



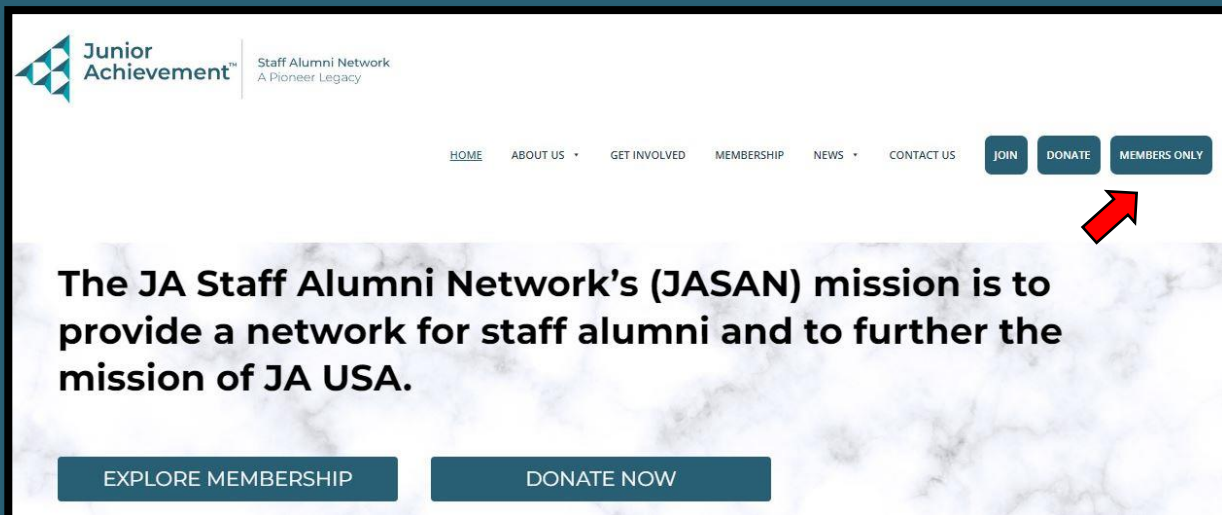
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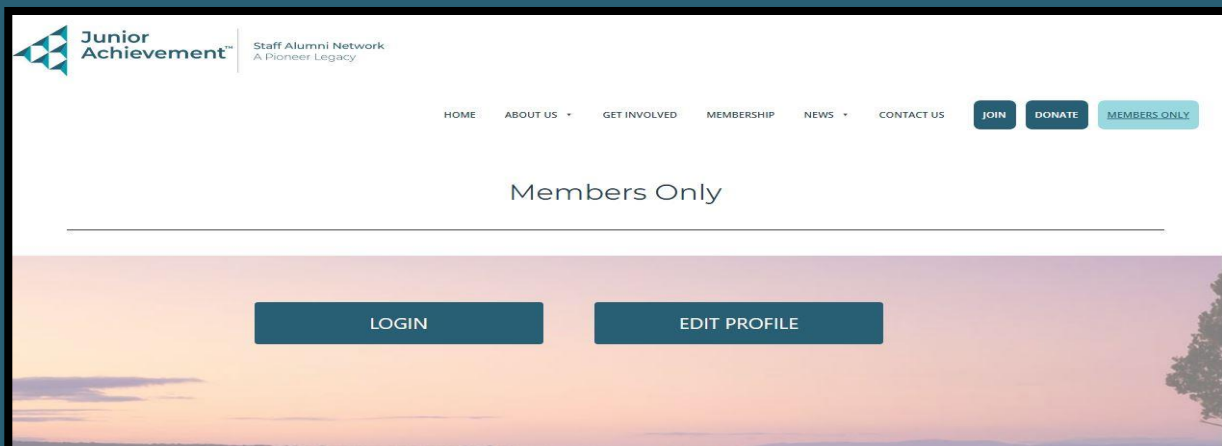
## How to Setup Your Member Profile On the Members Only Page

