Delta Sigma Theta Sorority, Inc.
Fort Washington Alumnae Chapter

Members Only Portal User Guide

February 2024 rev 5.4

Revision History

Version	Date	Changes
1.0	14 Apr 2020	• Initial Release
1.1	14 Sept 2020	• Combined multiple documents into one

2.0	01 Oct 2020	• Document Formatting Changes
		• Renamed Sections
		• New Section Added:
		   ○ Account Setup
		   ○ Members Only Portal Content
		   ○ Protected Documents

3.0	01 Jan 2021	• Updated Images based on Portal layout changes
3.1	16 Jan 2021	• Updated Protected Documents content

3.2	13 Feb 2021	• Updated Protected Documents
		   ○ Removed Password for Policies and Procedures (General Membership Documents)
		   ○ Added Password for Committee Budget Report (Treasurer Related Documents)

4.0	27 Sept 2021	• Updated Images based on NEW Portal layout changes • Updated instructions as needed based on Portal changes • Updated Protected Documents Passwords
5.0	31 Oct 2022	• Updated Protected Documents Passwords
5.1	13 Mar 2023	• Updated Protected Documents – Section A: General Membership Documents
5.2	18 Apr 2023	• Updated Protected Documents – Section C:
5.3	07 Aug 2023	• Updated Protected Documents – Sections A: General Membership Documents • Updated Protected Documents – Sections B: Treasurer Related Documents • Updated Protected Documents – Sections A: Financial Secretary Documents
5.4	01 Feb 2024	• Updated Protected Documents – Sections A: General Membership Documents • Updated Protected Documents – Sections B: Treasurer Related Documents • Updated Protected Documents – Sections A: Financial Secretary Documents

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Introduction

Greetings Sorors!

Welcome to the FWAC Members Only Portal (Portal) available to all financial members of FWAC.

The FWAC Members Only Portal was created to provide financial chapter members with 24/7 access to Chapter related information such as, but not limited to, Financial Documents, Meeting Minutes and Chapter Resources.

The Portal will be the location all financial members will be directed to access Executive Board and/or General Body related documentation. These sensitive documents will no longer be emailed.

The Portal also houses chapter resources such as, but not limited to, the Online Dues Payment link (available beginning July 1 each year), Membership Dues Renewal Form, Technology Support Request Form, I&C Flyer/Event Request Form, FWAC Business Directory and the FWAC Pictorial Directory.

HOW IT WORKS

Account Setup

The Members Only Portal account set up process involves the FWAC Financial Secretary providing a list of financial FWAC members requiring access. The Financial Secretary provides the following information:

- First Name
- Last Name
- Email Address

To serve as the required unique identifier within the system, email addresses are used as usernames for all accounts.

Due to the complexity of requests to change email addresses associated with Members Only Portal all requests will be addressed once a year during the beginning of the new Delta Year.

Members Only Portal Content

The purpose of the Members Only Portal is to provide **Financial FWAC Members** with 24/7 access to a variety of internal Chapter documents and resources. The information located within the Members Only Portal should never be shared with anyone (which includes previous financial members of FWAC, Sorors that are not financial with FWAC, and/or Non-Members). Any Soror requesting access to documents should contact the Technology Committee for verification of their access to the Members Only Portal. **Emailing any documents from within the Members Only Portal is strictly prohibited.**

To maintain the purpose and effectiveness of the Members Only Portal the content will be limited to relevant documents and resources as listed below:

- Announcement Request Form
- Budget & Finance Reports
- Calendar Events
- Committee Info Sheet
- Delta Technology Guide (DTG)
- Disbursement Form
- EBM/GBM Meeting Minutes
- EBM/GBM Treasurer Reports
- FWAC Business Directory
- FWAC Dues Form
- FWAC Policies and Procedures
- Information & Communication Event Request Form

- Membership Intake Related Documentation
- Membership Quick List
- Photography Request Form
- Pictorial Directory
- PPD Toolkits
- Program Proposals
- Technology Support Requests

All other items that do not include PPI and sensitive information can be sent via email to chapter Sorors via Constant Contact and/or the Chapter's General Body Distribution List.

To request an item to be added to the Members Only Portal, please submit a ticket using the Technology Committee Support Request Form located under the Resources Section of the Members Only Portal.

Protected Documents

Below you will find the necessary information to gain access to the password protected documentation housed within the Members Only Portal.

