- 1. You will receive an automated Welcome Email from the system with:
 - Your unique username
 - Your temporary password
 - The link to the system

Your membership information has already been loaded into this database and an account has been created for you.

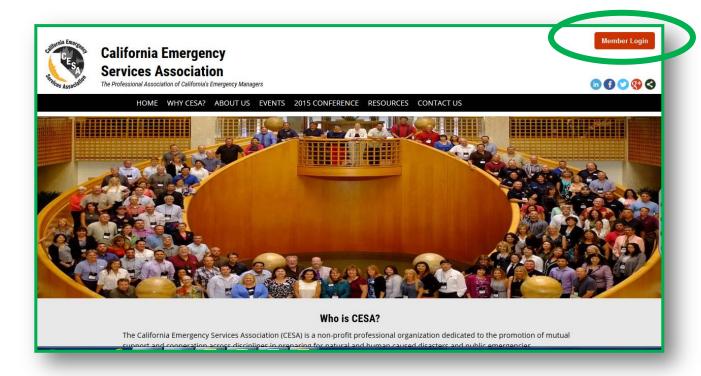
To access your account, go to the website at http://CESA.net, then click the red "Member Login" button in the top right on the screen to log on with this temporary account info:

User name: taylor3

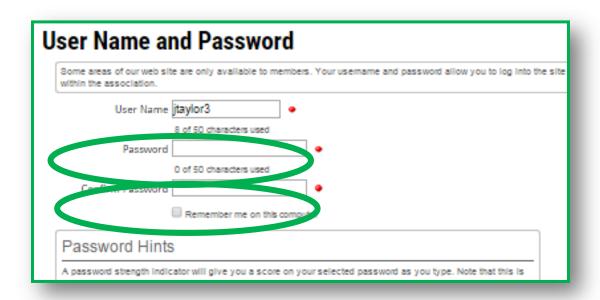
Temporary Password: sf89ER8a

When you led in the first time, you will be required to aband this password to

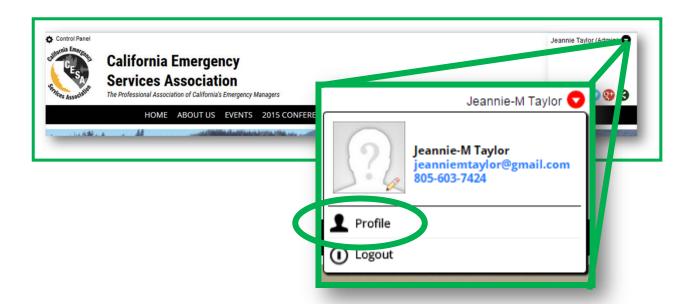
2. Click to go to CESA.NET and click on the Member Login button in the upper right corner of the screen.

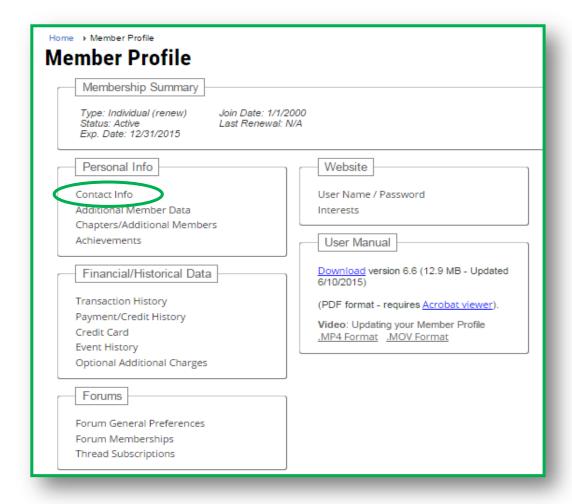


3. Change your password, using the provided hints to create a STRONG password. (This protects your and my personal information, and our payment information.)



- **4.** Next, update your profile. And feel free to look around and update anything that needs it, especially in:
- Personal Info/Contact Info
- Personal Info/Additional Member Date
- Website/Interests





Membership Summary

- Includes useful information like type of membership, status, and expiration date.
- If expired, would state that here and you then have the opportunity to renew
- Note that CESA does not have all the member joining dates
- Since we are just starting with the system, most will not have a Last Renewed date

Personal Info

- Contact Info
 - o Basic required name, address, phone, email, website
 - Please check to make sure all your info is up to date
- Additional Member Data
 - Current EM certifications: CEM, MEEP, etc
 - Other Certifications, First Aid, Toastmasters, PMP
 - Sector do you work in or most identify with (choose one-to add more you are interested, update Website/Interests
 - o What year did you start working in emergency management
- Chapters/Additional Members

5 Easy Steps To Get Started on the New CESA.NET Website

- o What chapter you are a part of.
- o This has been set for you
- o If the membership is organizational or benefactor, the chapters of the others in this membership would be designated here

Financial/Historical Data

Since we are just starting with the system, most will not have any data here

Forums

- Since we are just starting with the system, no forums have been started
- You can adjust your settings to make it easier to participate via email
- If you are interested in starting a forum discussion, let the Admin know
- We will have links to the old forum

Website

- · Reset your own password
- INTERESTS-Choose all the sectors that interest you. This will allow the Admin to send directed messages if needed

User Help

- A manual on the entire system
- A video on updating the profile
- 5. Then feel free to explore the rest of your website and register for the Conference!

