



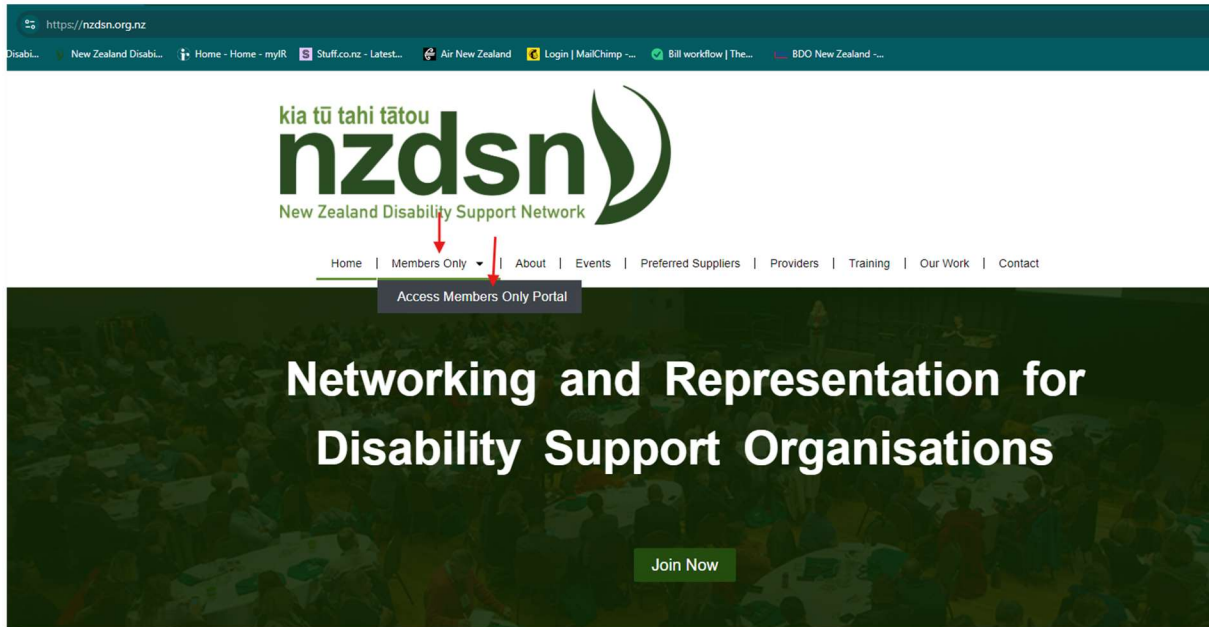
Step by Step Guideline

Part 1

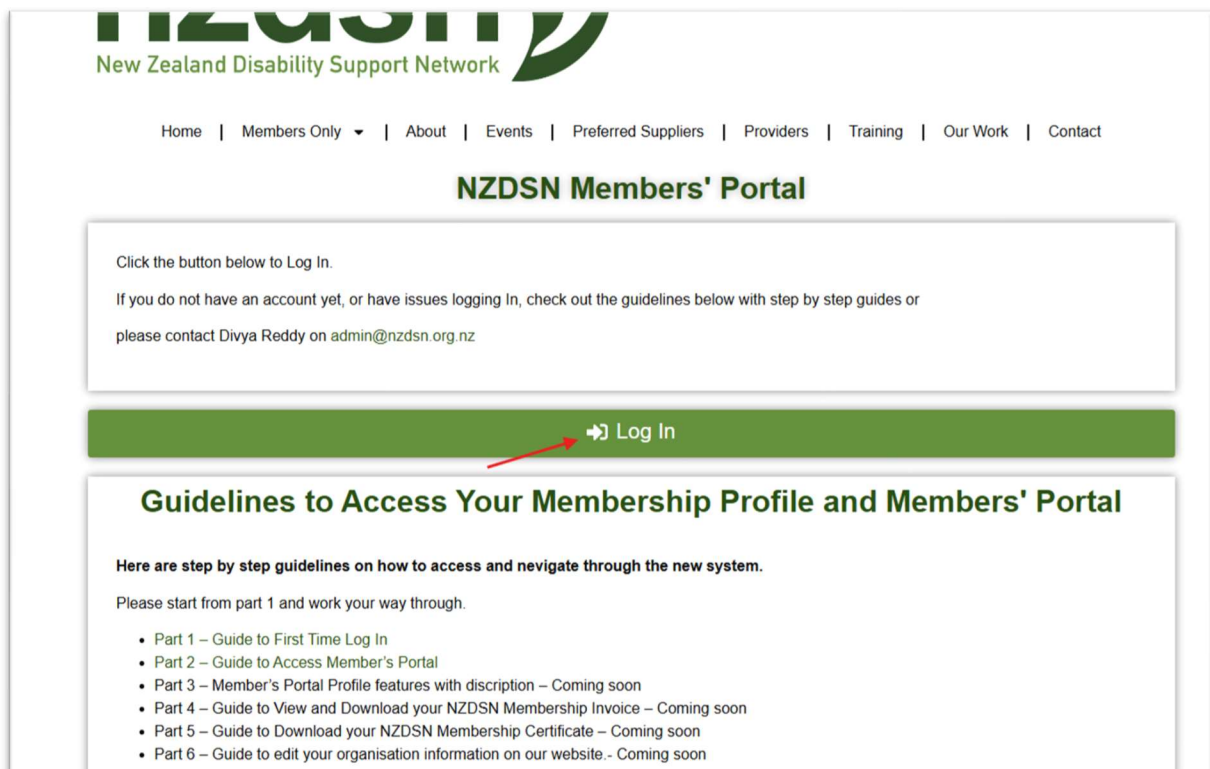
NZDSN Members Portal and Membership Profile

