

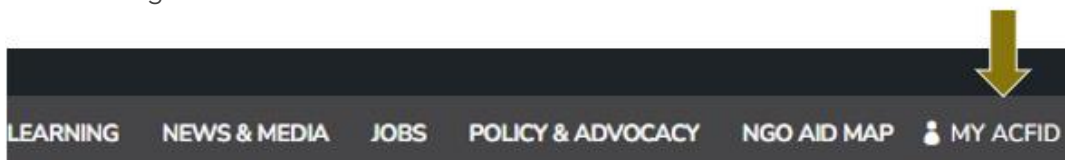
Navigating MYACFID

MYACFID is the new member portal providing access to a range of member benefits. In time, we will expand the functions, but for now, it is primarily a place to join communities of practice and access your standards and code reporting. Shortly, event registration will take place through here also. This guide will be built on over time, but for now, the following information should help you get started.

FAQs

How can I find MYACFID?

You can access MYACFID from any page of the [ACFID website](#). You will find the link in the top right corner of the navigation bar.



Can I update my profile?

Yes, you can update basic information within your profile such as name, job title and phone contact.

How can I tell if I am correctly linked to my organisation?

Each member organisation of ACFID must now have a designated Primary Contact (see MYACFID Primary Contact FAQs) for more information. Within the portal they will be able to see if you are linked to your organisation. If you do not know your Primary Contact, you can check by trying to join a Community of Practice. If you are unable, then contact cops@acfid.asn.au and we will correctly link you.

Can I register for events yet?

You will now start to see some events within MYACFID. We are still trialling this, so please let us know if you encounter issues.

How do I find previous invoices for event purchases?

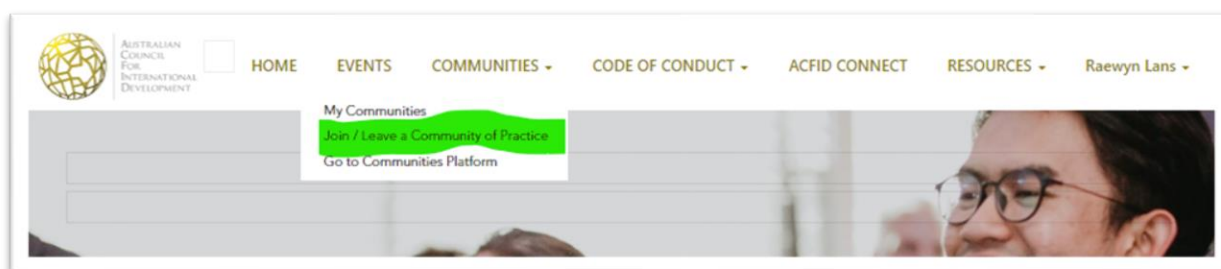
If you ever purchase an event ticket through the MYACFID portal, you will have a historical record of all purchases contained within your account. Select the invoices tab from the drop down under your name.

How do I join/leave a Community of Practice?

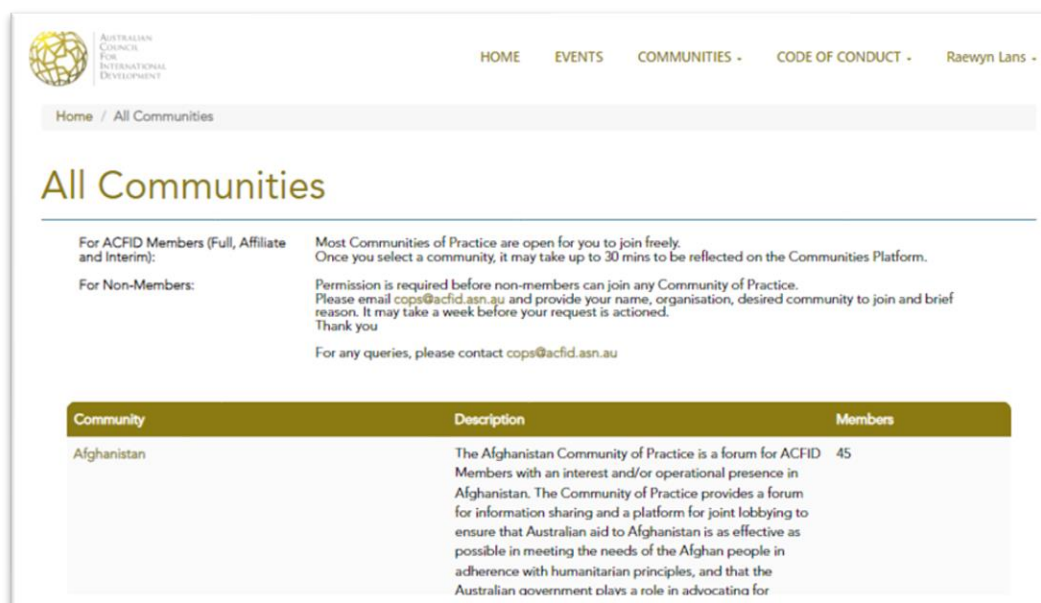
Once you have successfully registered for MYACFID and confirmed that you are correctly linked to your organisation, you can join or leave any Community of Practice you like.

