Member Portal User's Guide
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1 **OVERVIEW**

In an effort to reduce our quantity of printed items and thus serve you more efficiently and economically, as well as helping to protect the environment, we will be using more email communications and converting some of our existing mailings to email. You will continue to receive some items in paper format. However, by signing up now and indicating your preferences you will assist us in developing our program.

Following options are available:

1.1 **SRF EVENTS IN YOUR AREA**

Receive email announcements about activities and events in your locale, including information about lecture tours, monastic visits, opening of new meditation groups, regional retreats, and other special programs.

1.2 **SRF LESSONS STUDENTS COMMUNICATIONS**

These emails will include annual Convocation invitation and registration information, announcements about Kriya Yoga initiations, subscription renewal notices, and various other items mailed to SRF Lessons students. To receive these communications, you will be asked to include your SRF reference number.

1.3 **PUBLICATIONS NEWS**

Learn about the latest SRF books, and receive email announcements about Self-Realization magazine, product releases, and promotions.

2 **REGISTRATION**

1. Start Google Chrome

2.1 CREATING AN ONLINE ACCOUNT

1. Go to contact us page and click on “Create an account”.

2. Enter your email address and click on the “Send Activation Code” button.
3. The system will display a message informing you that an email with an Activation Code has been sent to the address you entered. Make sure you include auto-reply@yogananda-srf.org in your “allowed list of senders” so the email does not end up going to the spam or junk mail folder.

4. Check the email address that you specified and look for an email from the SRF. It looks like this:

Self-Realization Fellowship <auto-reply@yogananda-srf.org>

to

Online Services — Activation Code

Thank you for your interest in registering for online services from Self-Realization Fellowship.

Here is your Activation Code: 46ec89

To ensure accuracy, copy and paste this code where indicated on the Create an Online Account page.

Mother Center,
SELF-REALIZATION FELLOWSHIP

You are receiving this email from Self-Realization Fellowship because you requested to create an online account with this email address.

Please do not reply to this email. If you need to contact us, please go to our website: http://www.yogananda-srf.org/contact_SRF.aspx
5. Copy the Account Activation Code from the email and paste it into the Activation Code box on the Create Online Account page and then click on “Confirm”.

6. The system will then prompt for a password, first name, last name, and country.
   a. Password: Select a password that you can remember. It must be at least 8 characters long.
   b. Confirm Password: Retype the same password.
   c. First Name:
   d. Last Name:
   e. Country:

7. Congratulations. You have created your online account!

8. You are redirected to the SRF Member website and your account is activated. From this page you can use the top navigation bar to explore the site and get the latest about our online services for members.
2.2 **FORGOT PASSWORD**

In case you forgot your password, here is how you can reset it.

1. Click on the ‘Forgot your password?’ link on the Login page.

2. You are taken to a form where you can enter your email address.
3. System shows the acknowledgement.

![Reset Password](image)

A new password has been emailed to you. If you do not see our email in your inbox, please check your "Spam" or "Junk" folder. If your email account is configured to only receive emails from a list of approved senders, please ensure that the email address "Self-Realization Fellowship (auto-reply@yogananda-srf.org)" is added to that list.

4. Check your email. You should receive an email such as shown below. It includes a system generated password with random characters. You will be able to change this password later on. If you prefer.

![Email](image)

Online Services — New Password

Dear [Name],

Your password has been reset.

Your login details are:

Email/User Id: [Email/User Id]
Password: [Password]

Please [login](login) with your new credentials to access your online SRF account.

We strongly recommend that you change the password after you login. On the [SRF Membership Home page](home), find your name in the top right and you can select the "Change Password" option. Please remember to enter the password listed above as your current password and select a new password that is strong and difficult to guess.

Mother Center,
SELF-REALIZATION FELLOWSHIP

5. Copy the password to clipboard or write it down on a piece of paper. You will need this to login.

Your password has been reset.

Your login details are:

Email/User Id: [Email/User Id]
Password: [Password]

Please [login](login) with your new credentials to access your online SRF account.
6. Go back to the Login page. Enter your email address and the password you copied in previous step.

![Login page]

7. The System logs you in and takes you to the ‘Home’ page.

2.3 **CHANGE PASSWORD**

1. In the ‘Home’ page, click on your name for the dropdown to appear. Then click on the ‘Change Password’.

![Member Portal]

Welcome to [Member Portal]!

To receive more efficient and personalized service, please verify your account.

**Online Services**

**SRF Lessons**

Please click here to resume working on your Lessons Application.
2. The System shows the “Change Password” form.

Old Password:
Paste the same random password that you got in the email before.

Your password has been reset.

Your login details are:

Email/User Id: [dni number]
Password: [ogawa32]

Please login with your new password to access your online SRF account.

New Password:
Select a new password that you can remember.

Confirm Password:
Re-type the same password again.
3. The System shows the confirmation that the password is changed.

![Change Password]

4. Remember your new password. You can use it to login in the future.

2.4 UPDATE PROFILE

1. In the ‘Home’ page, click on your name for the dropdown to appear. Then click on the ‘Update Profile’.
2. The System shows the “Update Profile” form.

3. In this page, you can change your email address by clicking on the ‘Change Email’ button.
4. The numbers displayed below your email address is your SRF Reference Number. To know more about this, click on ‘What’s this?’ link on the right side.
5. You can also change your name and address by clicking on ‘Change Name’ and ‘Change address’ buttons respectively.
6. If you haven’t verified your account yet, click on ‘Verify account’ button and verify your email address to update your profile.
2.5 Verify Account

1. If you have already verified your account, skip this step.
2. In the Update profile page, click on ‘Verify Account’ button and the system will show you the ‘Verification’ form.

3. Enter either your SRF reference number or your phone number and ZIP code. Then press ‘Submit’ button.
2.6 **CHANGE EMAIL**

1. In the Update profile page, click on ‘Change Email’ button and the system will show you the ‘Change Email’ form.

2. You can enter your new email address in the ‘New Email’ section and then click on ‘Verify’ button.

3. Else you can cancel it and go back to your ‘Home’ page by clicking on ‘Back to member portal home’ link or you can go back to Updating your profile by clicking on ‘Back to profile’ link.
2.7 **Change Name**

1. In the Update profile page, click on ‘Change Name’ button and the system will show you the ‘Email Us’ form.

   **Email Us**

   ![Email Us form](image)

   1. In order to change your name, you will have to fill in the email request form.

   2. After filling the form, click on ‘Submit’ button.
2.8 **CHANGE ADDRESS**

1. In the Update profile page, click on ‘Change Address’ button and the system will show you the ‘Change Contact Information’ form.

   [Image of the Change Contact Information form]

2. Fill the form and click on ‘Submit’ button.

3. The System then shows an acknowledgement as shown below.

   ![Acknowledgement Image]

   **Self-Realization Fellowship**

   **Thank you!**

   Thank you for providing your updated contact information. We will process your request shortly and update our records. You will get a confirmation email when the address is changed.

4. Check your email. You will get a confirmation when the address has been changed.