Here are steps by step guide you can take to access the NZDSN Members Portal:

1. Go onto the NZDSN Website <https://nzdsn.org.nz/>
 - a) Hover over “**Members Only**” drop down menu and click on “**Access Members Only Portal**”.

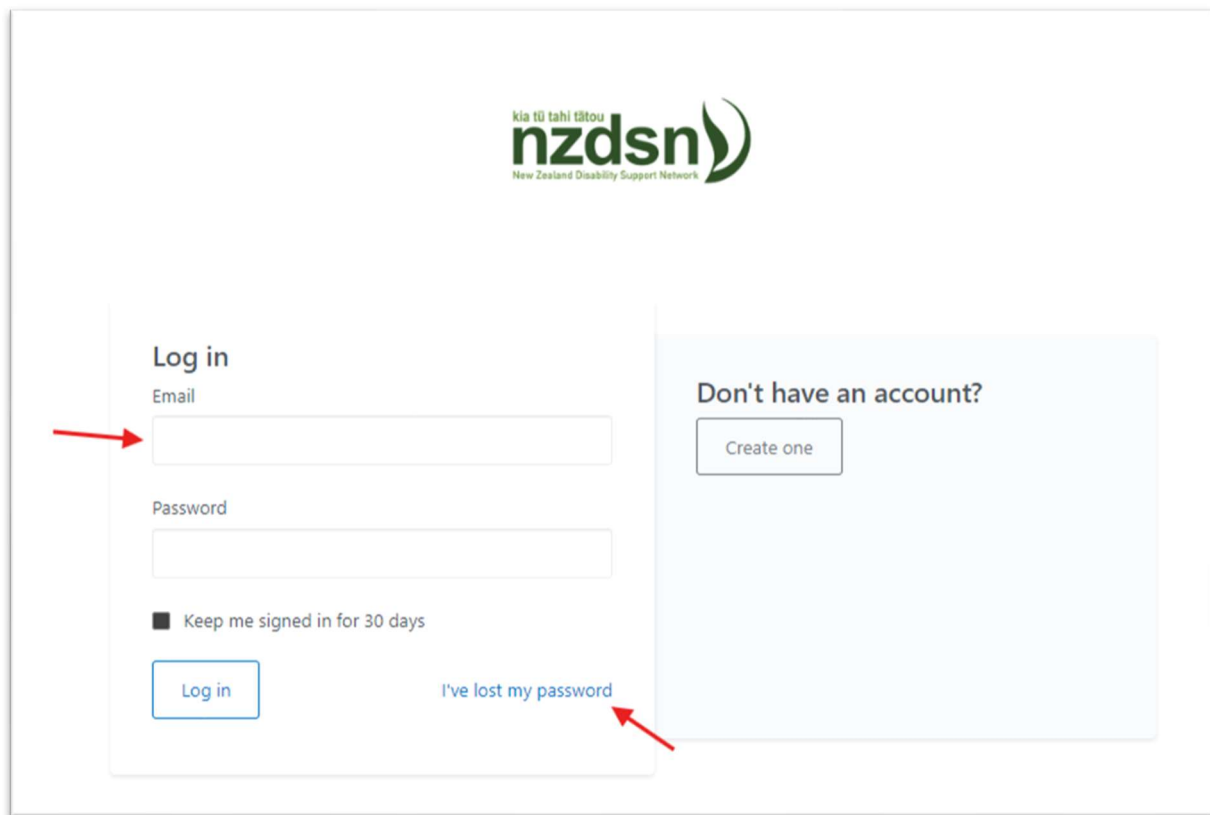


- b) Click on the “**Log In**” button.



