



University of Victoria
Faculty Association

Member-Only Portal User Guide

Updated

20 March 2019

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Using the Member-Only Portal

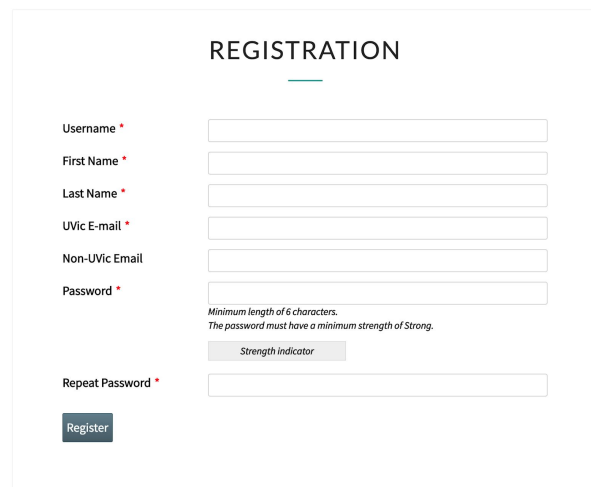
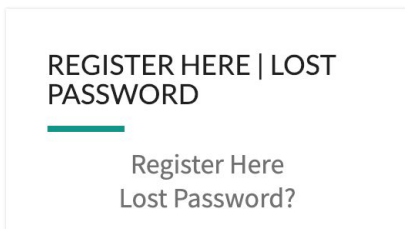
Creating an Account

As a Member, an account has already been created and the credentials have been emailed to you. If for some reason this did not work, we have the ability to create an account for you. There are two ways with which you can proceed with this:

1. Contact us at comsfa@uvic.ca with your desired information (First name, last name, UVic email) and we will verify your credentials, create a new account under your name, and email your credentials to you.
2. You may create a new account through a link on our sidebar. The link will bring you to a page which has a form to fill out. Once you submit the form, your account is created. Although you may create an account with this link, you will need to contact us at comsfa@uvic.ca as we need to verify your identity and change your user role in order to see Member content.

NB: Both of these options will require approximately 24-48 hours in order to verify your identity.

Images depict link to registration page and registration page itself.



Logging in for the First Time

When you have clicked the login url in your email, you will be taken to the Member-Only Portal page of the UVICFA website. You will not be able to see any content as you have yet to log in.

To Log In, look for the Member-Only Portal section of the sidebar (as shown in the attached photo below) and fill in your credentials. Once you click the “Log In” button with valid credentials, then you will be logged in.

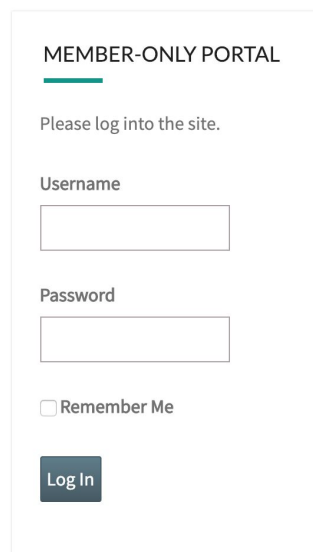
At this point, the Association recommends that you change your password to something that is secure and easy for you to remember. If you would like to manually change your password, you must go to <https://www.uvicfa.ca/edit-profile/>. This link can also be found on the sidebar when you are logged in.

Logging in

To Log In, look for the Member-Only Portal section of the sidebar (as shown in the attached photo) and fill in your credentials. Once you click the “Log In” button with valid credentials, then you will be logged in.

The Member-Only Portal is a private tab on the navigation bar.

Images depict login form in the sidebar and the hidden Member-Only tab once logged in.



MEMBER-ONLY PORTAL

Please log into the site.

