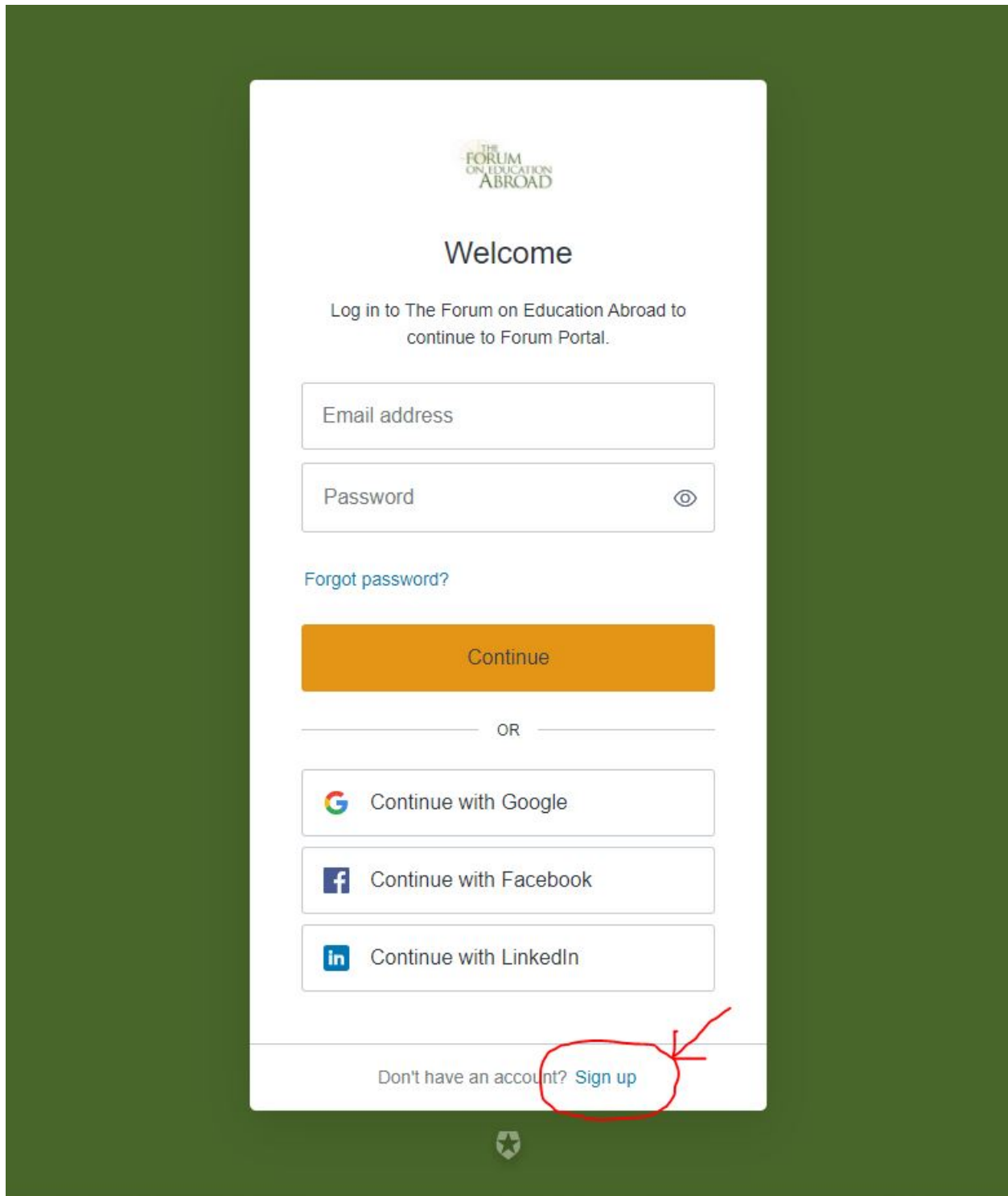


Setting up your Account in the Forum Portal

By setting up your account in the Forum Portal, you will have the ability to update your profile and that of your organization, register for Forum events and trainings, manage your institutional membership, view past orders and transactions, and more—all from one centralized location! We are excited about this new service and the potential it has for engaging our membership in new ways and providing you with more efficient processes as you interact with The Forum.

While you may have previously had log-in access to The Forum's website, this is a new log-in process and will require you to set up your account upon your first entry. To help make this process smooth for you, we've outlined in this document the simple steps for setting up your account for the first time.