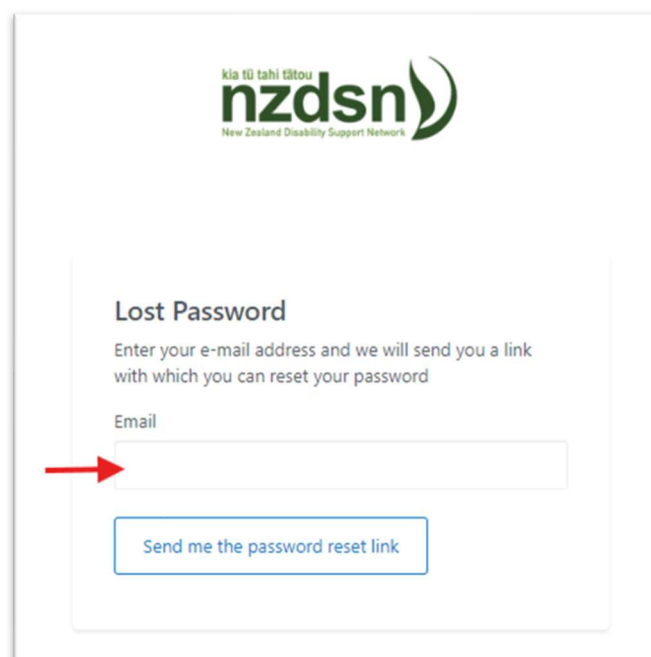
2. First-Time Login to Membership Profile:

- a. Enter your email address and click on “I’ve lost my password”.



The screenshot shows the nzdsn login page. At the top center is the nzdsn logo with the tagline "kia tū tahi tātou" and "New Zealand Disability Support Network". Below the logo is a "Log in" section with an "Email" input field, a "Password" input field, a checkbox for "Keep me signed in for 30 days", and a "Log in" button. To the right of the login section is a "Don't have an account?" section with a "Create one" button. A red arrow points to the "Email" input field in the "Log in" section. Another red arrow points to the "I've lost my password" link located below the "Log in" section.

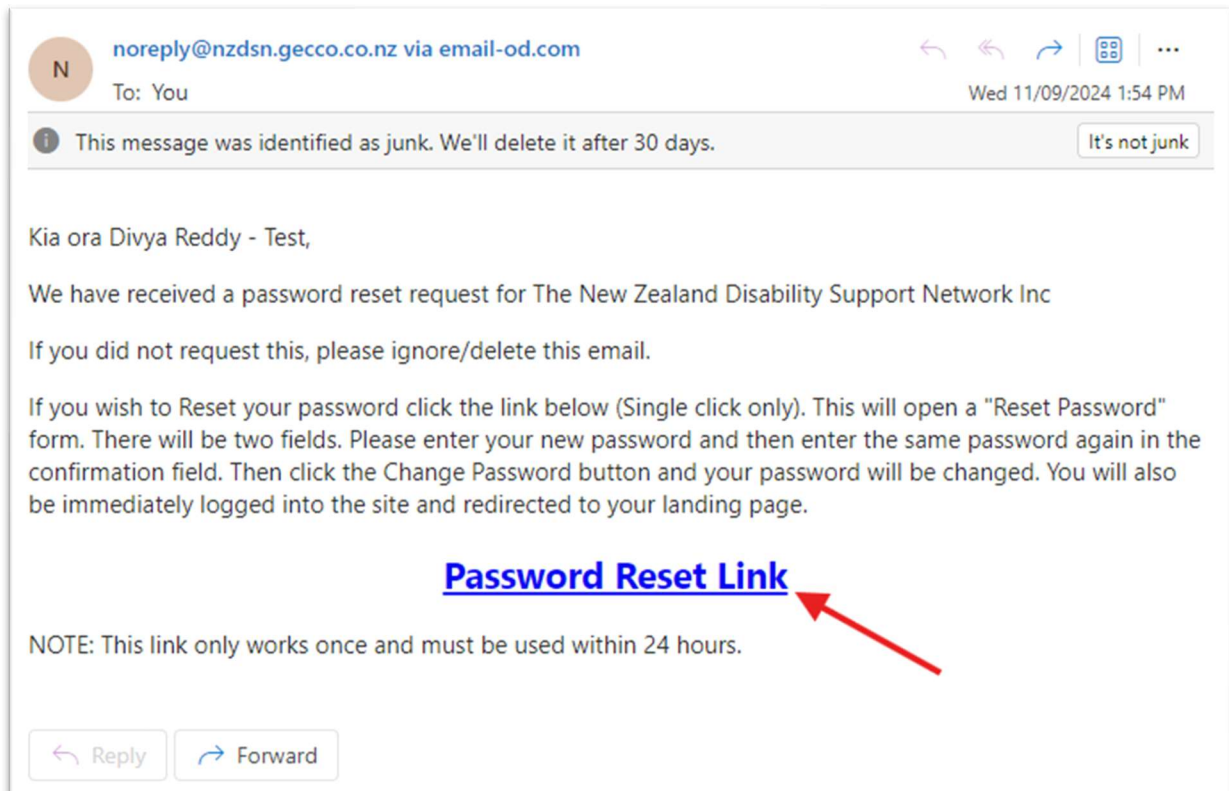
- b. Enter your email address that you will use to login to your user profile and members only portal. This must be the primary email address for the organisation or individual member. Then Click on “**Send me the password reset link**”