**Step 1:** Go to the JA Staff Alumni Network's website  
<https://jastaffalumninetwork.org>

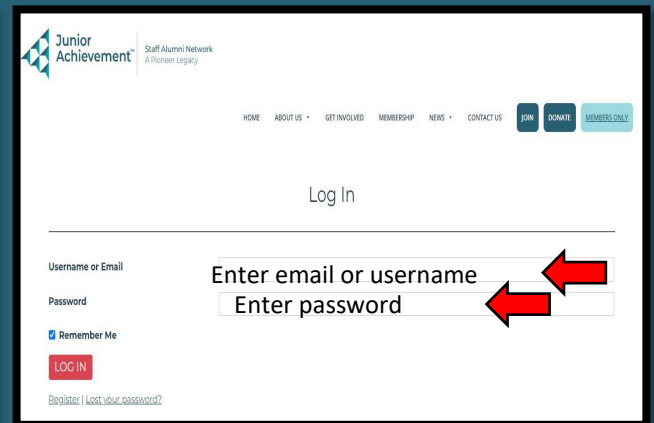
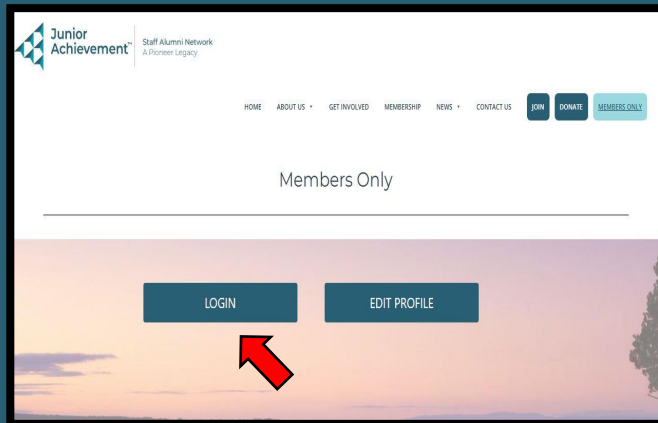
**Step 2:** From the home page, you will see the link to the  
**Members Only** page. Click on that link.



**Step 3:** The Members Only page will open to a Members Only  
Login/Edit Profile page.

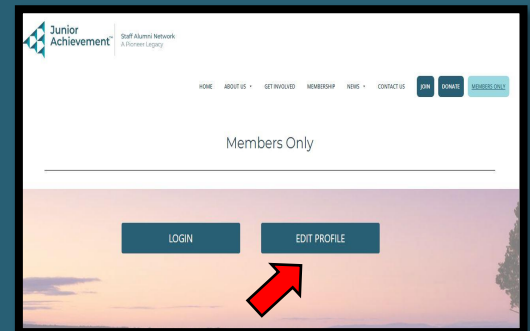


**Step 4:** If you already have a **username** and **password**, then click on the Login link to login and be able to edit your profile.



In your profile, you can make changes to and/or add information in the following fields: **\*required fields**

- **Username\***
- **First Name\***
- **Last Name\***
- **Spouse/Partner**
- **Display name publicly as**
- **Home Phone**
- **Cell Phone**
- **I would like to receive text updates from JA Staff Alumni [yes/no]**
- **Primary Phone Number [Home Phone/Cell Phone]**
- **E-mail\***
- **Mailing Address**
- **Profile Picture (the site only takes a jpeg photo)**
- **Birthday**
- **JA area last worked**
- **Date left JA\***
- **I am interested in volunteering for JASAN [yes/no]**
- **I am interested in connecting with other members [In Person/By Video Chat/ Electronically]**



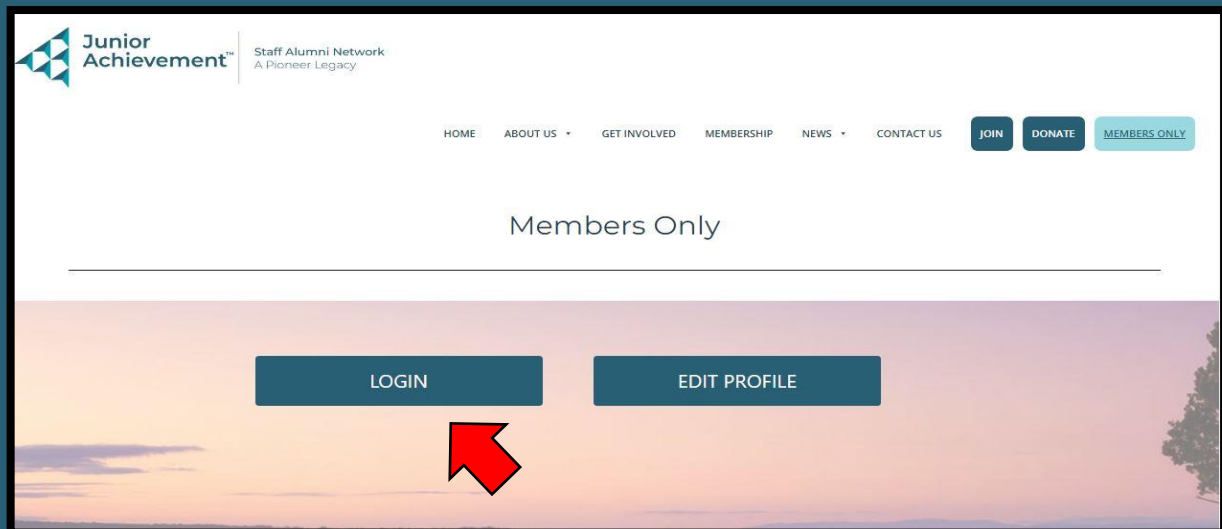
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In your profile, you can make changes to and/or add information in the following fields:

- **Find me on LinkedIn at:**
- **Find me on Facebook at:**
- **Tell us what you're doing now**
- **JA Career Service**
- **JA Volunteer Service**
- **JA Student Participation**
- **Student Conference Attendance**
- **(option to set a new password)**
  - **Password**
  - **Repeat Password**

**Step 5:** If you do not have a password yet and want to set one up, then click on **Login** and follow the prompts:



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### Log In

Username or Email

Password

Remember Me

[Register](#) | [Lost your password?](#)

**Step 6:** If you do not have a password yet and want to set one up, then click on **Login** and follow the prompts:

By default, your Username is your last name. In those cases where we have more than one member with the same last name, then your Username is the first letter of your first name and your last name. For example, Birdie Miller – Username **BMiller**.

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### Log In

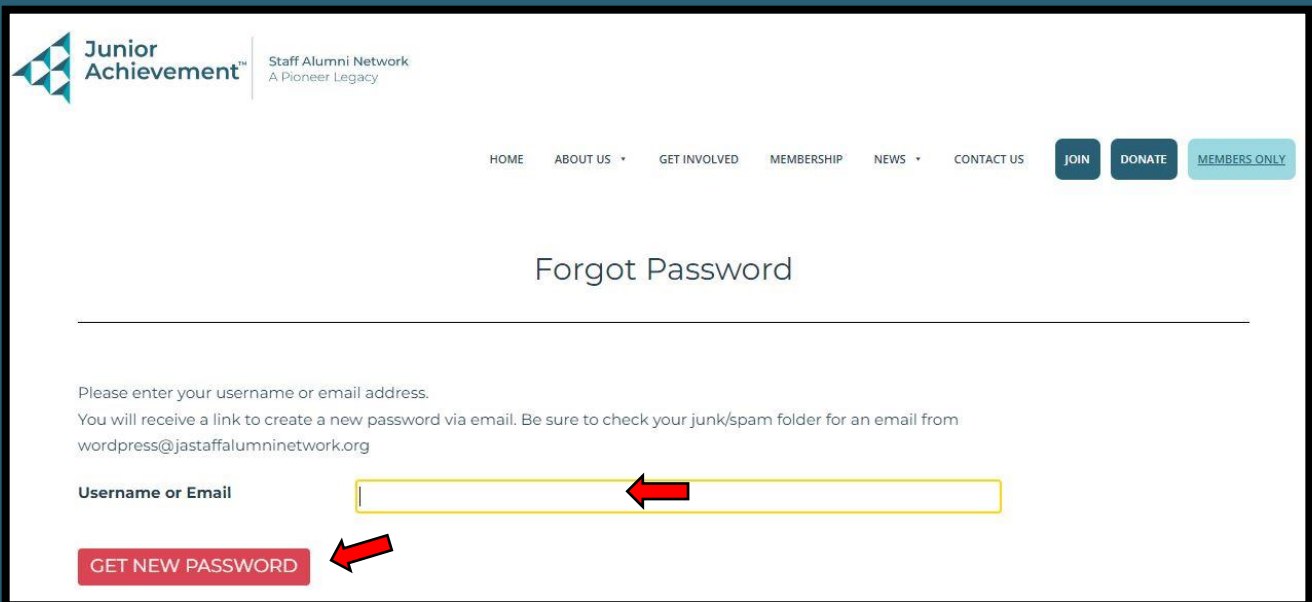
Username or Email

Password

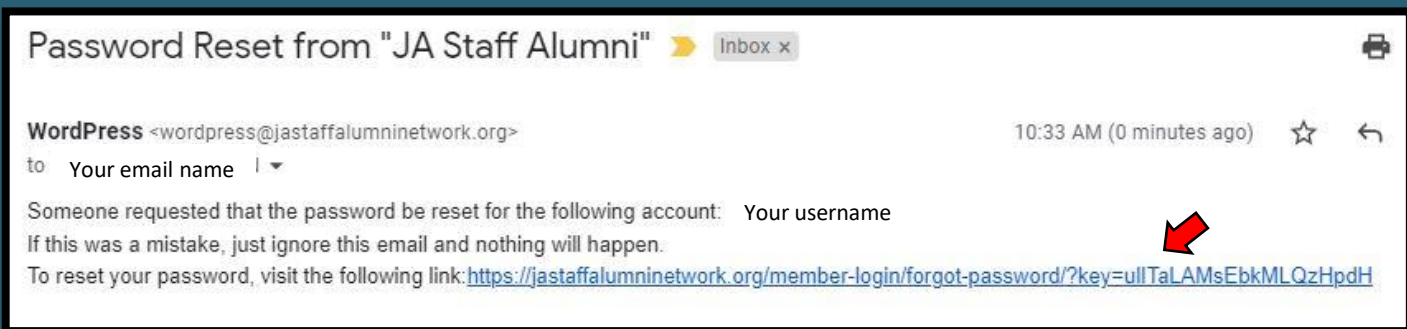
Remember Me

[Register](#) | [Lost your password?](#)

