



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	<ul style="list-style-type: none"> <li>Initial Release</li> </ul>
1.1	14 Sept 2020	<ul style="list-style-type: none"> <li>Combined multiple documents into one</li> </ul>
2.0	01 Oct 2020	<ul style="list-style-type: none"> <li>Document Formatting Changes</li> <li>Renamed Sections</li> <li>New Section Added: <ul style="list-style-type: none"> <li>Account Setup</li> <li>Members Only Portal Content</li> <li>Protected Documents</li> </ul> </li> </ul>
3.0	01 Jan 2021	<ul style="list-style-type: none"> <li>Updated Images based on Portal layout changes</li> </ul>
3.1	16 Jan 2021	<ul style="list-style-type: none"> <li>Updated Protected Documents content</li> </ul>
3.2	13 Feb 2021	<ul style="list-style-type: none"> <li>Updated Protected Documents <ul style="list-style-type: none"> <li>Removed Password for Policies and Procedures (General Membership Documents)</li> <li>Added Password for Committee Budget Report (Treasurer Related Documents)</li> </ul> </li> </ul>
4.0	27 Sept 2021	<ul style="list-style-type: none"> <li>Updated Images based on NEW Portal layout changes</li> <li>Updated instructions as needed based on Portal changes</li> <li>Updated Protected Documents Passwords</li> </ul>
5.0	31 Oct 2022	<ul style="list-style-type: none"> <li>Updated Protected Documents Passwords</li> </ul>
5.1	13 Mar 2023	<ul style="list-style-type: none"> <li>Updated Protected Documents – Section A: General Membership Documents</li> </ul>
5.2	18 Apr 2023	<ul style="list-style-type: none"> <li>Updated Protected Documents – Section C:</li> </ul>
5.3	07 Aug 2023	<ul style="list-style-type: none"> <li>Updated Protected Documents – Sections A: General Membership Documents</li> <li>Updated Protected Documents – Sections B: Treasurer Related Documents</li> <li>Updated Protected Documents – Sections A: Financial Secretary Documents</li> </ul>
5.4	01 Feb 2024	<ul style="list-style-type: none"> <li>Updated Protected Documents – Sections A: General Membership Documents</li> <li>Updated Protected Documents – Sections B: Treasurer Related Documents</li> <li>Updated Protected Documents – Sections A: Financial Secretary Documents</li> </ul>

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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#**

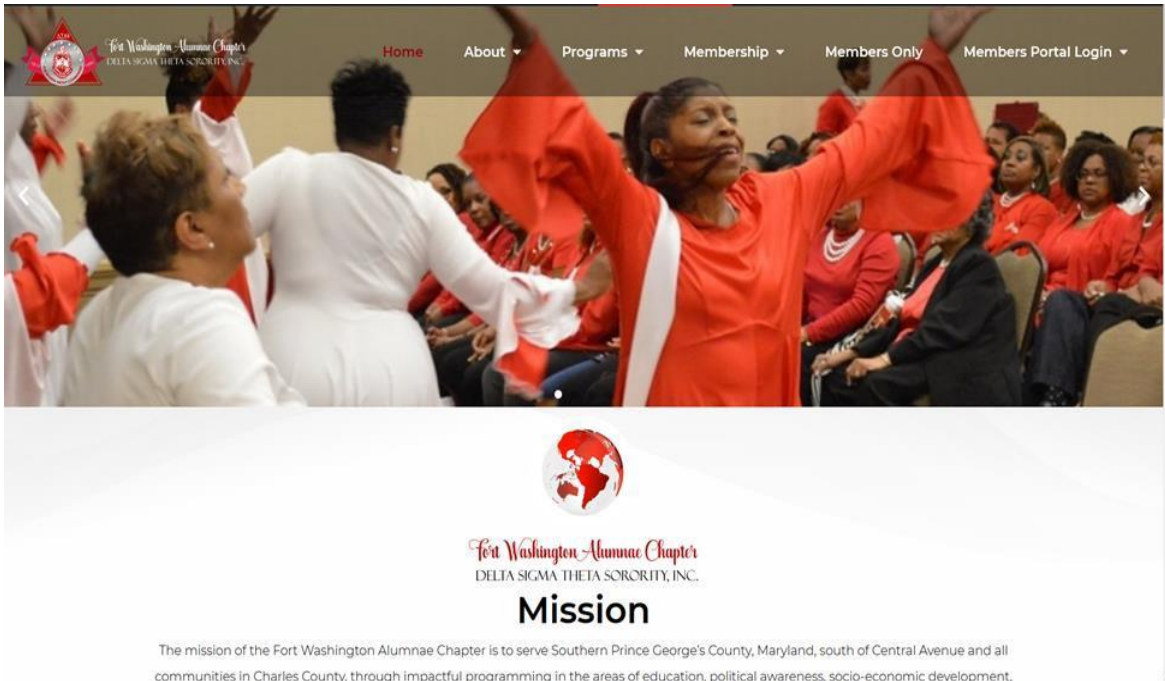
### ***C. Financial Secretary Documents***