A. General Membership Documents

Membership Quick List
Pictorial Directory

Password Assigned for 2024 Delta Year (January 1, 2024 – December 31, 2024): **FWACs1st3Rs!**

B. Treasurer Related Documents

Treasurer Reports
Budget & Finance Reports
- Approved Budget
- Committee Budget Report

Password Assigned for 2024 Delta Year (January 1, 2024 – December 31, 2024): **funDSsp3nTs#**

C. Financial Secretary Documents

Financial Secretary Report

Password Assigned for 2024 Delta Year (January 1, 2024 – December 31, 2024): **Pay@r3c3ive$**

Access Members Only Portal
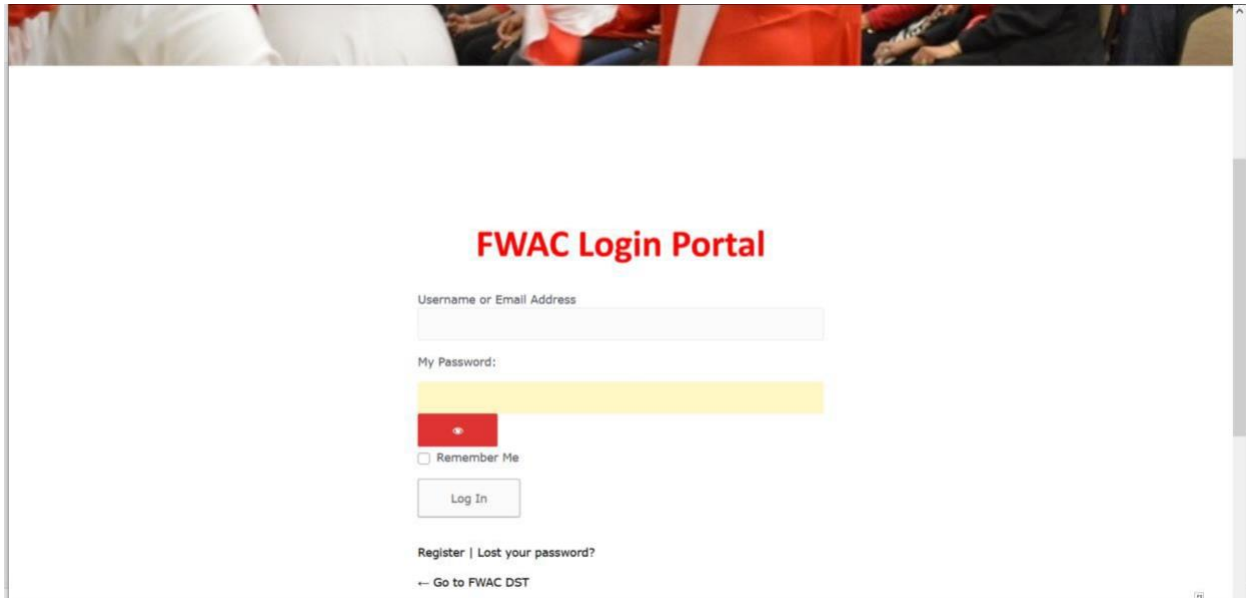
1. Visit the Fort Washington Alumnae Chapter website www.dstfwac.org:
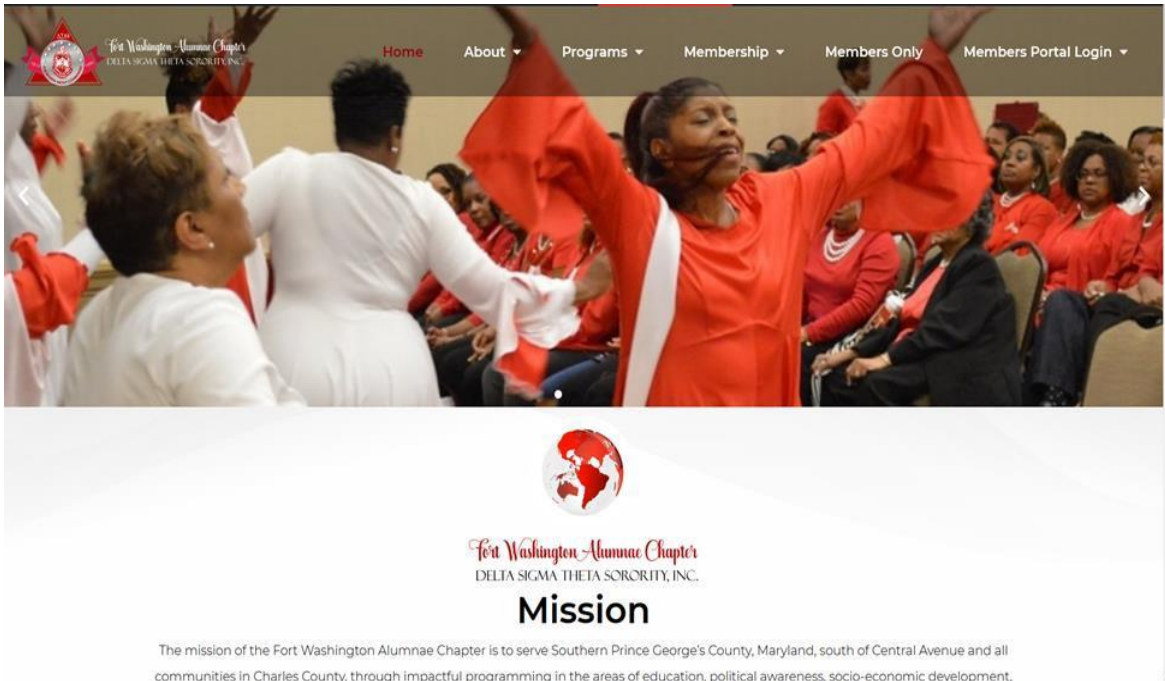