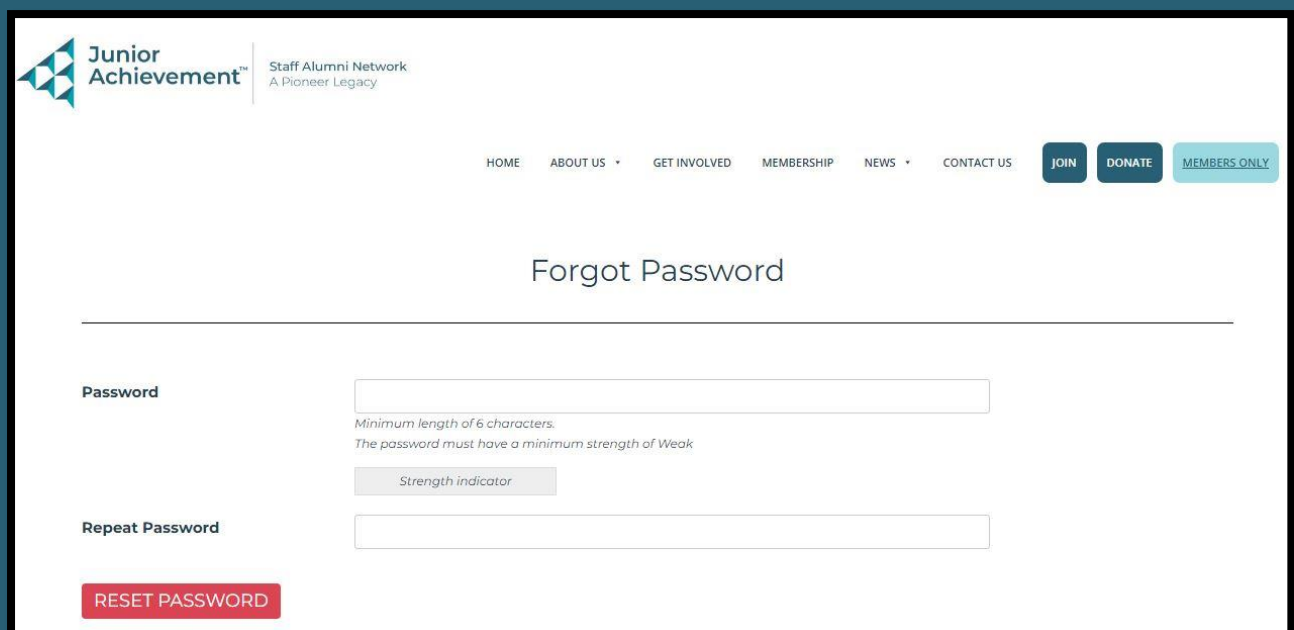
**Step 7:** To set up a new password click on “Lost your password?”



**Step 8:** Enter your current email and click “Get New Password”. You will receive a link to create a new password via email.



**Step 9:** Click on the link provided in the email. The following box will open.



**Step 10:** Fill in the Password field with your new password and repeat this in the field below. Then click on the “Reset Password” box.

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## Forgot Password

Password

Minimum length of 6 characters.  
The password must have a minimum strength of Weak

Strength indicator

Repeat Password

RESET PASSWORD

**Step 11:** The “Your password has been successfully changed!” message will appear. Click on the “Members Only” link.

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## Forgot Password

Your password has been successfully changed!

**Step 12:** When the “Members Only” page opens, click on “Login”.

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## Members Only

LOGIN EDIT PROFILE

**Step 13:** Enter your Username or Email and your new Password and click “Login”.

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### Log In

Username or Email Username or email

Password New password

Remember Me

LOG IN

Register | Lost your password?

**Step 14:** Tada! You're in!



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### Members Only

LOGIN EDIT PROFILE

Search all Fields:

Search Users by All Fields SEARCH Clear Results

First Name	Last Name	Email	Phone Number
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**Step 13:** Enter your Username or Email and your new Password and click “Login”.

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## Log In

Username or Email

Password

Remember Me

**LOG IN**

[Register](#) | [Lost your password?](#)

**Step 14:** Tada! You're in!



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## Members Only

**LOGIN** **EDIT PROFILE**

Search all Fields:

Search Users by All Fields **SEARCH** Clear Results

First Name Last Name Email Phone Number