Financial Secretary Report

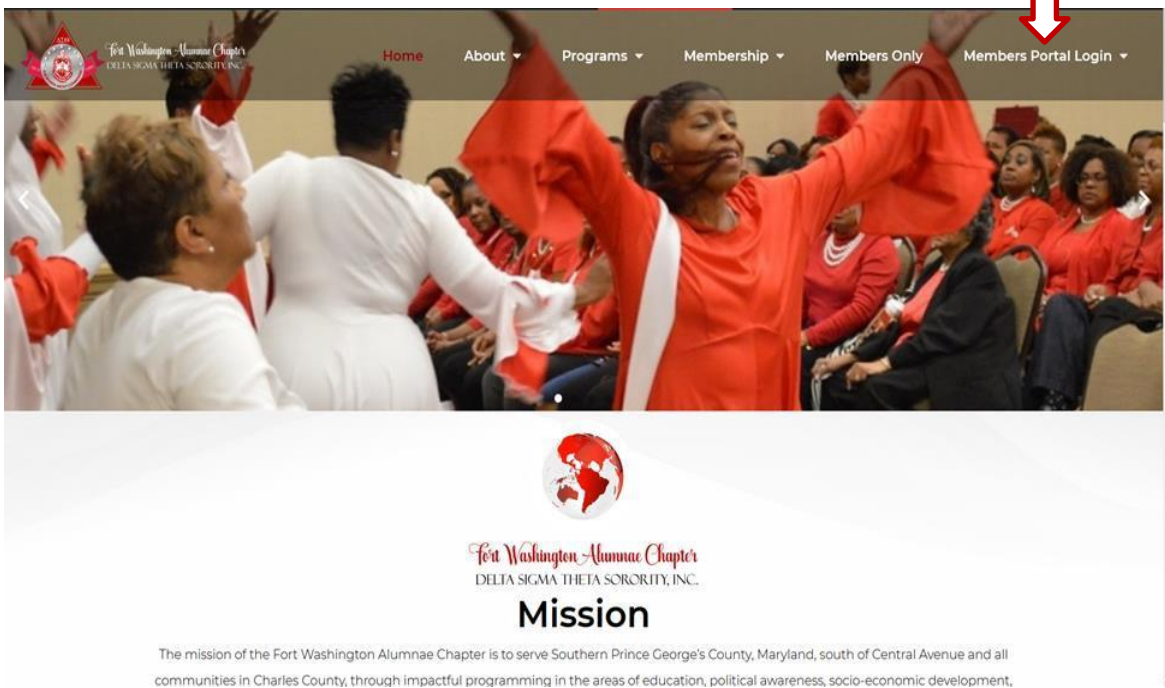
Password Assigned for 2024 Delta Year (January 1, 2024 – December 31, 2024): **Pay@r3c3ive\$**

