Contents

1  Setup Account ................................................................................................................................. 2
  1.1  Creating an online account ........................................................................................................... 4
  1.2  Verify Account ............................................................................................................................... 8
  1.3  Forgot Password ............................................................................................................................ 9
  1.4  Change Password .......................................................................................................................... 11

2  Lessons Enrollment ............................................................................................................................ 13
  2.1  Current Students ............................................................................................................................ 13
  2.2  New Students .................................................................................................................................. 15

3  Account Updates ................................................................................................................................ 16
  3.1  Update profile ................................................................................................................................ 16
  3.2  Change Email .................................................................................................................................. 17
  3.3  Change Name .................................................................................................................................. 18
  3.4  Change Address .............................................................................................................................. 19
1. **Setup Account**

1. Start **Google Chrome**

![Google Chrome](image)

2. Go to the **SRF website** – [www.Yogananda.org](http://www.Yogananda.org)

3. Go to **Member Portal:**

   - Using a Computer (not your phone)
     - On the upper right hand corner of the page, **Click “MENU”**.

![SRF Member Portal Menu](image)

   - **Click “Member Portal”**

![Click on Member Portal](image)
Using a Phone

- Click on the 3 bars

- Click "Member Portal"
1.1 CREATING AN ONLINE ACCOUNT

1. On Login page, Click “Create an account”.

2. Enter your email address and click “Send Activation Code”.

![Image of login page](image1.jpg)

![Image of create account page](image2.jpg)
3. The system will display a message informing you that an email with an Activation Code has been sent to the address you entered. If you do not see the email in your inbox, please check your spam or junk mail folder.

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

   ![Email Example]

   Thank you for your interest in registering for online services from Self-Realization Fellowship.
   Here is your Activation Code: 456ee59
   To ensure accuracy, copy and paste this code where indicated on the Create an Online Account page.
   
   Mother Center, SELF-REALISATION 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;**
Paste it into the Activation Code box on the Create Online Account page;

Click “Confirm”.

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

7. Congratulations. You have created your online account.
8. Here is the SRF Member Portal Home page.
1.2 Verify Account

1. Please skip this step, if you are not an SRF Lessons Student.

2. Please skip this step, if you are an SRF Lessons Student and have already verified your account.

3. On Member Portal’s Home page, Click “Verify”

The system will display the ‘Verification’ form.

4. Enter your
   a. SRF reference number
      (Or)
   b. Phone number and Zip code

5. Click ‘Submit’.
1.3 FORGOT PASSWORD

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

1. **On Login page, Click ‘Forgot your password?’**

![Login page image]

2. **Enter your email address.**

![Reset Password image]
3. System shows the acknowledgement.

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

5. **Copy the password** to clipboard or **write it on paper**.
   And **Click “login”**.
6. On Member Portal’s login page, enter your email address and the password you copied in the previous step then Click “Submit”.

![Login Page](image)

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

1.4 Change Password

1. On the ‘Home’ page, click on your name, the dropdown will appear, then click ‘Change Password’.

![Member Portal Page](image)
2. The System shows the “Change Password” form.

a) **Old Password**: Paste the same random password that you received in the previous email.

   Your password has been reset.

   Your login details are:

   Email/User Id: [Redacted]

   Password: [Redacted]

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

b) **New Password**: Select a new password you can remember.

c) **Confirm Password**: Re-type the same password.

d) **Click “Submit”**.

3. The System displays confirmation that the password is changed.

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

2.1 CURRENT STUDENTS

If you are an SRF Lessons student interested in enrolling for the new edition of Lessons:

- **STEP 1:** Create a Member Portal Account.
  
  Please refer to “CREATING AN ONLINE ACCOUNT.”
  
  *If you already have an account, please skip this step.*

- **STEP 2:** Verify your Member Portal Account.
  
  Please refer to “VERIFY ACCOUNT.”
  
  *If you have already verified your account, please skip this step.*

- **STEP 3:** Enroll for the New Edition of the Lessons
  
  a. **On Member Portal’ Home page,** under “SRF Lessons”, click “Enroll Now”.

![Member Portal Screenshot]

---

7/29/2019 4:09 PM
b. Select “Payment Method” *(Credit Card / PayPal / Personal Check / Money Order / ...)* and
Click “SUBMIT PAYMENT”
2.2 NEW STUDENTS

If you are applying for the SRF Lessons for the first time:

- **STEP 1**: Create a Member Portal Account.
  
  Please refer to “CREATING AN ONLINE ACCOUNT.”

- **STEP 2**: Complete an application.
  
  On Member Portal’s Home page, under “SRF Lessons”, click “Apply for SRF Lessons”.

- **STEP 3**: Print, sign, and mail the pledge.
3 Account Updates

3.1 UPDATE PROFILE

1. On the ‘Home’ page, click on your name, the dropdown will appear, then click ‘Update Profile’.

2. The System shows the “Update Profile” form.
   a. You may change your Email Address by clicking ‘Change Email’.
   b. Below your email address is your SRF Reference Number. To know more about this, click ‘What’s this?’ link on the right side.
   c. You may change your Name and Address by clicking ‘Change Name’ and ‘Change address’.
   d. If you have not verified your account yet, click ‘Verify Account’ and verify your email address to update your profile.
3.2 **CHANGE EMAIL**

1. On the Update profile page, **click ‘Change Email’** and the system will display the ‘Change Email’ form.

![Change Email Form](image)

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

3. Or, you can cancel it and go back to your ‘Home’ page by clicking ‘Back to member portal home’ link; you can go back to Updating your profile by clicking ‘Back to profile’ link.
3.3 **CHANGE NAME**

1. On the Update profile page, click **‘Change Name’** and the system will display the ‘Email Us’ form.

![Email Us Form]

2. To change your name, complete the email request form.

3. After filling the form, click ‘Submit’.
3.4 **CHANGE ADDRESS**

1. On the Update profile page, click ‘Change Address’ and the system will display the ‘Change Contact Information’ form.

![Change Contact Information form](image)

2. Complete the form and click ‘Submit’.

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

![Acknowledgement](image)

4. When Membership Services has updated your address, you will receive a confirmation email.