2. At the top of the screen, place your cursor over the Menu option **Members Portal Login**
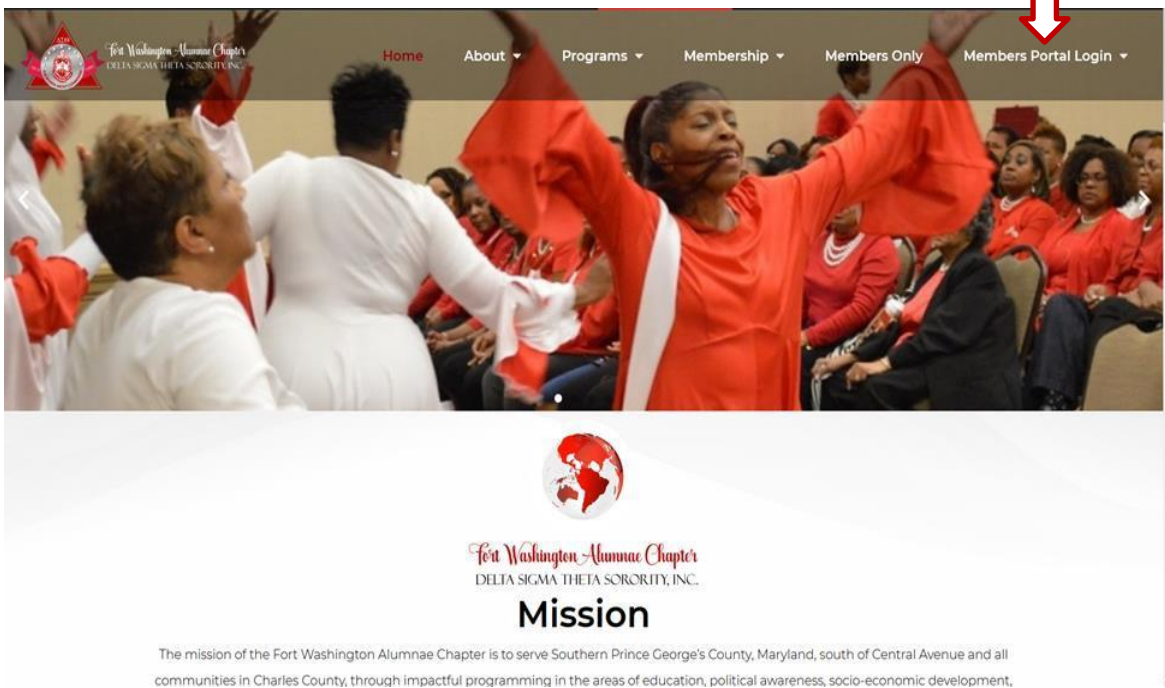
3. Click on **Members Portal Login.**

4. The **FWAC Portal Login Page** will appear.

5. Enter your username (**your email address**) and newlycreated password.
6. Click the "**Log In**" button

7. The **Members Only Portal Main Menu Page** will appear

New User Password Creation

To gain access to the Members Only Portal, the user must be a financial member of FWAC during the Delta Year access is requested. Once the FWAC Financial Secretary confirms the new user's status, an autogenerated email will be sent to the user's email address, currently on file with FWAC, providing a link and instructions on how to complete the registration process.