## Access Members Only Portal

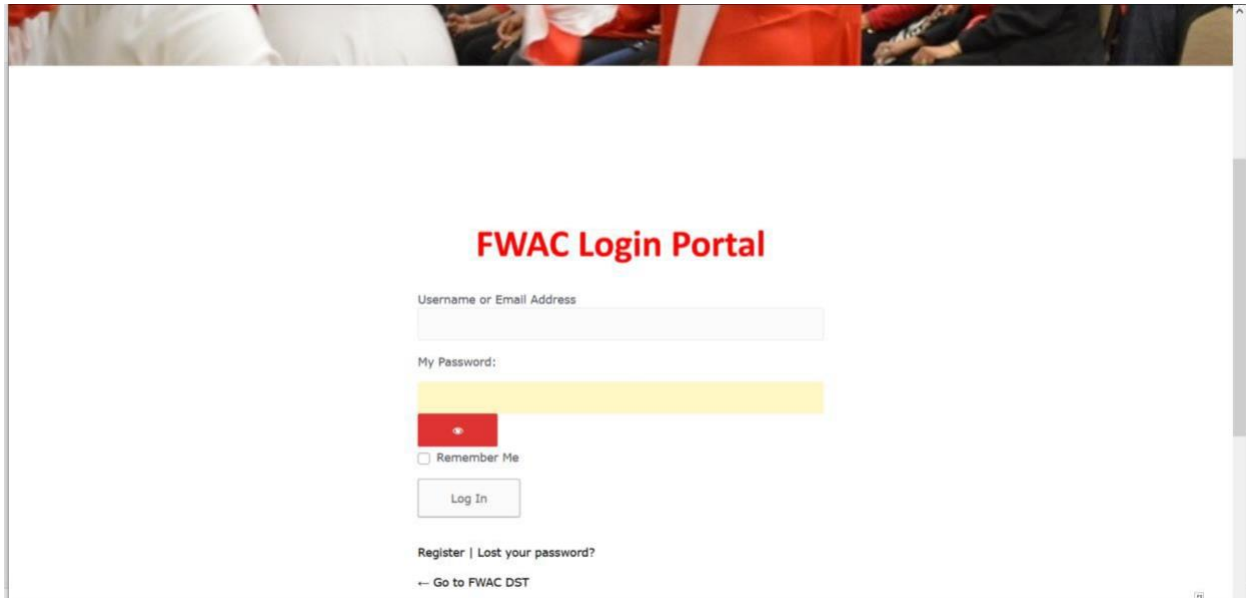
1. Visit the Fort Washington Alumnae Chapter website [www.dstfwac.org](http://www.dstfwac.org):



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.



The screenshot shows the FWAC Login Portal page. At the top, there is a banner image showing people in red and white clothing. Below the banner, the title "FWAC Login Portal" is displayed in red. The login form includes a "Username or Email Address" field, a "My Password:" field with a red eye icon, a "Remember Me" checkbox, and a "Log In" button. At the bottom, there are links for "Register | Lost your password?" and "Go to FWAC DST".

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



The screenshot shows the FWAC Login Portal page with the following details: The title "FWAC Login Portal" is in red. Below it, the text "You are now logged out." is displayed. The "Username or Email Address" field contains the email address "daniela.lendy@gmail.com". The "My Password:" field is filled with a blue bar. The "Remember Me" checkbox is unchecked. The "Log In" button is highlighted with a red arrow pointing to it. At the bottom, there is a link for "Lost your password?".