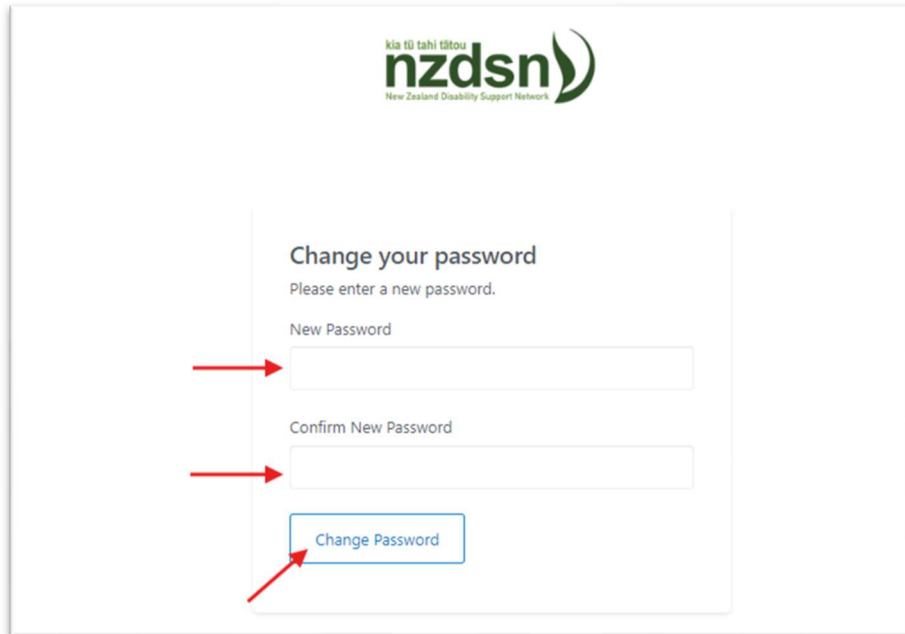
The screenshot shows the "Lost Password" page on the nzdsn website. At the top center is the nzdsn logo with the tagline "kia tū tahi tātou" and "New Zealand Disability Support Network". Below the logo is a "Lost Password" section with the text "Enter your e-mail address and we will send you a link with which you can reset your password". There is an "Email" input field and a "Send me the password reset link" button. A red arrow points to the "Email" input field.