Below are the steps to create a Members Only Portal password after receiving an autogenerated email from the Technology Committee.

1. To gain access to the FWAC Members Only Portal, retrieve the email sent from Fort Washington Alumnae Chapter (techadmin@dstfwac.org) to your personal email address of record with the Chapter.
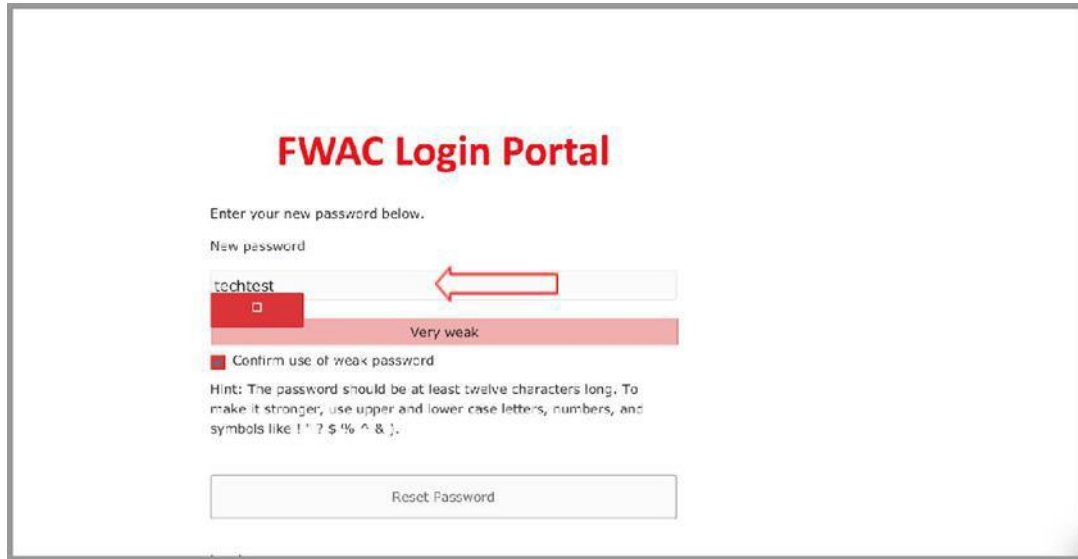
   NOTE: Be sure to check your Spam/Junk folder if you do not see the above-mentioned email in your Inbox.

