Steps to Join the SIF Community

Congratulations on joining SIFA and welcome to the SIF Community, You are just a few steps away from gaining access to our collaboration portal for the community. To setup an account in the community you will need to do the following for each account you wish to create under your membership:

You may access the community at: **www.sifinfo.org** use the following URL: **http://community.sifinfo.org/**
- The first time the login box appears enter the login name of **spguest** with a password of **spguest**
- This will log you into the community as a guest with limited access
- On the guest home page you will see this notification:
- **Register**
  You are logged in as a guest and have limited access to the SIF Community. Please register by clicking **here**.
- Please use the link indicated (clicking **here**) to continue creating your account.
- You will be asked to supply your e-mail address and the password that you wish to use for the community.
- Please continue filling out all of the information as requested.
- At the bottom of the page you will be asked to supply the SIFA login and password that you received with your welcome letter and membership packet. If you do not have your SIFA login and password you can contact any of the SIFA Staff to help you.
- This will verify permissions and allow account setup under your SIFA membership on the community.
- Once this is complete you will be given your community login name which is the first initial of your first name and whole last name – no spaces ie… **jsmith**
- Please remember this user name as this is how you will log into the community with the password that you assigned yourself from now on. You will receive an e-mail containing this information.
- Congratulations you are now a member of the community, we suggest that you log out of the community and close the browser window this will log you out of the community as a guest. Re-login using you're newly created account.
- Once re-logged in please select the **Sites** link in the upper menu bar, this will bring up all of the sites in the community and you may join any that are of interest to you that are not grayed out. Any sites that are grayed out require permissions and have been setup for specific use examples of these are the executive board, tech board etc…. Please place a checkmark on the sites of your choice.
- When you join a site it sets your e-mail up on the list serves that have been written and customized for the SIFA Community and gives you access to all of the sub areas of each site including shared documents and the discussion thread etc…
- We do ask that everyone join the **Association** site, this is the primary communications tool we use to send important announcements out to the groups.
- You can e-mail into any of the sites by using the sites title and @community.sifinfo.org example: **Association@community.sifinfo.org** it is important to note that when e-mailing into and responding to any e-mails received from the community that you are communicating with all of the members.
- Once a member of the community you can login at any time using the **Access SIF Community link** located on each SIFA web-site page or the **login link** located at the top of each SIFA web-site page.

We encourage you to have participation from various levels within your organization; administrative, executive, marketing, technical, teaching and learning etc… As many accounts as you like can be setup in the community based on multiple people's interests and availability to participate.

If you have any questions or require additional assistance in setting up your account on the SIF Community do not hesitate to contact the SIFA Staff at any time.