3. Reset your Password – Please allow few minutes for the email to come through, it may take up to 5 to 10 minutes.

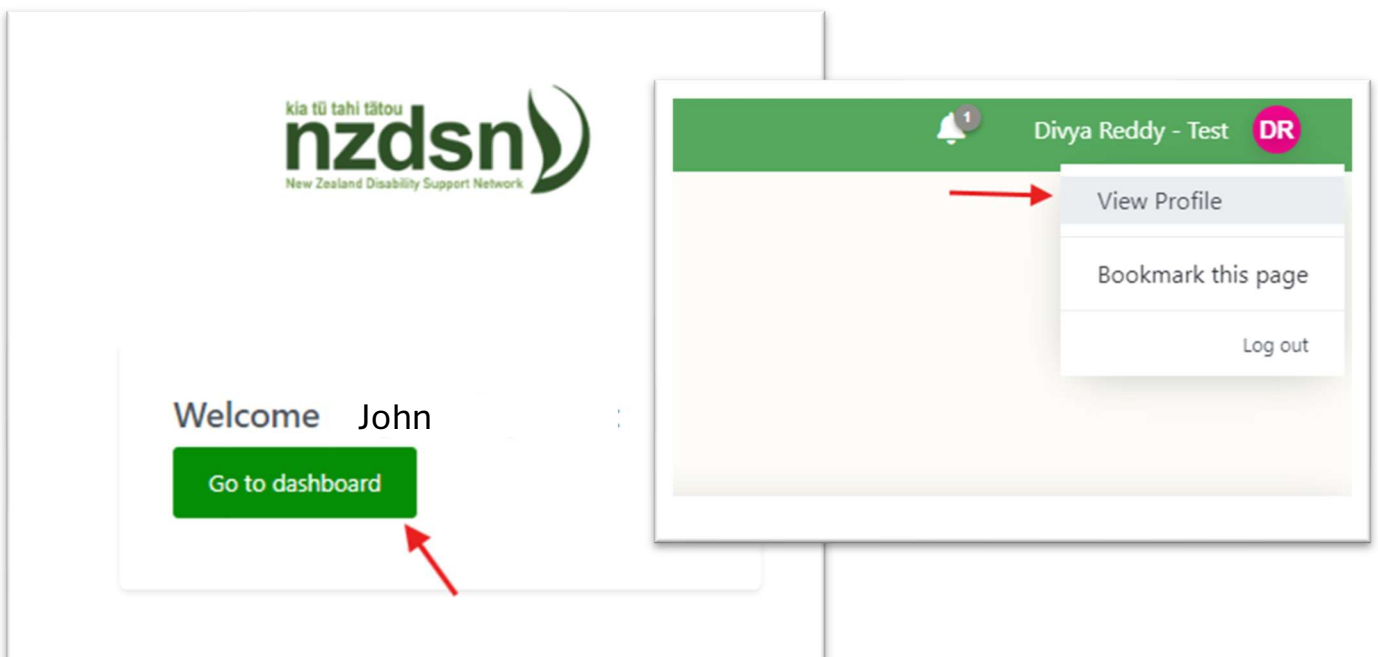
a) You will receive an email with a link to reset your password. Please check your Spam/ Junk folder if you can't see the email on our inbox. *Email example below:*



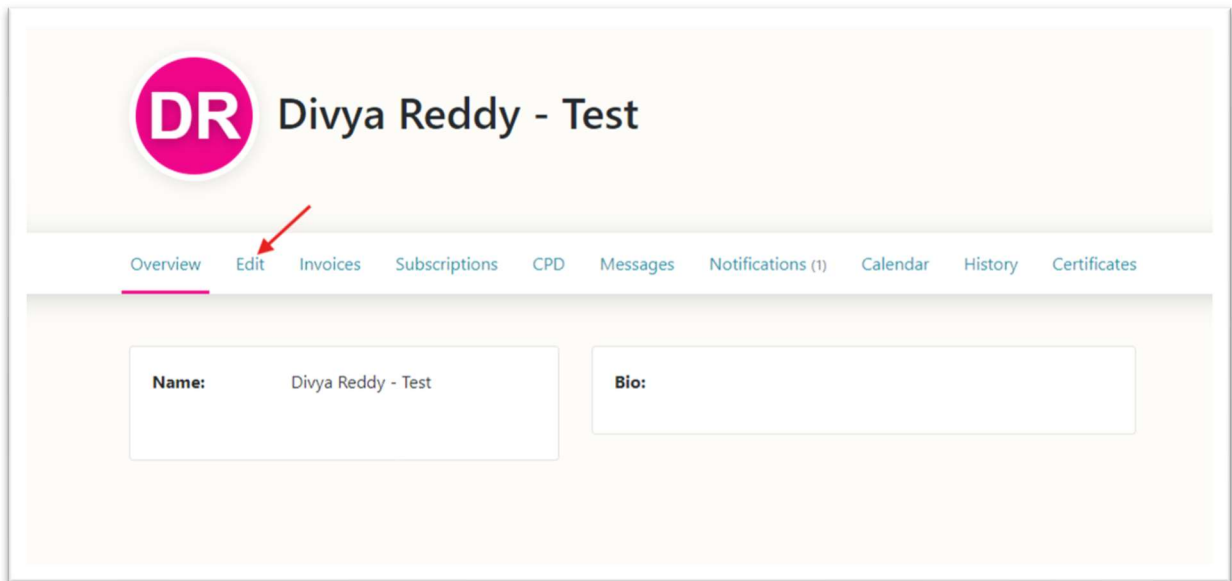
- b) After clicking on the link from the email, you will be redirected back to the website change password page (*example shown below*), Enter your new password into the New Password field and then into the “**Confirm New Password**” field. Click on the “**Change Password**” button to proceed.