2. Move the cursor down the email to where it says **To Set Your Password** then **Click to set** (as shown below). This will open a new browser window.
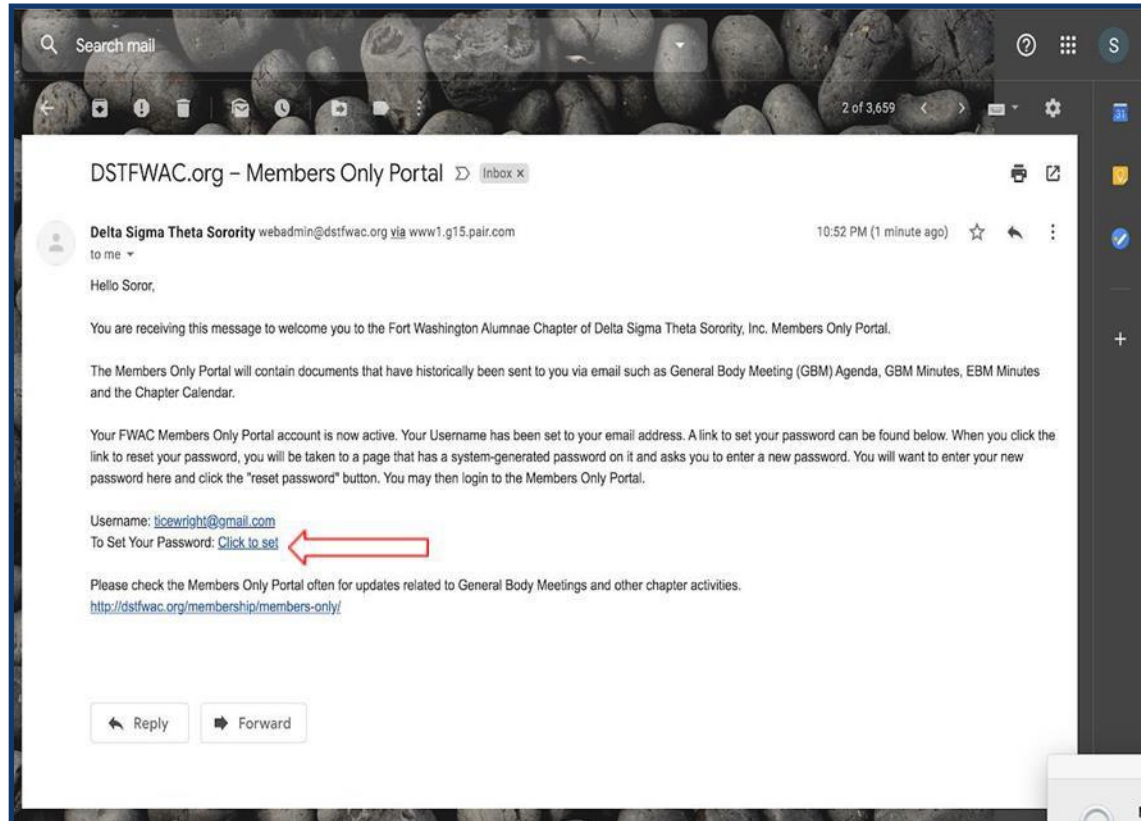
3. Create a new password.

   NOTE: The guidelines that appear are not required to set your password but are suggestions to ensure that it is medium or strong. Please remember your password and do not share it with anyone.
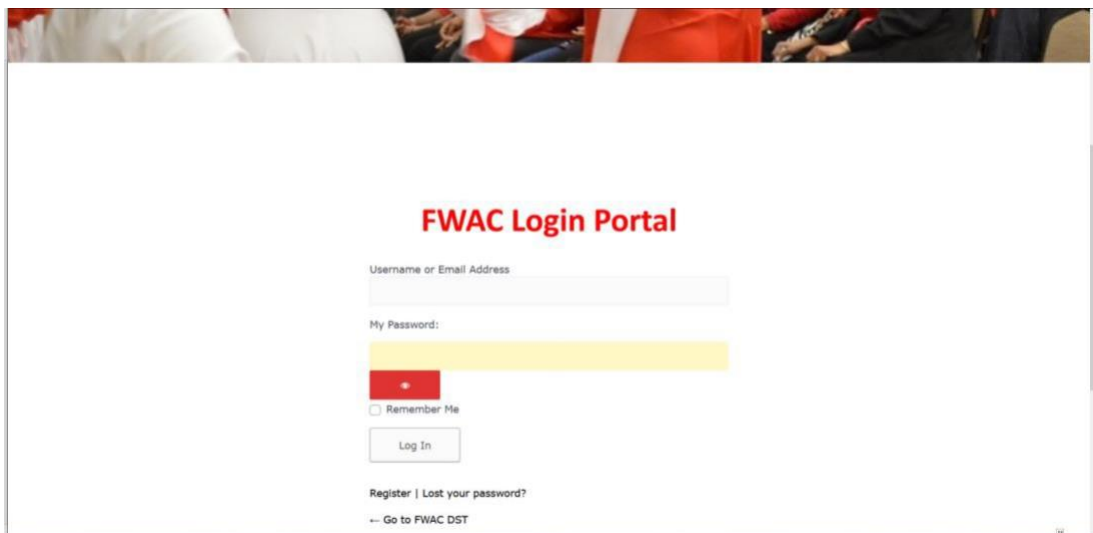