a) To join:

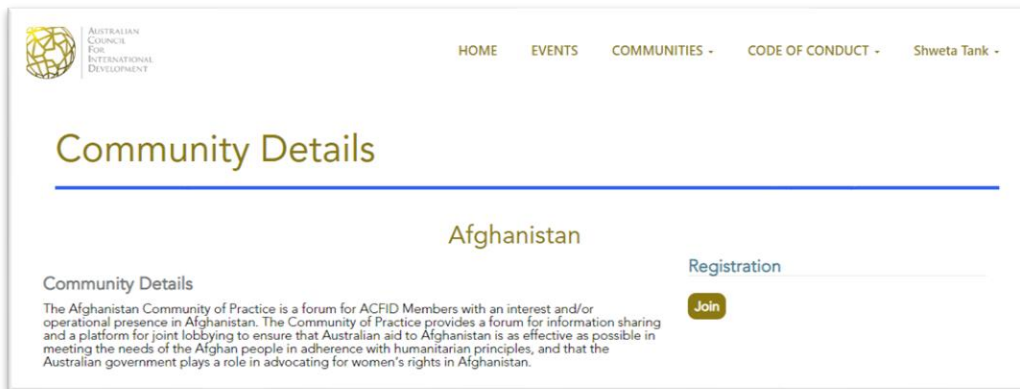
1. Log in to MYACFID (as described above)
2. Via the menu items at the top of your screen, select "COMMUNITIES" and then the second dropdown, "Join/Leave a Community of Practice" (see pic below). Note: *Do not select the icon at the bottom of MYACFID called "Connect to the ACFID Community" if you have not joined a CoP as you will go straight to the platform. You CANNOT join CoPs from the platform.*



3. Once you select the 'Join/Leave a Community of Practice' option, it will take you to all the current CoP list page (see image below). Find the CoP group you would like to join and click on it. For instance, in the example below you will click on Afghanistan found under Community column.

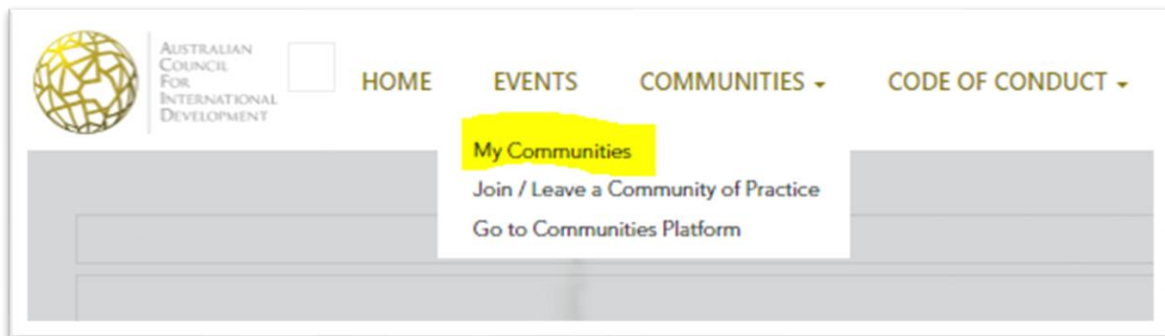


- After clicking on the community group, you will land on 'Community Details' page. To join that community, please click on 'Join' button under Registration. To note: it will take approx. 30 min to reflect on your profile.

