



FNPS Discussion Forums Frequently Asked Questions: How to Sign Up and Log In

Please print these pages and follow along!

What should I include when I register?

- Find the Registration Button on far right and click.
- You will see the following form.

Register - Required Information

Choose username:
Used only for identification by SMF. You can use special characters after logging in, by changing your displayed name in your profile.

Email:
This must be a valid email address. Hide email address from public?

Choose password:

Verify password:

Your Name:

FNPS Chapter:

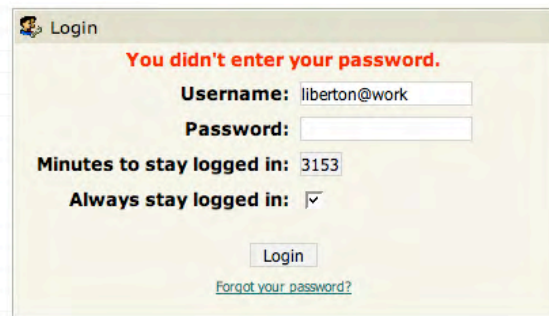
- It's best to use a username that identifies you easily.
- Choose a password you'll remember
- Please list your full name in the "Your Name field"
- Be sure to indicate your Chapter.
- Agree to all the fine print.
- When your registration is verified, return to the Discussion Forums and Login immediately to complete your profile (see below).

How do I Login? And why?

- You must be logged in to join in discussions! The "reply" and "post" buttons only appear for registered members.
- Each time you return to the Discussion Forum, fill in your username in the first field, and your password in the second.
- Click on Login.

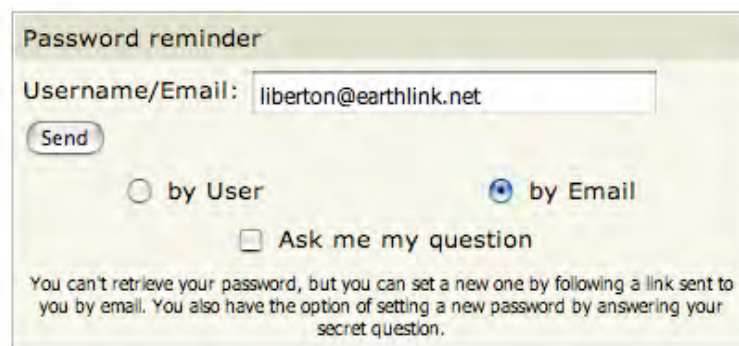
What if it doesn't work?

- You will have an opportunity to fix things. You will see the following message.
- Click on the link that says, "Forget your password?"



The screenshot shows a login form titled "Login". At the top, there is a red error message: "You didn't enter your password." Below this, the "Username:" field contains "liberton@work" and the "Password:" field is empty. There are two checkboxes: "Minutes to stay logged in:" set to "3153" and "Always stay logged in:" which is checked. A "Login" button is at the bottom, and a link "Forgot your password?" is below it.

- You will get the following screen. Enter either your e-mail OR your user name, whichever you're sure you used in the registration. We recommend you enter your e-mail. You don't need to use the "Ask me my question" function..




The screenshot shows a "Password reminder" form. The "Username/Email:" field contains "liberton@earthlink.net". There is a "Send" button. Below the form, there are two radio buttons: "by User" (unselected) and "by Email" (selected). There is also a checkbox for "Ask me my question" which is unchecked. A paragraph of text at the bottom explains: "You can't retrieve your password, but you can set a new one by following a link sent to you by email. You also have the option of setting a new password by answering your secret question."

- You'll see the following. Give it a minute, and check your e-mail.



The screenshot shows an email notification from "fnps.org Password Reminder". The text reads: "A mail has been sent to your email address. Click the link in that mail to set a new password."

- The E-mail you get will look like this. The good part is that it will remind you of your username if you've forgotten.



The screenshot shows an email titled "New password for fnps.org". The sender is "fnpsorg@box100.bluehost.com" and the recipient is "liberton@earthlink.net". The email body says: "Dear Cindy Liberton, This mail was sent because the 'forgot password' function has been applied to your account. To set a new password click the following link: <http://www.fnps.org/smf/index.php?action=reminder;sa=setpassword;u=3;code=5e1e136f0a> IP: 4.235.177.225 Username: liberton Regards, The fnps.org Team."

- Go ahead. Click on the link. You'll see the following box. Now type your password twice. Remember: use a password you're likely to remember.

fnps.org Password Reminder

Choose password:

For best security, you should use six or more characters with a combination of letters, numbers, and symbols.

Verify password:

- If you were successful, the system will tell you so. Congratulations! Now go Login and join in a discussion. Make sure your Profile is complete!

How do I complete my Profile?

- On the Homepage, click on the Profile Button on the top. (This button only appears if you're "logged in!")
- You'll see something like the following.

Profile Info	Username: liberton	Picture/Text
<p>Summary Show Stats Show Posts Track User Track IP Show Permissions</p> <p>Modify Profile Account Related Settings Forum Profile Information Look and Layout Preferences Notifications and Email Personal Message Options</p> <p>Actions Ban this user Delete this account</p>	<p>Name: Cindy Liberton Custom Title: Chair, Communications Committee, FNPS Posts: 10 (0.033 per day) Position: Global Moderator Date Registered: July 24, 2005, 07:49:45 AM Last Active: Today at 03:45:11 PM</p> <hr/> <p>ICQ: AIM: MSN: YIM: Email: liberton@earthlink.net Website: Current Status: Online</p> <hr/> <p>Real name: Cindy Liberton Gender: Female Age: N/A Chapter: Hernando Location: Hernando County Florida Local Time: May 19, 2006, 03:45:29 PM</p> <hr/> <p>Signature: Cindy Liberton Hernando Chapter, Chair, Communications Committee, FNPS</p>	
<p>Additional Information: Show the last posts of this person. Show general statistics for this member.</p>		

- Under Modify Profile in the left column, chose Forum Profile Information.
- You'll see a form where you can fill in many fields. However, the following are critical to identify you to other members: Real Name, Chapter Location (e.g., Hernando County, or Brooksville, Florida, etc.), and Signature, where you should type the info you want to accompany your postings, including any office you hold in the Society like:
 - Cindy Liberton
 - Chair, FNPS Communications
 - Hernando Chapter, Vice President for Administration
- Click on the Change Profile button on the bottom, and there you go.

Real name:

Birthdate:
Year (YYYY) - Month (MM) - Day (DD) - -

Chapter:

Location:

Gender:

ICQ:
This is your ICQ number.

AIM:
This is your AOL Instant Messenger nickname.

MSN:
Your MSN messenger email address.

YIM:
This is your Yahoo! Instant Messenger nickname.

Custom Title:

Signature:
Signatures are displayed at the bottom of each post or personal message. BBC code and smileys may be used in your signature.

Max 300; characters remaining: 300

What if some thing just doesn't work for me?

- There can be many reasons for this. Please write the FNPS Webteam at webteam@fnps.org
- We will get back to you as soon as possible. Remember! We're all volunteers. Be kind!