



**Internet Society
Association Management System
2009 Chapter Portal**

Member Portal Guide

Introduction

Welcome to the new Internet Society AMS Chapter Portal! ISOC has spent a good part of 2009 ensuring that this portal will meet the needs and requirements of members more than the former portal.

While a lot of effort has gone into this new system, we understand it will not be perfect in this first iteration. Therefore, please send all feedback (positive, negative, bugs discovered or enhancement requests for the future) to ams-project@isoc.org.

We look forward to hearing from you often, and please let us know if for any reason you cannot access the system as required, or you do not feel the system is functioning as it should.

As discussed on many postings, this iteration of the portal is not open-source. The next major version of this portal will be, as part of our larger-scope Engagement platform. Replacement of this portal with an open-source version will be the immediate goal of AMS 2010.

Thanks –

Lincoln McNey and the ISOC AMS team

Logging into the new AMS Chapter Portal


Before you can access the new portal, you must first select a new password for your account.

Resetting your password for access

Below are step-by-step instructions for accessing the portal:

1. To access the portal, click the URL in your email, or the one displayed below in this guide:
<https://portal.isoc.org/EBusiness/ForgotUID.aspx> (**NOTE:** the portal is now HTTPS). You will see the screen displayed below:

[Home](#) [My Account](#) [Chapter Management](#) [Meetings](#) [About ISOC](#) [Make a Contribution](#) [Logout](#)



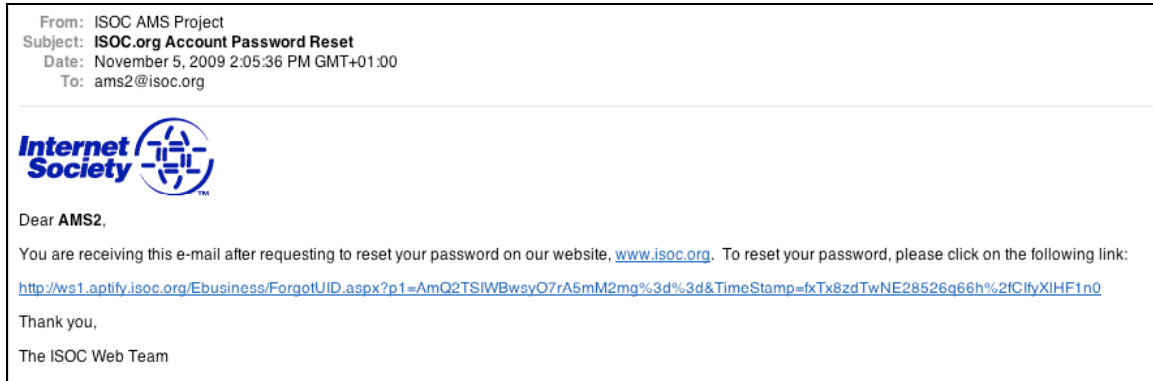
Reset your password

To reset your password, please enter your user ID and click submit. You will get the URL in your email, attached to your user ID. When you open the URL sent, you will be permitted to change your password online and proceed with logging into the web site. If you have forgotten your user ID, please contact ams-project@isoc.org for assistance.

User ID:

Repeat User ID:

2. Reset your password by entering the email address where you received the email. This will dispatch a password-reset email to that address (shown below):



NOTE: As part of the transition to the new system, by default all existing officers and members will need to use their email address AS their username. The user name cannot be changed from within the portal for the time being. If it is important that your username be something other than your email address, please contact ams-project@isoc.org and we will make that change for you.

3. Once the email from the portal has arrived, click that link and choose another password on the screen (displayed below). **NOTE:** For security reasons, the URL is time-sensitive and will expire after 30 minutes.

Home Meetings About ISOC Make a Contribution

Internet Society 

Reset your password

Change your password and proceed with logging into the web site. For any help, please contact ams-project@isoc.org.

User ID:

Repeat User ID:

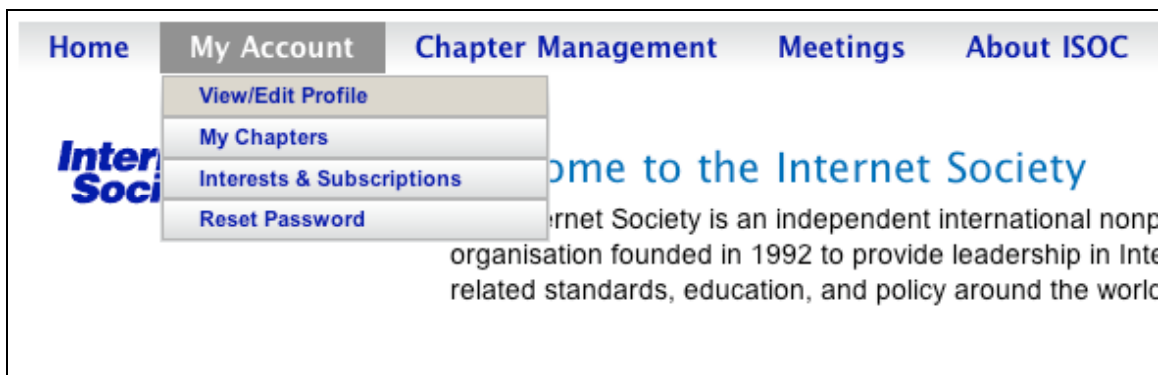
New Password:

Repeat Password:

4. Once that is complete, you should now be logged in and be able to work in the portal.

My Account menu

5. You can now review your personal data, change language and/or date-format preferences, or add other details by clicking on "My Account" and "View/Edit Profile," as shown below:



6. On the resulting Edit Profile page you can change your own personal information, add up to three email addresses and three postal addresses, among other information.

Your **Preferred Date Format** will automatically default based on your country settings (all countries except US will have DD/MM/YYYY, while a US country value will set the format to MM/DD/YYYY). However, you can also change the preferred date setting manually anytime.

You can now also set your **Preferred Language** to English, French, German, or Spanish. These settings will be retained for each new login, but during any given session you can also switch back and forth between languages by clicking the four flag icons.

Edit Profile

Personal Information

Member ID 43058

* Email

* First Name

* Last Name

Middle Name

Salutation

Department

Email 2

Email 3

Company

Title

Preferred Language

Preferred Date Format

Contact Information

Select Address Type

Preferred Address

Address

Interests and Subscriptions area:

In this drop-down area, you are able to indicate interests in specific topics covered by the Internet Society, and indicate which publications you would like to be subscribed to. More topics and subscriptions will be added soon.

Further features :

The **My Chapters** link in your My Account drop-down shows you information about your current chapter(s), and allows you to indicate interest in joining more chapters.

The **Reset Password** link in your My Account drop-down allows you to reset your password without having to use the Forgot password link on the home page.

Make a Contribution allows you to donate to the Internet Society, and in some cases designate how those funds should be used. Please consider a donation to ISOC at some point in your membership.