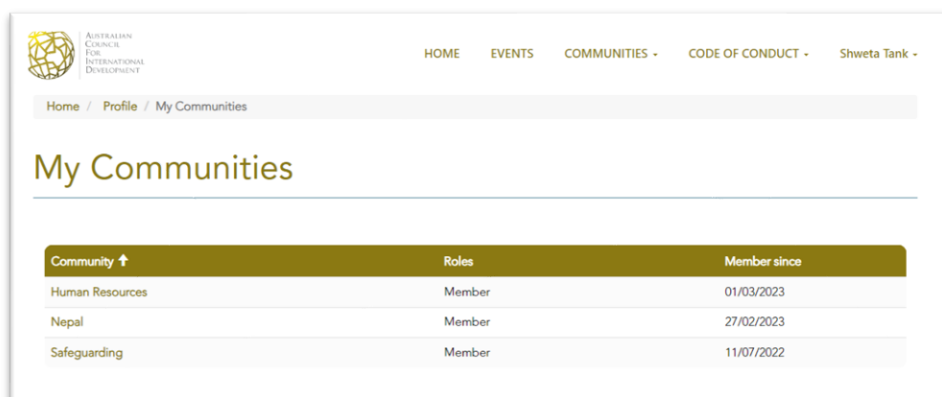


b) **To leave:**

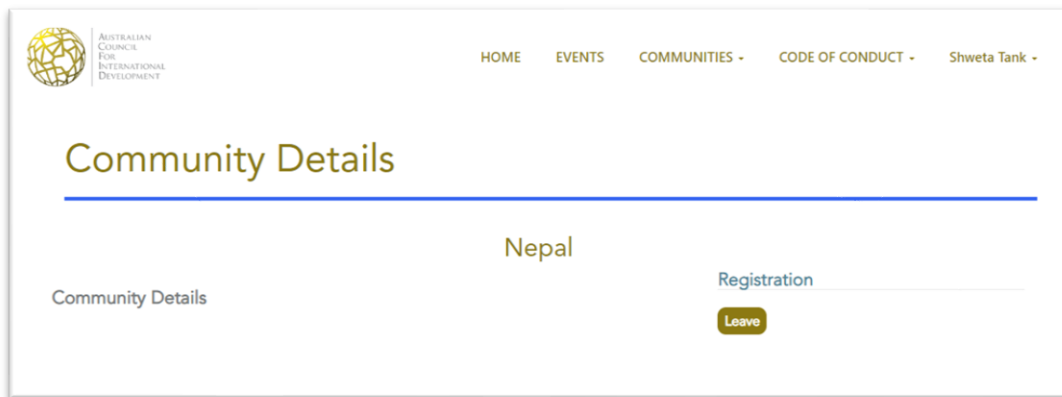
- Login to MYACFID.
- To leave, simply go to 'MY COMMUNITIES' under COMMUNITIES tab as shows in image below.



- "My Communities" will show you all the CoP groups you are part of (see the example below). Click on the Community you would like to leave under community column eg: Nepal.



4. And then click on the 'Leave' button found under the Registration (see the image below for reference).



What do the following icons do?



1. **Membership applications:** This link takes non-members to an area where they can apply to become a member to ACFID. If you are already a full or affiliate member – PLEASE DO NOT START an application as it creates a new record within our CRM.
2. **Statistical Survey:** "Coming Soon" - This link will allow your organisation's Survey Contact to complete and submit your statistical survey. This survey enables ACFID to promote your organisation to government, donors and other stakeholders among many other things.
3. **Code of Conduct:** This link enables compliance contacts to complete and submit code of conduct reporting.
4. **Connect to the ACFID Community:** This link takes you straight to the communities platform where you interact within the CoPs you have joined. Only use this link if you are already a member of a CoP.

ACFID will be continuing to make improvements to the MYACFID portal as users interact. If you receive error messages when trying to access elements that you believe you should be able to, or if you have suggestions for improvements, please email crm@acfid.asn.au

Thank you for your patience.