

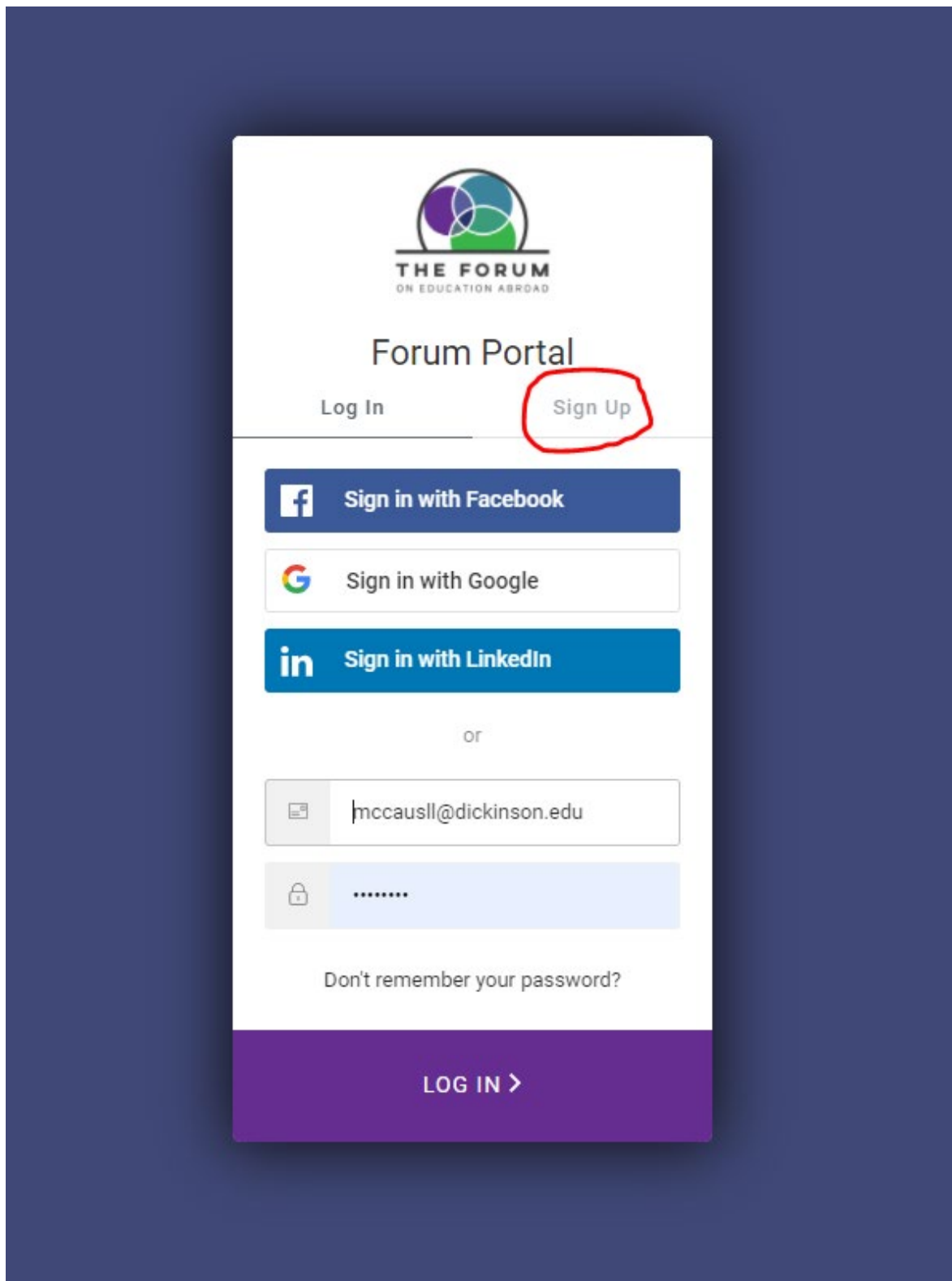


## **Setting up your Account in the Forum Portal**

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 (as of November 2020) 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 steps for setting up your account for the first time.

1. Go to <https://account.forumea.org/>. Click on the “Sign Up” tab in the log-in window. 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 ABRROAD

## Sign Up


Log In Sign Up


 Sign up with Facebook

 Sign up with Google

 Sign up with LinkedIn

or

 yours@example.com

 your password

By signing up, you agree to our terms of service and privacy policy.

**SIGN UP >**

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](#)