4. Click **LOG IN.**

5. The **FWAC Login Portal Page** will appear.

6. Enter your username (**your email address**) and newlycreated password and Click the "Log In" button
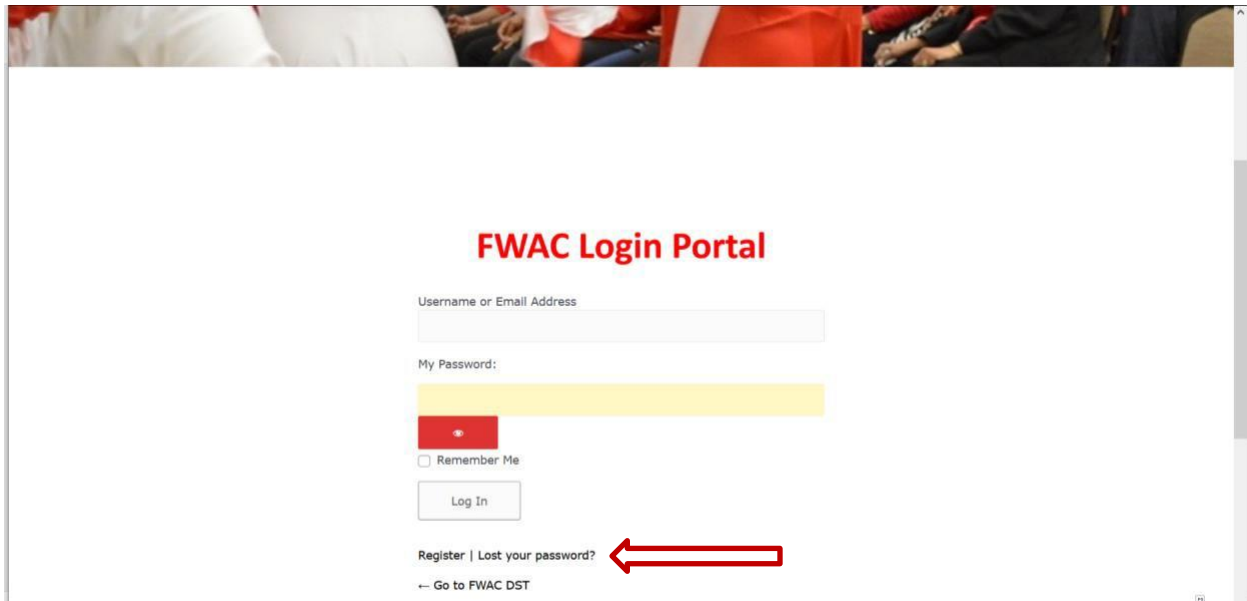
FWAC Login Portal

You are now logged out.

Username or Email Address

daniela.lenzly@gmail.com

My Password:

•••••••••••

☐ Remember Me

Log In

Lost your password?

7. The **Members Only Portal Main Menu Page** will appear

Fort Washington Alumnae Chapter
DELTA SIGMA THETA SORORITY, INC.

