

Conference Database

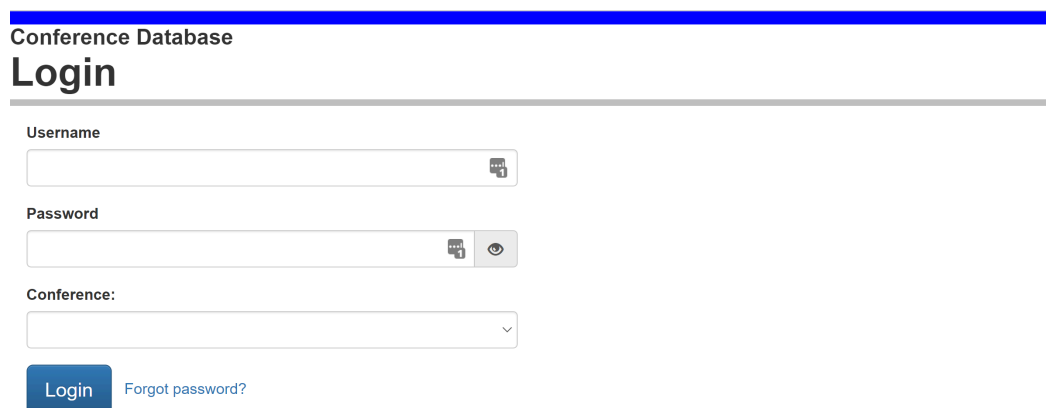
Your New Account: Getting Started

Congratulations on your new account! You should have received an email telling you your individual username and an initial password. This document explains how to get started.

If you have questions, please reach out to the person who gave you your username and password.

STEP ONE: Log in

Click <https://seattle.confdb.org> to visit the site. You should see a welcome page that looks like this:

The image shows a web form for logging into the Conference Database. At the top, there is a blue header bar with the text "Conference Database" and "Login" below it. The form contains three input fields: "Username" with a small icon of a person, "Password" with a small icon of a key and an eye icon for toggling visibility, and "Conference:" with a dropdown arrow. Below the fields is a blue "Login" button and a link that says "Forgot password?".

Conference Database

Login

Username

Password

Conference:

Login [Forgot password?](#)

Enter your **username** and **password** and select your **conference** from the list. Click **Login**.

If you had a typo in username and/or password you will get an error message, and an opportunity to try again.

If you still cannot get in, please contact whoever assigned you the username and password and ask them for help.

STEP TWO: Change Your Password

The password you received is good for one-time use only. You now have an opportunity to select your own password.

You should get this screen:

St Callistus (Contra Costa CA)
Conference

Change Password

Your current password has expired. Please choose a new one.

Change password for user **JosephR**:

Current Password

Enter your current password.

New Password

Enter a new password.

New Password (Confirm)

Repeat your new password.

[Change Password](#)

Tips to select a good password:

- Must be 8 characters or longer. Longer is generally better.
- Cannot contain your first name, last name or username.
- Cannot be the same as anyone else in your conference (be unique!).
- Passphrases can work really well. Spaces are allowed. Examples:
 - A sentence that has meaning to you but which no-one else would guess.
 - Randomly choose 5 words for example: "fuzzy green hornets snore loudly" (but of course do not choose this exact example!)
- Password managers also provide a way to generate a strong password that you don't have to remember.

STEP THREE: Verify Your Email

Why verify your email?

- So you can click **Forgot password** in the future (see login page above) if you forget!
- So you get an automatic email notice when others assign client cases to you. Very convenient!
- So we avoid sending private information to the wrong address!

Request a verification email

Here's what the verification page looks like. Read and follow the instructions, 1, 2, 3...

St Callistus (Contra Costa CA) Conference

Email Confirmation Campaign

Sorry to interrupt you, but we'd like to ask for just a moment of your time.

We're on a campaign to make sure we have accurate email addresses. Will you please help?

1. Provide your email address

Please check this email we have on file for you, and correct it if necessary:

josephr5000@gmail.com

2. Request a verification email

Press the button below to have a verification email sent to your address.