1. Go to <https://account.forumea.org/>. Click on the link at the bottom of the window for "Sign Up." While the social logins are an option, we do not recommend that Forum members use the social logins to set up their accounts, as it has created issues with granting proper membership permissions.



2. Enter your work email address and the password that you would like to use for accessing the portal. If you previously had log-in access to The Forum's website, we suggest using that same email address for your new account so that your contact information gets prepopulated.


Click Continue.

THE FORUM
ON EDUCATION
ABROAD

Welcome


Sign Up to The Forum on Education Abroad to continue to Forum Portal.


Email address


Password 

Continue

OR

 Continue with Google

 Continue with Facebook

 Continue with LinkedIn

Already have an account? [Log in](#)

3. A message will appear that tells you that your email address needs to be verified. Check your email inbox! The verification email will have the subject line "Verify your email." Open the email and click on the link to "Confirm my account."



Welcome to The Forum!

Thank you for signing up. Please verify your email address by clicking the following link:

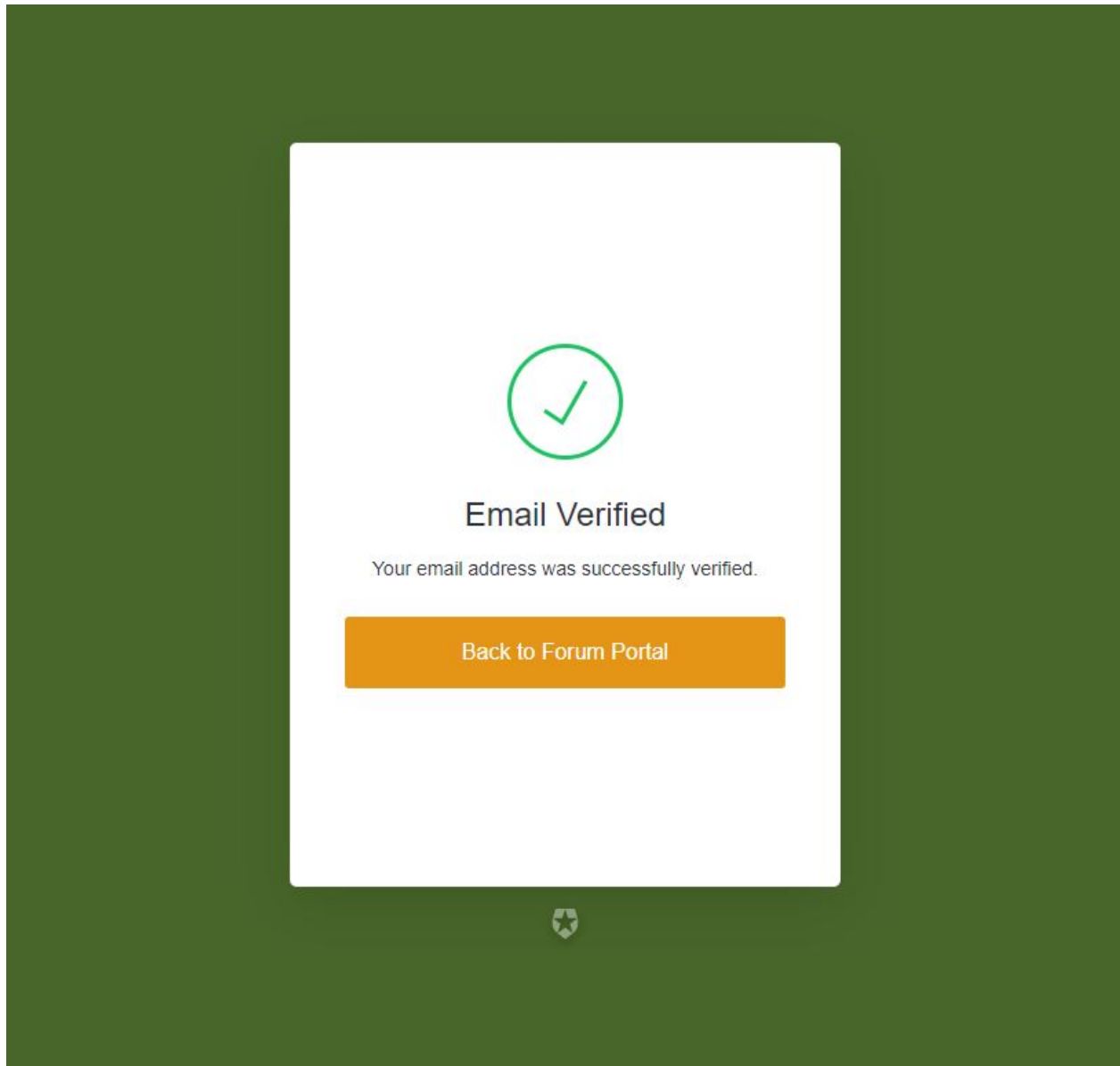
[Confirm my account](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!
The Forum

If you did not make this request, please contact us by replying to this mail.