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



## New User Password Creation

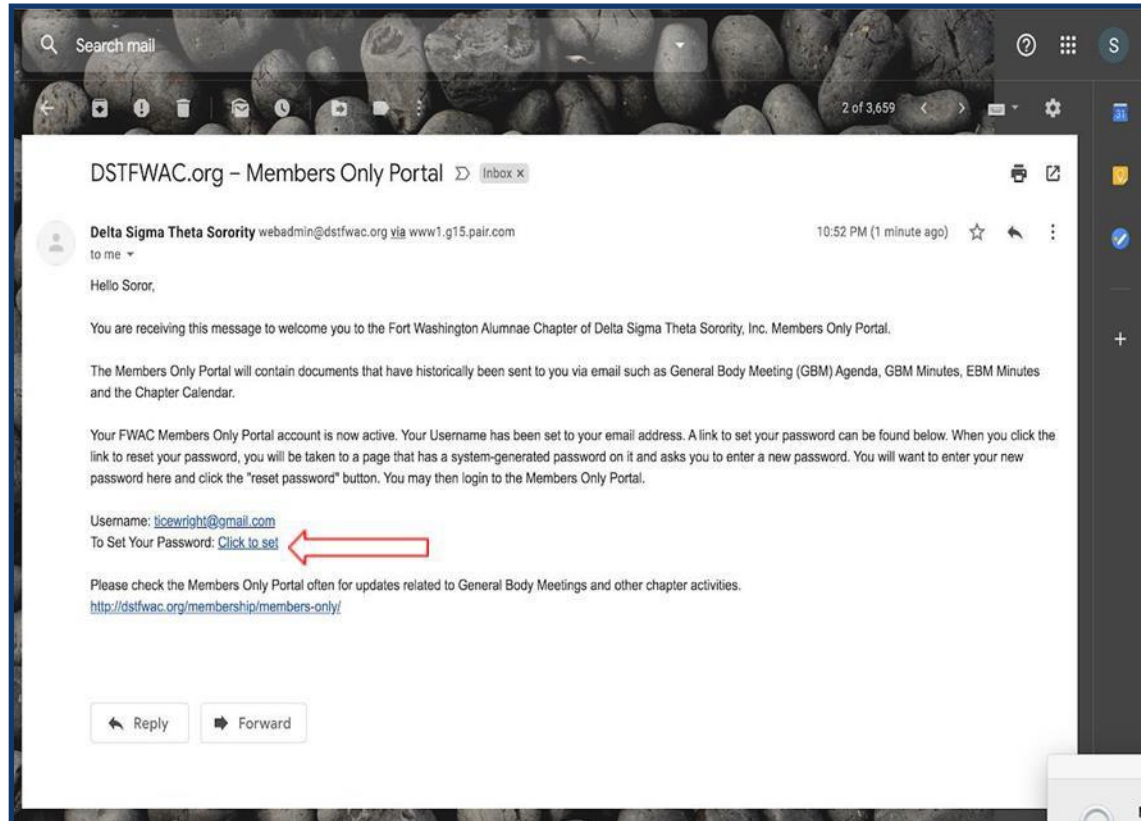
To gain access to the Members Only Portal, the user must be a financial member of FWAC during the Delta Year access is requested. Once the FWAC Financial Secretary confirms the new user's status, an autogenerated email will be sent to the user's email address, currently on file with FWAC, providing a 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](mailto:techadmin@dstfwac.org)) to your personal email address of record with the Chapter.

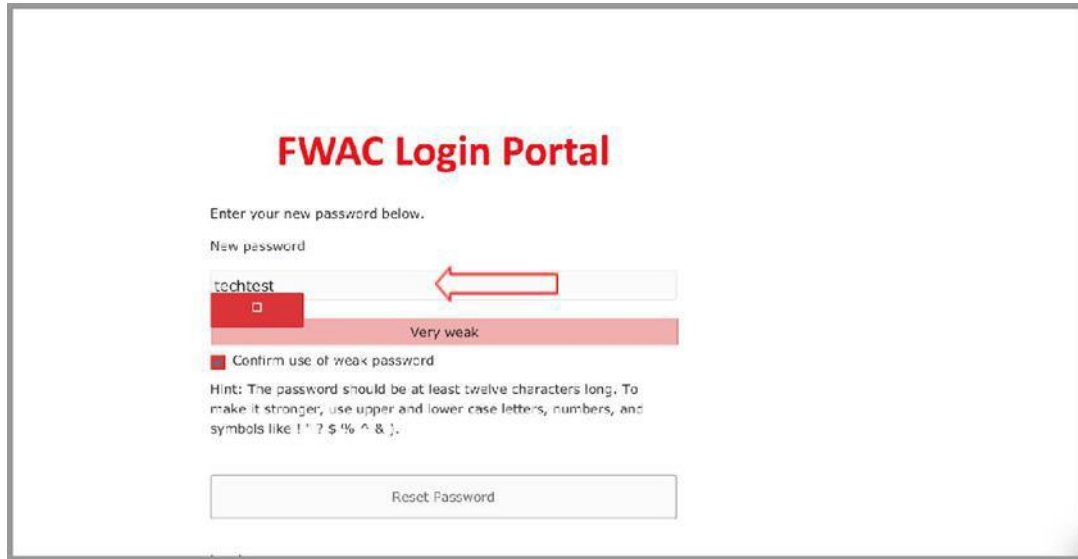
**NOTE:** Be sure to check your Spam/Junk folder if you do not see the above-mentioned email in your Inbox.

