SRF eNews Subscription - User's Guide
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1.1 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:

**Monthly eNewsletter**
Receive inspirational quotes, articles, and tips for daily spiritual living as well as the latest news and events from the Self-Realization Fellowship worldwide community.

**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.

**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.

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

This document explains the procedures to use the eNews subscription website.

1.2 Registration

1. Start Internet Explorer by clicking on the blue icon with letter e.


3. Click on the eNews link at the top.

4. Click on the ‘SRF eNews Signup Button’:
5. This opens a new window and takes you to the Create Online Account page.

6. To proceed, enter your email address and click on the “Verify” button.
7. 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 “webmaster@yogananda-srf.org” in your “allowed list of senders” so the email does not end up going to the spam or junk mail folder.

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

Account Activation Code

Subject: Account Activation Code
From: <webmaster@yogananda-srf.org>

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

Account Activation Code: ed642d

Please copy the code above and paste into the “Activation Code” form field to ensure accuracy.

Mother Center
SELF-REALIZATION FELLOWSHIP

Please do not reply to this email. If you need to contact us, please go to our website at http://www.yogananda-srf.org/contact_SRF.aspx
9. 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”.

10. 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:

11. Select the eNews preferences.
   a. Monthly eNewsletter: Keep this box checked to continue to receive the monthly
      eNewsletter.
   b. SRF Events in your area: You will need to provide a postal code.
   c. SRF Lessons Student Communications: You need to provide your SRF Reference
      Number.

Click on the ‘Submit’ button.

12. Congratulations. You have created your online account!
13. 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.

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

1. Click on the ‘Reset Password’ button on the Login page.
2. You are taken to a form where you can enter your email address.

Password Reset

Enter your Email to receive your password:

Email: 

Submit

3. System shows the acknowledgement.

Forgot Password Details

Your password has been sent to you. Please check your email.

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.

New Password for SRF Member’s Website

webmaster@yogananda show details 12:18 PM (1 minute ago) Reply

Dear [Your Name],

Your password has been reset.

Your login details are:
Email/User Id = [Your Email Address]
Password = U]%6a-f60iu

Please login with your new credentials to access your account.

Mother Center
SELF-REALIZATION FELLOWSHIP

Please do not reply to this email. If you need to contact us, please go to our website at http://www.Yogananda-SRF.org.
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 = ____________________________
Password = [Redacted]

Please login with your new account.

Mother Center

6. Go back to the Login page. Enter your email address and the password you copied in previous step.

![Login Details](image)

7. The System logs you in and takes you to the ‘Update Profile’ page. Click on the ‘Change Password’ link.
8. 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 = ...
Password = Uj%R6a-f6

Please login with your new account.

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

Confirm Password:
Re-type the same password again.

9. The System shows the confirmation that the password is changed.

Your Password Has Been Changed

Your password has been changed.

< Back to MembersWeb Portal
< Back to Profile

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