- c) After clicking on “**Change Password**”, you will go to the landing page, example shown below:
- d) Click on “**Go to dashboard**” and from the welcome page, click on your name on the top right-hand corner and then click on “**View Profile**”



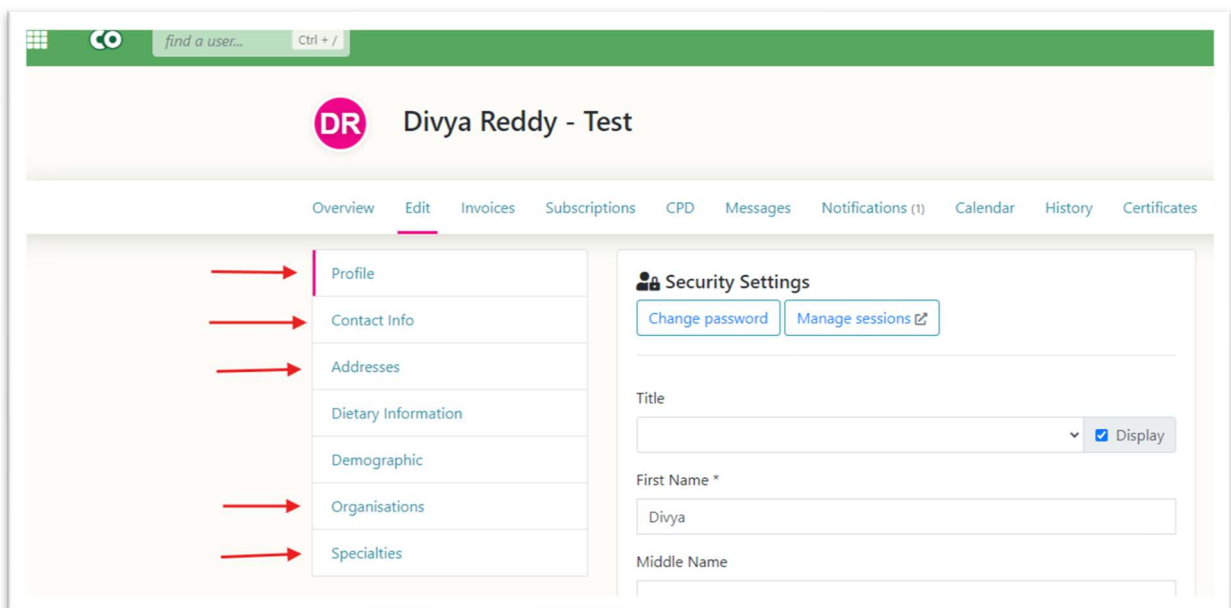
e) Once you get to your profile page, click on “**Edit**” to edit your details:



4. Ensure all your organisation/ user details are accurate. Things to check:

a) Profile

- Bio - (optional)
- Tick the boxes to choose if you want your profile to be displayed to public, or to members, or you can unsubscribe to out bulk emails.
- Click “Save Changes” at the bottom of the page



b) Contact Info

- Primary Email – this is the email you use to login (mandatory)
- Add your mobile number (mandatory)
- Job Title (mandatory)
- Any social media links you would like to add and tick the “display” box if you want the info to be displayed to everyone.
- Click “[Save Changes](#)” at the bottom of the page

c) Addresses

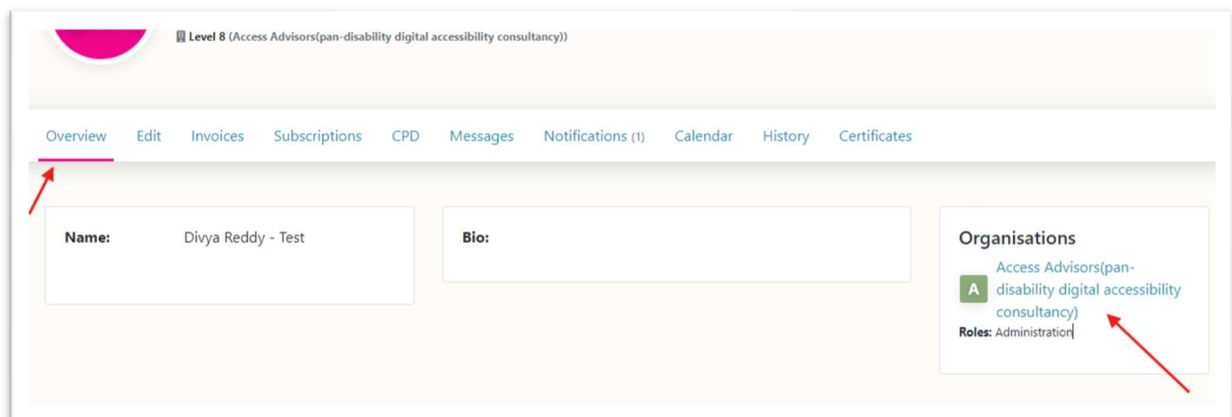
- Add your physical and postal address (mandatory)

5. If you are an organisation member from levels 1 to 8, you must click on the **Organisation tab** to add the organisation you are from to be able to edit the organisation’s profile.

Mandatory for Organisations.

a) Click on Organisation

- Click on the box and select the organisation you are from
- Select your role between the three options, Administration, Accounting, or first point of contact.
- Once you add the organisation, click save and then click on “**Overview**”
- You will see the organisation on your profile “overview” page. Click on the organisation and follow the same “Edit” steps to update your organisation’s profile.

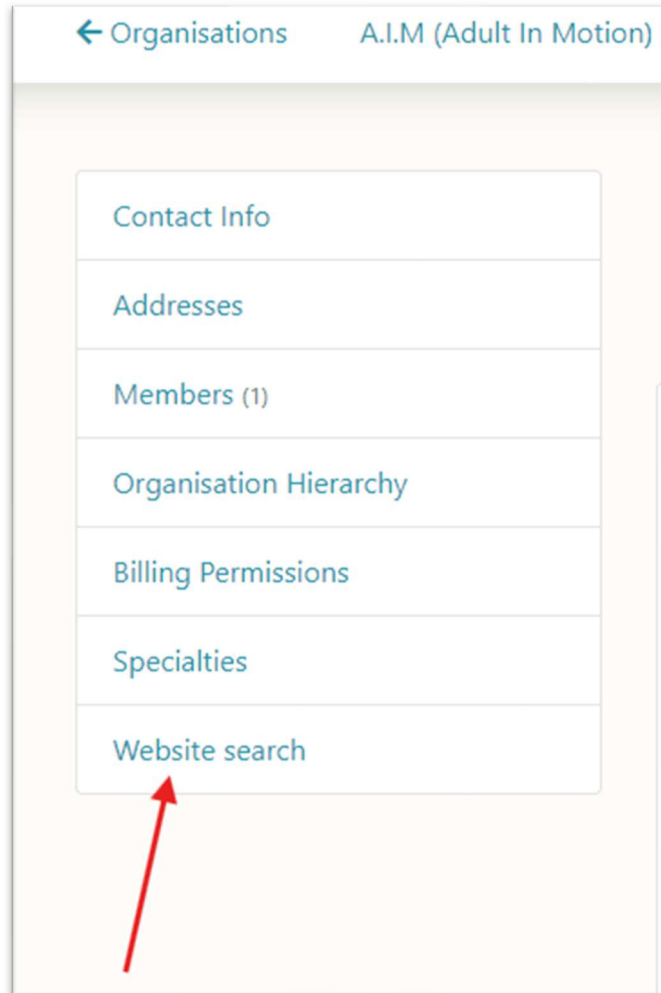


b) Specialties

- Check the Funding – you can select more than one from the drop-down options
- Select the Disabilities – you can select more than one – you can select more than one from the drop-down options
- Select the Services – You can select more than one – you can select more than one from the drop-down options