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.



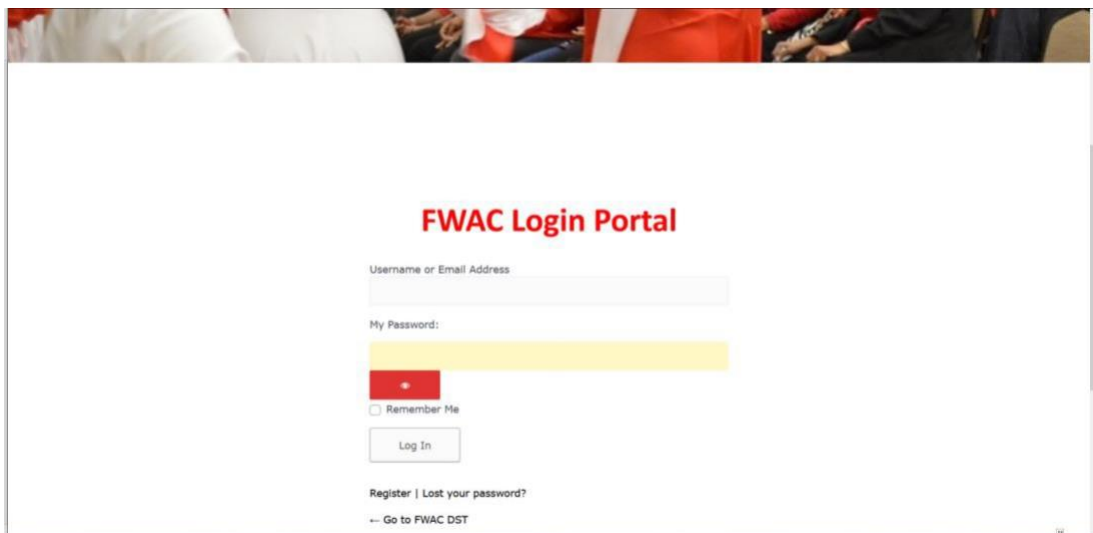
The screenshot shows the 'FWAC Login Portal' with the heading 'Enter your new password below.' Below this is a 'New password' field containing the text 'techtest'. A red arrow points to the end of the password. A red bar below the field indicates the password is 'Very weak'. Below the bar is a checkbox labeled 'Confirm use of weak password' which is checked. A hint text reads: 'Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & \* .'. At the bottom is a 'Reset Password' button.

4. Click **LOG IN**.



The screenshot shows a confirmation message: 'Your password has been reset. Log in'. A red arrow points to the 'Log in' link.

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



The screenshot shows the 'FWAC Login Portal' with a header image of people in orange vests. The login form includes a 'Username or Email Address' field, a 'My Password:' field with a red bar, a 'Remember Me' checkbox, and a 'Log In' button. At the bottom, there are links for 'Register | Lost your password?' and 'Go to FWAC DST'.