Welcome To The
FWAC Members Only Portal

1913
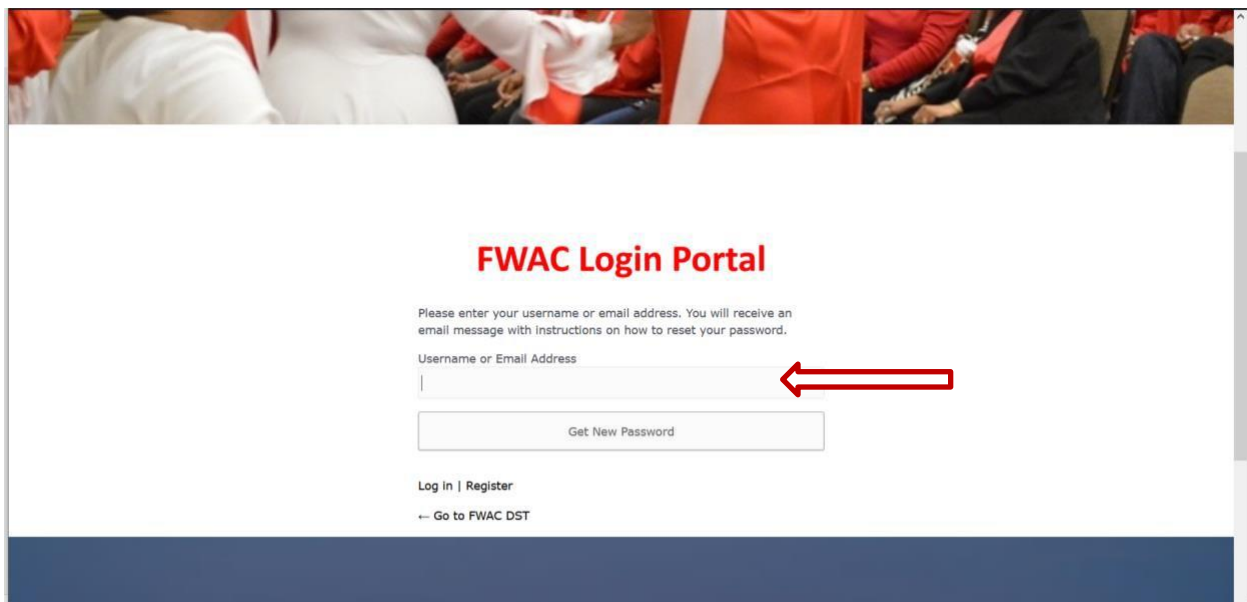
Reset Existing User Password

1. Visit the Members Only Login Homepage
2. Click **"Lost your password?"**

3. A new Screen will be displayed

4. Enter your email address
5. Click **"Get New Password"**
6. Check your email

FWAC Login Portal
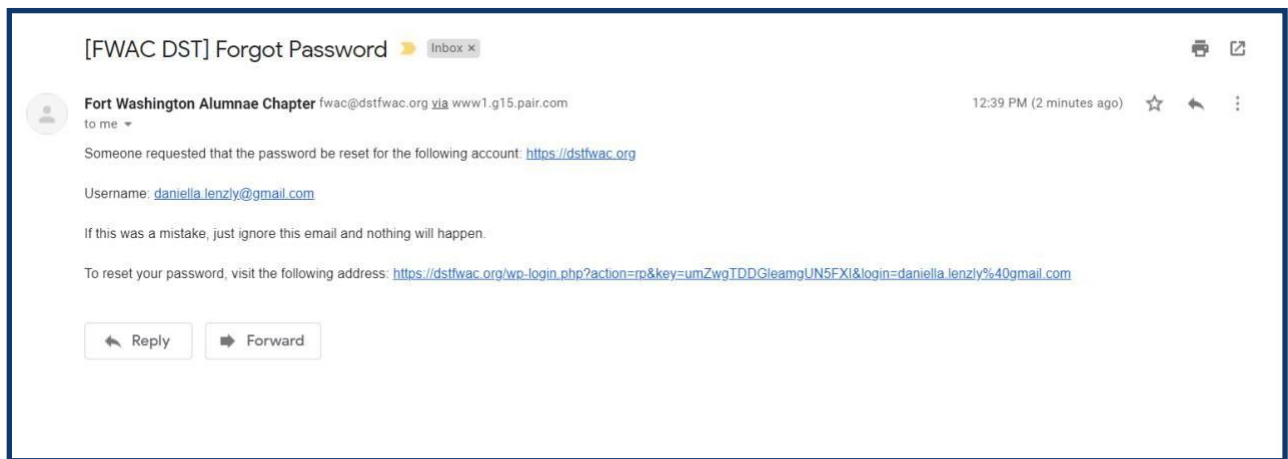
Please enter your username or email address. You will receive a link to create a new password via email.

Username or Email Address

daniella.lenzly@gmail.com

Get New Password

Log In

7. Open email from Fort Washington Alumnae Chapter (techadmin@dstfwac.org).

    NOTE: Be sure to check your Spam/Junk folder if you do not see the above-mentioned email in your Inbox.

[FWAC DST] Forgot Password Inbox ×

Fort Washington Alumnae Chapter fwac@dstfwac.org via www1.g15.pair.com   12:39 PM (2 minutes ago)
to me

Someone requested that the password be reset for the following account: https://dstfwac.org

Username: daniella.lenzly@gmail.com

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address: https://dstfwac.org/wp-login.php?action=rp&key=umZwgTDDGleamgUN5FXI&login=daniella.lenzly%40gmail.com

↞ Reply   ⇒ Forward

8. Click on the link located on the line that states **"To reset your password, visit the following address:"**

9. After you click the link you will be brought to the FWAC Login Portal in order to enter a new password.

NOTE: The system will provide a suggested Strong password. Delete the password and add a password you can remember.

10. Click the button labeled **"Reset Password"**
11. New window will appear allowing the user to Log In.