Username

Password

Remember Me

Log In

MEMBER-ONLY

BARGAINING
BULLETINS AND
UPDATES

CONFIDENTIAL
MEMBER ENQUIRY
FORM

CONTRACT
PROPOSALS FOR
COUNCIL VOTE

GENERAL MEETINGS

GOVERNING
LEGISLATION &
ASSOCIATION
POLICIES

2019 BARGAINING
REPORTS AND
SURVEY RESULTS

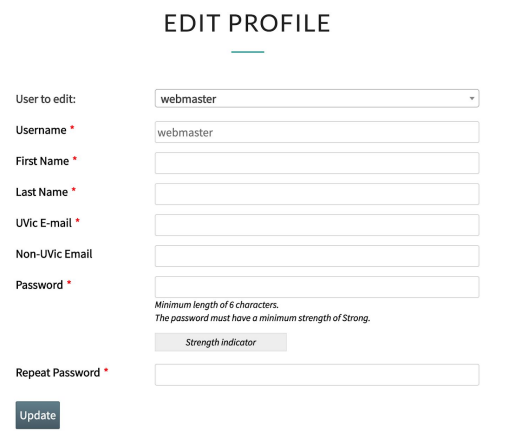
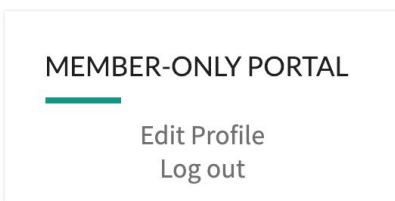
TREASURER'S
REPORTS

Changing Your Password

When logged in, there will be a 'Change Password' link on the sidebar. The full link is <https://www.uvicfa.ca/edit-profile/>.

Once clicked, you will be taken to a page that allows you to edit your profile through a form. Make any changes you desire, and then click save.

Images depict link to edit profile page and edit profile page itself.



A screenshot of the "EDIT PROFILE" form. The form has a title "EDIT PROFILE" with a teal underline. It contains the following fields and labels:

- User to edit: dropdown menu with "webmaster" selected.
- Username *: text input with "webmaster" entered.
- First Name *: text input.
- Last Name *: text input.
- UVic E-mail *: text input.
- Non-UVic Email: text input.
- Password *: text input.
- Repeat Password *: text input.

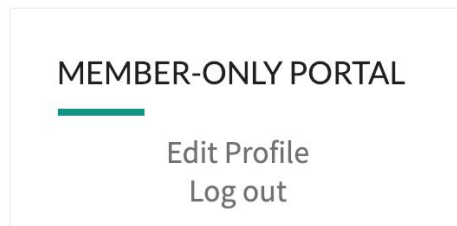
Below the Password field, there is a note: "Minimum length of 6 characters. The password must have a minimum strength of Strong." and a "Strength indicator" bar.

At the bottom of the form is an "Update" button.

Logging Out

As you are logged in, there will now be a 'Log Out' link on the sidebar. Click this and you will be logged out of your current session.

Image depicts the link to log out.

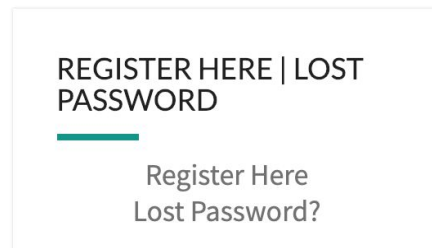


Forgotten Password

If you are not logged in, there will be a link on the sidebar that allows for you to recover a lost password. This link will take you through WordPress' password recovery process. The process can also be found by clicking this link:

<https://www.uvicfa.ca/wp-login.php?action=lostpassword>.

Image depicts the link to WordPress' password recovery process.



Member-Only Portal Overview

The Association's Member-Only Portal contains sensitive information such as reports, bargaining updates, and policies. To access this section, you will be required to log in with your supplied account which the Association has emailed to you (see above for more details). The information found in this Portal should not be shared with those who are not active Members.

Look here for:

- A private Member-Only Portal for registered Members of the UVICFA
- Bargaining Bulletins and Updates
- A Confidential Member Enquiry Form
- Documents for current and past General Meetings
- Governing Legislation and Association Policies (that have been developed and uploaded)
- Reports and Survey Results
- Treasurer's Reports

MEMBER-ONLY

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