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



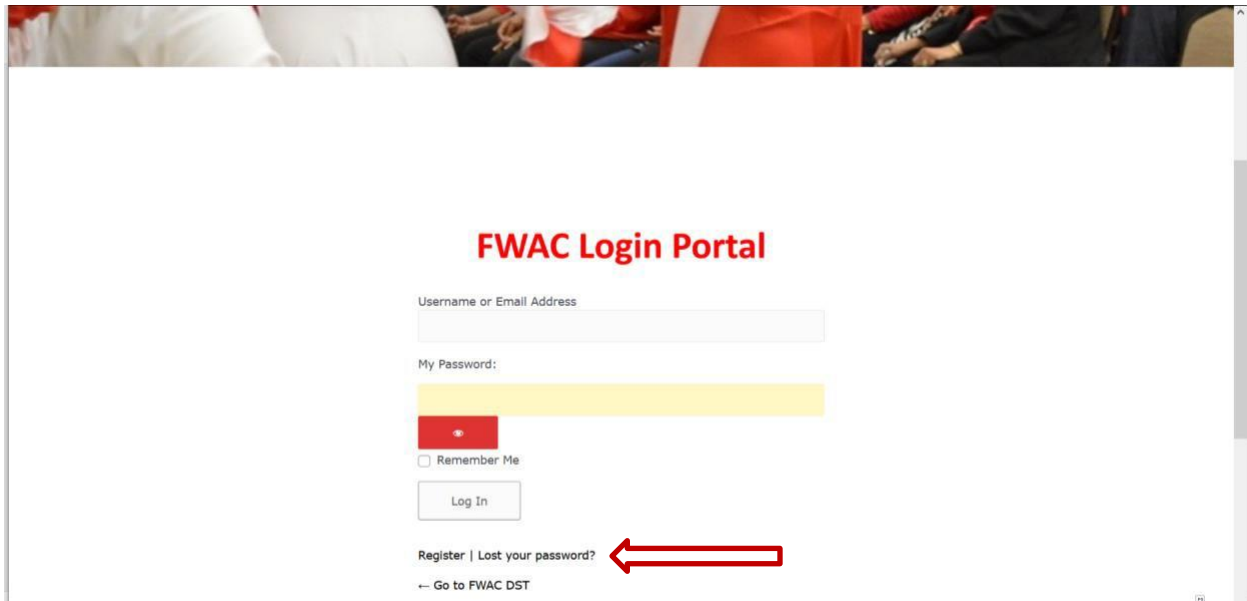
The screenshot shows the 'FWAC Login Portal' interface. At the top, it says 'FWAC Login Portal' in red. Below that, it states 'You are now logged out.' There are two input fields: 'Username or Email Address' with the text 'daniela.lendy@gmail.com' and 'My Password:' with a masked password '\*\*\*\*\*'. Below the password field is a checkbox labeled 'Remember Me'. A 'Log In' button is located below the checkbox, with a red arrow pointing to it. At the bottom, there is a link that says 'Lost your password?'.