4. You should then see a message that your email address has been verified. Click on the button to go "Back to Forum Portal."



5. Continue setting up your account by entering your full name and clicking the button to “check for existing records.” If there are no existing records that match your information, a process will begin to set up your account—in that case, you can proceed to step 7b.



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Home

Welcome!

We tried to find an individual in our database with your email address, but we couldn't. Sometimes people are in our system under an email from a former employer, or another personal account... so before we create a new account for you, we'd like to make sure you're not already in our database.

How does this work?

- First, you tell us your full name
- Then, we'll scan our system to see if you might already be in our database
- If so, we'll send a verification code to your email or mobile phone
- If not, we'll go ahead and create a brand new record for you in our database.

[CHECK FOR EXISTING RECORDS](#)

[LOGOUT & START OVER](#)

6. If there are existing records that could potentially belong to you, you will see them listed on the screen. The steps that follow will depend on your course of action: a or b.

6a. If an existing record appears that belongs to you, select it from the list and click "continue." Proceed to step 7a.

THE FORUM ON EDUCATION ABROAD

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Home

Any of these look familiar?

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select **None of the Above**.

Lindsay McCauslin The Forum On Education Abroad +1 (7*****31	mcca****@dickinson.edu	SELECT
Lindsay McCauslin The Forum On Education Abroad +1 (7*****31	mcca****@forumea.org	✓ THIS IS ME
Lindsay McCauslin	mccaus****@gmail.com	SELECT
Lindsay McCauslin	mcca****@forumea.org	SELECT
None of the Above It doesn't look like any of these records are mine. Let's create a brand new account.		SELECT

CONTINUE GO BACK

6b. If none of the records listed belong to you, select the option for “None of the above” and click “continue.” Proceed to step 7b.



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Home

Any of these look familiar?

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select **None of the Above**.

Lindsay McCauslin
The Forum On Education Abroad
+1 (7*****31

mcca***@dickinson.edu

SELECT

Lindsay McCauslin
The Forum On Education Abroad
+1 (7*****31

mcca***@forumea.org

SELECT

Lindsay McCauslin

mcca****@gmail.com

SELECT

Lindsay McCauslin

mcca***@forumea.org

SELECT

None of the Above

It doesn't look like any of these records are mine. Let's create a brand new account.

✓ THIS IS ME

CONTINUE

GO BACK

7a. After selecting an existing record, the system will ask you to verify that the existing record does belong to you. Select one of the options for receiving a verification code and proceed to step 8a.



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Home

Let's Verify Your Identity

In order to verify your identity, we need to send you a short code. How should we send the code?

- Send verification code to email: mcca****@forumea.org
- Send verification code via text/SMS to: +1 (7*****31
- Voice call with verification code: +1 (7*****31
- I do not have access to any of these verification options

SEND VERIFICATION

GO BACK

7b. The system will begin setting up your account. Once that process is completed, click continue and proceed to step 8b.



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Home

Welcome!

It looks like this is your first time here. Let's get you set up.

100%



Looks like you're not currently linked to an organization.



We could not match you to an organization, but we can create your contact record without one.



Your contact record has been created.



Your user and contact records have been linked.



Operation Completed Successfully.

CONTINUE

8a. Once you've entered your verification code, you will arrive on the Welcome page of the portal. You are all set! If you would like to make edits to your profile, you can do so by clicking on the "my profile" menu option and selecting "manage my profile."

Verification Code Sent!

Once you receive the code, please enter it below.

RESEND CODETRY ANOTHER IDENTITY



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Welcome to Our Online Portal



Lindsay McCauslin

Dickinson College / Associate Director for Membership and Communications
mccausll@dickinson.edu

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Register Now

The Forum offers trainings and events throughout the year to provide much-needed occasions for timely discussion, critical thinking, and professional development.

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Become Certified

The Professional Certification Program is intended for colleagues in the field who want to certify their knowledge and expertise in the *Standards of Good Practice*.

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8b. The final step of your account set-up prompts you to complete your profile. Complete the form and click "save changes." Your profile is now set up and you will be taken to the Welcome page of the portal.



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