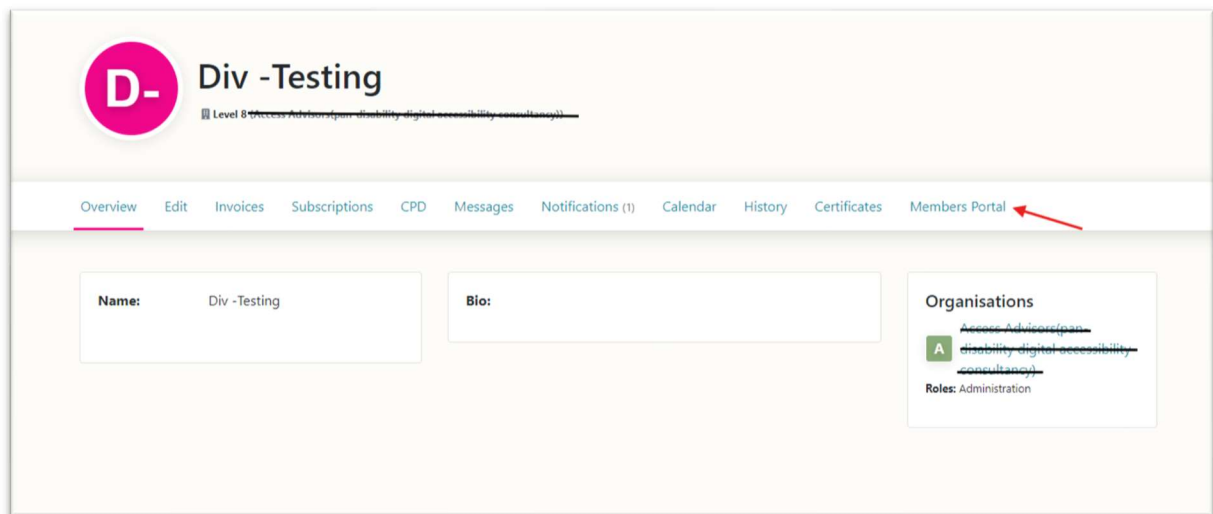
The screenshot shows a user profile edit interface. At the top, there is a navigation bar with tabs: Overview, Edit (highlighted), Invoices, Subscriptions, CPD, Messages, Notifications (1), Calendar, History, and Certificates. On the left side, there is a vertical menu with options: Profile, Contact Info, Addresses, Dietary Information, Demographic, Organisations, and Specialties (highlighted with a pink bar). The main content area on the right contains several input fields: FMS Attn 10/11 (with value 0), FMS Attn 11/12 (with value 0), and FMS Attn 12/13 (with value 0). Below these are three sections: Funding, Disability, and Services, each with a large empty input field. A blue 'Save' button is located at the bottom right of the form. Red arrows point from the 'Specialties' menu item to the three input fields (Funding, Disability, Services).

- c) There is a new section added for the organisations tab to be able to update your website information that you want to display in our Providers Tab in the NZDSN website. See the example below:



Once all these steps have been completed, please be sure to double check everything and **save**. More steps will be sent out on how to access your membership invoices and download your certificate after payment.

6. After you finish viewing and editing your membership profile, you can go on to the NZDSN Members Portal. To go to the NZDSN Members Portal, you can click on **“Members Portal”** from your membership profile as shown below:



Guide on how to navigate through Members Portal is on a separate document “Step-by-Step Guide Part 2 – NZDSN Membership Portal”.

Guideline Ends

Evaluation Questionnaire are on the next page. Please take some time out to send your feedback on the step-by-step guideline Part 1 to admin@nzdsn.org.nz

Step-by-Step Guideline Part 1 Evaluation Questionnaire

Thank you for taking the time to provide feedback on our step-by-step guideline. Your input is valuable in helping us improve.

1. **Clarity and Understandability**

- Was the overall guideline clear?
- Were the steps presented in a logical order?

2. **Effectiveness**

- Did you get to where you wanted easily?
- Were any steps unnecessary?
- Were any crucial steps missing?

3. What improvements would you suggest for the guideline?

4. Any additional comments or feedback?

Thank you for your feedback! Your insights will help us enhance the quality and effectiveness of our guidelines.