

Setting Up Your Account

Icf-li.org

FIRST LOGIN

You already have an account on icf-li.org.

In your browser go to the website icf-li.org.

Click the LOGIN button at the top right of your screen.



You will see a login form.

Note: if you are on a mobile device you may have to scroll down to see that form.

Enter your email address.
(You don't have a password yet.)

Click the link [Forgot password](#)

A screenshot of the login form. On the left, there are two buttons: 'Log in with Facebook' and 'Log in with Google'. To the right, there are two input fields labeled 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom right, there is a dark blue 'LOG IN' button and a link labeled 'Forgot password'.

On the next screen enter your email address and type in the code displayed.

You will receive an email from the system with a link to click to reset your password.

A screenshot of the password reset verification form. It has two input fields: '*Your email' and '*Code'. Below the '*Code' field is a CAPTCHA image with the text 'Type the 6 characters you see in the picture' and the characters 'JJEBH3'. At the bottom is a dark blue 'SUBMIT' button.

Once you have entered and confirmed a new password you can login.

When you log in the first time you will only be permitted to continue if you agree to Wild Apricot's Terms and Conditions.

SETTING UP YOUR PROFILE

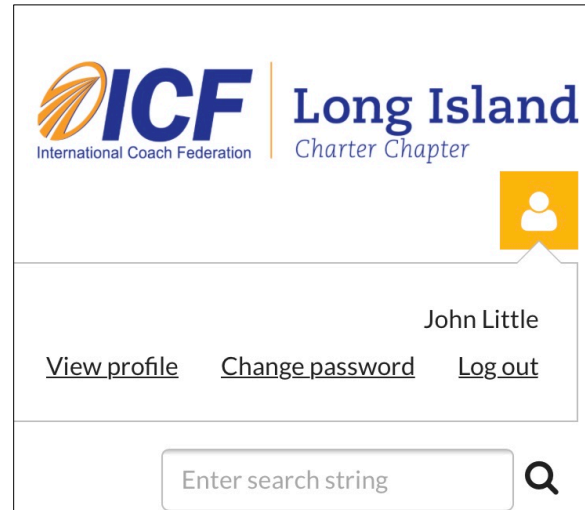
Once you are logged in, you can setup your profile and set your permissions so you will be included in the member directories and Find-A-Coach.

When you are logged in the LOGIN button changes to an icon.

Click the icon to display the menu.

Click [View Profile](#)

On the next screen click the EDIT button



Here you can fill in the details of your Profile.

You will only be allowed to **SAVE** your Profile if you have checked [I agree with the Privacy Policy](#) .

Click the link to read it.
Then check the box.

A screenshot of the profile editing form. At the top are "SAVE" and "CANCEL" buttons. Below are tabs for "Profile", "Email subscriptions", and "Donations". A note indicates "* Mandatory fields". The "Personal Info" section includes: "User ID" (55654384, with a note that it is generated automatically and cannot be changed), "First name" (Test002), "Last name" (lcf), and "Email" (test002.icf@yahoo.com). The "Privacy Policy" section has a checkbox for "I agree to the Privacy Policy" which is currently unchecked, with a note to check that you have read, understood, and will conform to the policy. The "Your Organization" section has a text input field. The "Current Role in Your Org/Bus" section has a text input field with a note to enter the role as employee, organization representative, own business, or student. The "Phone" and "Zip" (11776) sections also have text input fields.

MEMBERS – AFFILIATES – STUDENT AFFILIATES

MAKING YOUR PROFILE VISIBLE

Three switches control your general visibility to others on the site.

- **MEMBER DIRECTORY Consent**

Every Member, Affiliate, or Student Affiliate has the option to be included in the Member Directory and other Member lists displayed by the site. If you want to be included check this box.

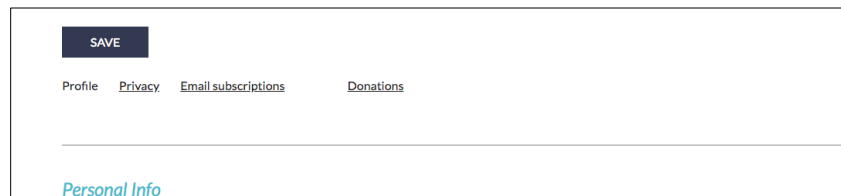
- **FIND-A-COACH Consent**

Only ICF Members are included in the FIND-A-COACH feature. ICF Members who wish to be included should check this box.

- **Show profile to others (Privacy Setting)**

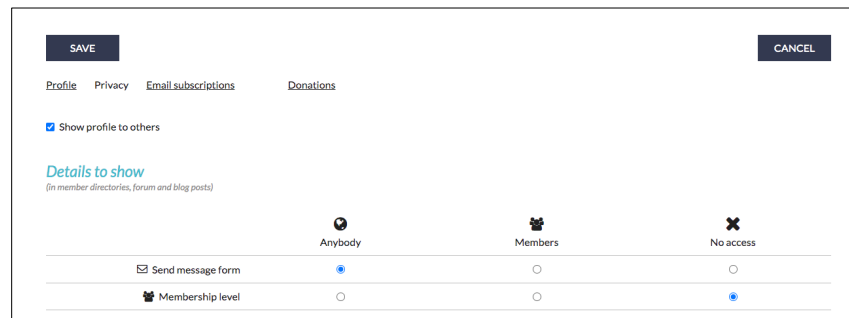
This is the global switch that controls whether or not any of your info will be displayed. If this is not checked the other switches have no effect. You will not be visible.

In the menu
Click **Privacy**
To bring up the
privacy form.



A screenshot of a user menu. At the top left is a dark 'SAVE' button. Below it are four menu items: 'Profile', 'Privacy' (which is underlined and highlighted), 'Email subscriptions', and 'Donations'. A horizontal line is below these items, and 'Personal Info' is written in blue text below the line.

Check the box to
Show profile to others



A screenshot of the privacy settings form. At the top left is a dark 'SAVE' button and at the top right is a dark 'CANCEL' button. Below them are four menu items: 'Profile', 'Privacy' (underlined), 'Email subscriptions', and 'Donations'. A checked checkbox is next to 'Show profile to others'. Below this is the heading 'Details to show' with a subtext '(in member directories, forum and blog posts)'. There are three columns of radio buttons labeled 'Anybody', 'Members', and 'No access'. The 'Anybody' column has a checked radio button for 'Send message form' and an unchecked one for 'Membership level'. The 'Members' column has unchecked radio buttons for both 'Send message form' and 'Membership level'. The 'No access' column has an unchecked radio button for 'Send message form' and a checked radio button for 'Membership level'.

Now you are visible based on the others switches and based on which details you set to be visible. By default most fields are set to 'visible'.