3. Respond to that email

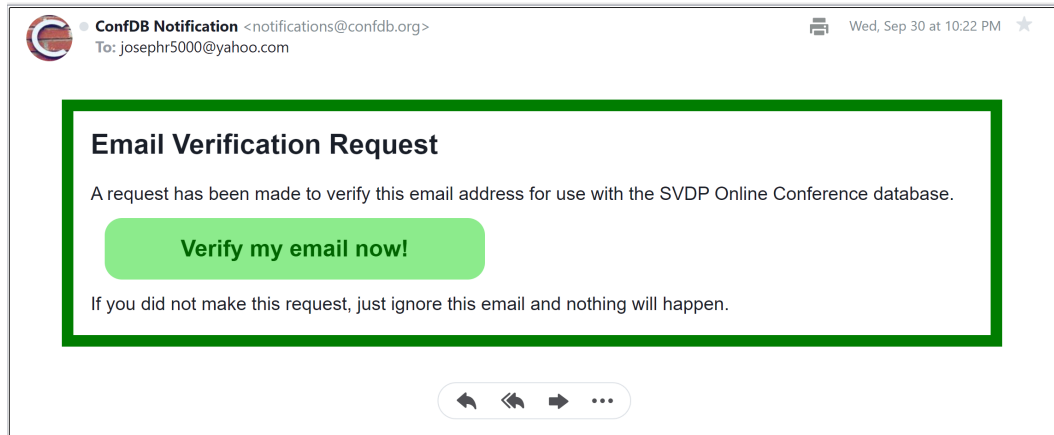
When the email arrives, respond as directed in the email.

That's all there is to it! Let's get started...

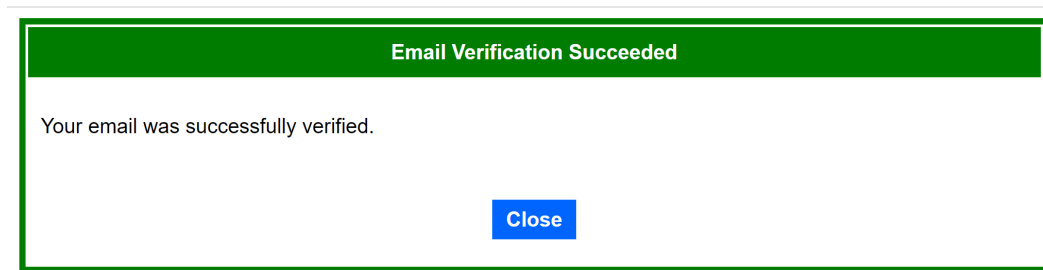
Send me a verification email now!

Respond to the verification email

1. Don't forget that you need to respond to the verification email. This is how the system knows that really is your email! The email looks something like this:



2. Click **Verify my email now!** to complete the verification. If you are successful, you will see this confirmation:



3. Press **Close** to proceed to the main page of the database.

STEP FOUR: Update your profile

The person who set up your account will not have entered all of your contact and demographic information. Please fix that now, so you know everything will be accurate! Here's how:

1. In the upper left of the main page, click the Account menu and select Profile:

St Callistus (Contra Costa CA) Conference

Main Page

[Active File](#)
Click here to review clients with open requests pending.

[Browse/Find/Add Clients](#)
Use this to browse your conference file, locate or add clients, and record help that you give them.

JosephR's Account ▾

- Profile
- Change Password
- Log off

2. In the profile screen, please complete/correct your contact and demographic information.

St Callistus (Contra Costa CA) Conference

Edit Member

* indicates a required field

| | | | | |
|---|--------------|--|-------------------|----------------------|
| Last Name * | | First Name * | | Username * |
| Roberts | | Joseph | | JosephR |
| Email | | | | Home Phone |
| josephr5000@yahoo.com | | | | |
| Email is verified | | | | |
| Address | | | Work Phone | |
| | | | | |
| City | State | ZIP | Cell Phone | |
| | | | 206-940-9102 | |
| Member Status | | Member Since | | Online Access |
| Active | | | | User |
| Age group * (help) | | 0-18 ▾ | | |
| Ethnicity * (help) | | Other / Mixed ▾ | | |
| Birthday (help) | | <div> <div>▾</div> <div>▾</div> </div> | | |

3. Finish by clicking **Change Languages** to update which languages you speak well enough for home visits.

CONGRATULATIONS! Your new account is now ready to use.