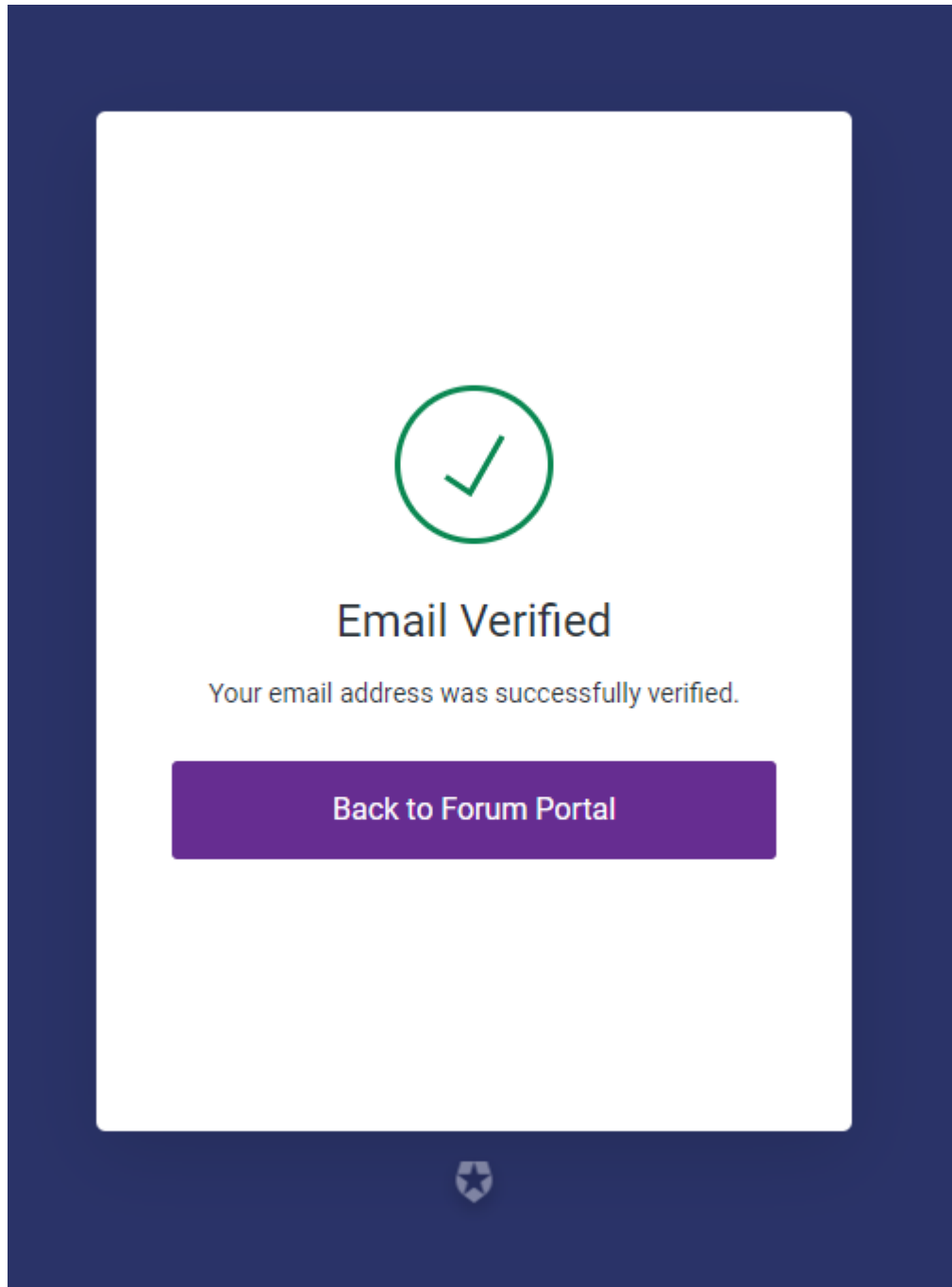
If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!  
The Forum

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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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## 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.



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### 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	forume*****@gmail.com	<input type="button" value="SELECT"/>
Lindsay McCauslin New Forum Test Organization	forume*****@gmail.com	<input type="button" value="SELECT"/>
<b>Lindsay McCauslin</b> The Forum on Education Abroad (717)*****31	mcca****@forumea.org	<input checked="" type="button" value="✓ THIS IS ME"/>
Lindsay McCauslin New Member Test Organization	mccaus*****@gmail.com	<input type="button" value="SELECT"/>
Lindsay McCauslin Forum Test Organization	foru***@gmail.com	<input type="button" value="SELECT"/>
None of the Above It doesn't look like any of these records are mine. Let's create a brand new account.		<input type="button" value="SELECT"/>

**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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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	forume*****@gmail.com	<input type="button" value="SELECT"/>
Lindsay McCauslin New Forum Test Organization	forume*****@gmail.com	<input type="button" value="SELECT"/>
Lindsay McCauslin The Forum on Education Abroad (717)*****31	mcca****@forumea.org	<input type="button" value="SELECT"/>
Lindsay McCauslin New Member Test Organization	mccaus*****@gmail.com	<input type="button" value="SELECT"/>
Lindsay McCauslin Forum Test Organization	foru***@gmail.com	<input type="button" value="SELECT"/>
<b>None of the Above</b> It doesn't look like any of these records are mine. Let's create a brand new account.		<input checked="" type="button" value="✓ THIS IS ME"/>



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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## 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: (717)\*\*\*\*\*31
- Voice call with verification code: (717)\*\*\*\*\*31
- I do not have access to any of these verification options

[SEND VERIFICATION](#)

[GO BACK](#)

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**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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## 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](#)

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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 CODE TRY ANOTHER IDENTITY



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## WELCOME TO OUR ONLINE PORTAL



### Lindsay McCauslin

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Warren, RI 02885-9998  
(717) 245-1031

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REGISTER NOW

### 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*.

APPLY HERE

**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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