of this information will assist us in collecting additional data regarding School Social Workers. As before, some of this information could be visible in your public profile page. **Please see the key above to determine the type of privacy you would like to have for each field.**

The screenshot shows a web form titled "Professional Information". It contains several sections of input fields:

- Organization \***: Text input with "Some District" entered.
- Your Profession \***: Dropdown menu with "School Social Work" selected.
- Website**: Text input with a hint "(Start with: 'http://')".
- Address**: Text input.
- Address Cont.**: Text input.
- City/Town**: Text input with "Somewhere" entered.
- Country**: Dropdown menu with "United States" selected.
- State**: Dropdown menu.
- Postal Code**: Text input.
- Phone**: Text input.
- Fax**: Text input.
- Practice Area**: A series of dropdown menus for "Alternative", "Charter School", "Day Treatment", "Elementary", "High School", "Middle/Jr. High", "Other", "Pre-School", "Residential", "Rural", and "Suburban".
- Employer: University (Not visible in profile)**: A checkbox.
- Practice Area: University Faculty/Researcher**: A dropdown menu with the text "Are you currently part of a university faculty, researcher or Ph.D. Candidate?".
- Practice Area: Urban**: A dropdown menu.
- Profession: Current Job Title**: Text input.
- Profession: Other Job Title**: Text input.

9. After you have completed the form, be sure to click the **“Submit”** button at the bottom of the page.

10. If there is any issue with your form, you will see an error message that will direct you to any missing information or errors. You will then have the option to make changes by clicking on the highlighted link **“Click Here To Go Back and Correct the Entries”**



11. You did it! You're Finished! You will be re-directed back to your profile home, where you will see and can review your updated changes (if they are visible to members). Thank you for taking the time to update your profile and also provide valuable information so that we can advocate on your behalf!