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



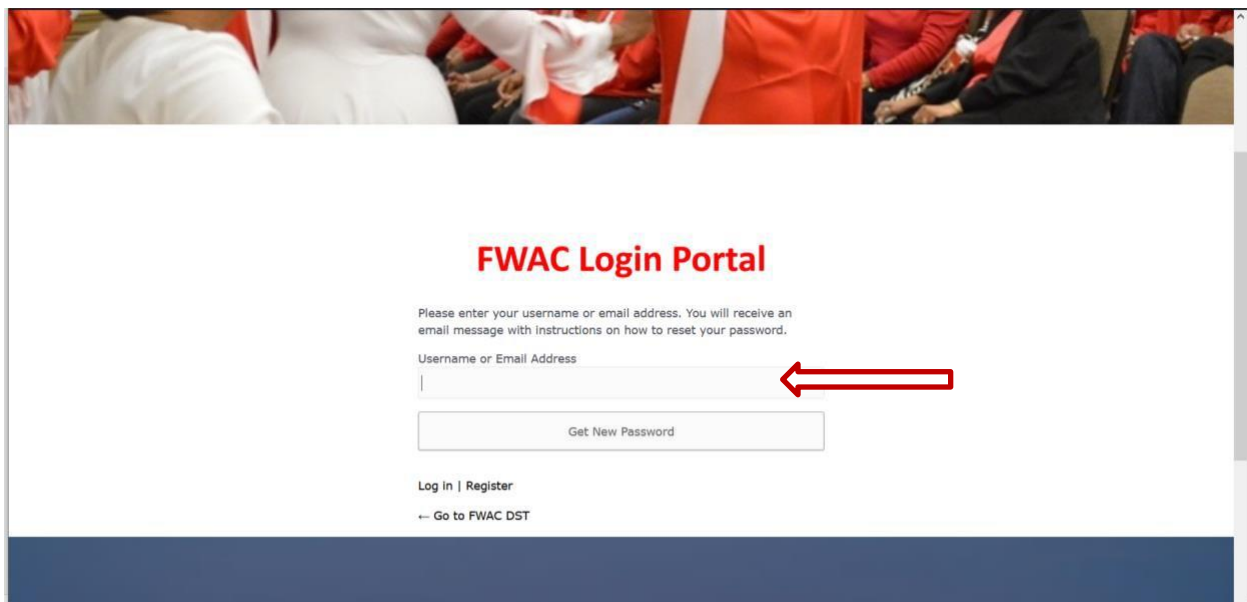
## Reset Existing User Password

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



The screenshot shows the FWAC Login Portal. At the top, there is a header image of people in red and white uniforms. Below the header, the title "FWAC Login Portal" is displayed in red. The login form includes a "Username or Email Address" input field, a "My Password:" label, a password input field with a red eye icon, a "Remember Me" checkbox, and a "Log In" button. Below the login form, there are two links: "Register" and "Lost your password?". A red arrow points to the "Lost your password?" link. At the bottom, there is a link "Go to FWAC DST".

3. A new Screen will be displayed



The screenshot shows the FWAC Login Portal. At the top, there is a header image of people in red and white uniforms. Below the header, the title "FWAC Login Portal" is displayed in red. Below the title, there is a message: "Please enter your username or email address. You will receive an email message with instructions on how to reset your password." Below this message, there is a "Username or Email Address" input field and a "Get New Password" button. A red arrow points to the "Get New Password" button. At the bottom, there are links "Log In" and "Register", and a link "Go to FWAC DST".

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

**FWAC Login Portal**

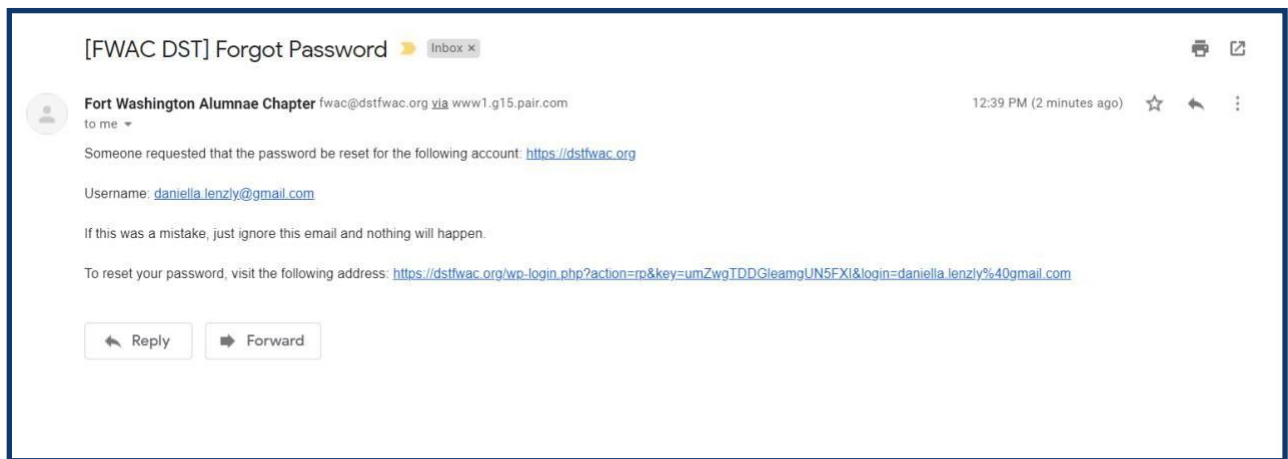
Please enter your username or email address. You will receive a link to create a new password via email.

Username or Email Address

[Log In](#)

7. Open email from Fort Washington Alumnae Chapter ([techadmin@dstfwac.org](mailto:techadmin@dstfwac.org)).

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



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.

The screenshot shows the 'FWAC Login Portal' interface. At the top, it says 'Enter your new password below.' followed by a 'New password' label. Below this is a text input field containing 'testtest'. A red arrow points to the end of this field. Underneath the input field is a red progress bar labeled 'Very weak'. To the left of the bar is a red square icon and the text 'Confirm use of weak password'. Below the progress bar is a hint: 'Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ;'. At the bottom of the form is a 'Reset Password' button, with a red arrow pointing to it.

**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.