SPEAQ Website Member Activation and Login Procedures - *Employees, Individuals and Invited Participants*

Membership Categories

The 4 main categories of membership on the SPEAQ website are: 1. Individual; 2. Organisation; 3. Employee, and 4. Invited Participant. There is some difference in the level of access to website functions, according to membership category, and procedures for activating your membership on the site and completing your profile are slightly different.

What logged-in members see

For all membership categories, once you are logged in, the website will show the following additional features which give you access to member-only content and functionality:

    a)   The main menu at top of page will now include the **Members** sub-menu.

    b)   The top right hand side of the page shows your **Username**, and the **Profile menu**.

    c)   You will have full access to the website including Discussion Forum, commenting, social networking on the site, the Useful Resources library, the SPEAQ Document Respository, and a number of member-only pages.

Jump to your section

- [Employee Members](#)
- [Individual Members](#)
- [Invited Participants](#)

Employee Members

Note: This membership category applies to people who are employees of Organisational members of SPEAQ. Your organisation must a current financial member of SPEAQ as well as having set up their profile on the SPEAQ website, before you can proceed with these instructions.

Activating Membership on the site

- If you were given a **registration link** by your organisation, use that link to save yourself a couple of steps, otherwise:

    ➢   On the SPEAQ website, navigate via the top menu to **Get Involved / Activate Membership**, or go straight to https://www.speaq.org.au/get-involved/activate-membership/ .

    ➢   Under the Membership Category heading, click on the Select button for the **Employee** category.

    ➢   In **Discount Code**, enter the special **organisation code** you have been given by your organisation, and click Apply

    ➢   If you were given a **registration link** by your organisation, the link will take you directly to this page, with the Discount Code already entered.

- Fill out the Account Information – Name and Email address, and choose a Password.
  - ➢ You must use the email address that your organisation has provided to SPEAQ. You can change your email address later if you wish.
  - ➢ **Please use a strong password** that includes upper and lower case letters, numbers and symbols and is at least 12 characters long. Websites are subject to attack every day, and logged-in members can access information about workers and services that is not otherwise made public. Strong passwords reduce the likelihood of a hacker gaining access to members' information or posting inappropriate content on the site.

Completing / Updating your Profile

- At the Membership Activated! page, click on the **complete your user profile** link. The page will show the **Basic Details** in your profile. Complete these details - not all fields are required, but you are strongly encouraged to fill in all relevant fields. This is important as it will allow other SPEAQ members on the site to know who you are, where you work and how to connect with you; and to help the SPEAQ secretariat with information to assist in running an effective practitioners and services network. When you're done, be sure to click on SAVE CHANGES.
- Then select the **Service Details** tab. Complete all relevant details, and when you're done, be sure to click on SAVE CHANGES.
- The "Social" tab is optional.
- To upload or change your profile photo, click on the little camera icon inside the circle
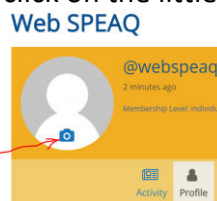
  where your current image is, as shown [image]. This will take you to a page where you can either upload an image, or take a selfie if you are logged on on a device with a camera.
- Please use your own lovely mugshot in your profile photo, rather than your organisation's logo! Your org's logo will be used for the organisation's username, but for all personal usernames, we'd love to see your face!

Logging In

There is a range of general information and service information available to the public on the SPEAQ website, but for members, most of the site's value will be accessible to you only when you are logged in. You can only log in if you have registered (Activated your membership).

- From any page on the site, if you are not logged in, the word **Login** will appear at the top right of the page. Otherwise, use this link: https://www.speaq.org.au/login/ . You can use your Username (just YourName without spaces) or your email address to log in.
- Tick the Remember Me box on this page to ensure you don't have to log in again (on that device) next time you visit the site.
- If your login attempt fails, you have 4 more chances to try another username or password before you will be locked out. Currently, a user is only locked out for 2 hours, so you can

try later in the day. Otherwise you can click on "Forgot Password" at the login page and the system will send you an email to verify your identity, then reset your password using an automatically generated strong password.

Final note: When logged in as an Employee, it's important that everyone is clear that you are *not formally representing* your organisation – that would be way too complicated – you are just speaking as yourself – even if you are a manager or your org's SPEAQ Website Contact Person. This ensures people can discuss topics freely (e.g. in discussion forums). By all means if you want to talk about your org's position on something, do so and say that's what it is, but otherwise, you can be free to express your own thoughts on the site.

Individual members

Note: this membership type applies to people who have paid an Individual membership fee.

Activating Membership on the site

- On the SPEAQ website, navigate via the main menu to **Get Involved** / **Activate Membership**, or go straight to https://www.speaq.org.au/get-involved/activate-membership/
- Under the Membership Category heading, click on the Select button for the **Individual** category.
- Fill out the Account Information – Name and Email address, and choose a Password.
  - ➢ You must use the email address that you have previously registered with SPEAQ. You can change your email address later if you wish.
  - ➢ **Please use a strong password** that includes upper and lower case letters, numbers and symbols and is at least 12 characters long. Websites are subject to attack every day, and logged-in members can access information about workers and services that is not otherwise made public. Strong passwords reduce the likelihood of a hacker gaining access to members information or posting inappropriate content on the site.

Completing / Updating your Profile

- At the Membership Activated! page, click on the **complete your user profile** link. The page will show the **Basic Details** in your profile. Complete these details - not all fields are required, but you are strongly encouraged to fill in all relevant fields. This is important as it will allow other SPEAQ members on the site to know who you are, where you work and how to connect with you; and to help the SPEAQ secretariat with information to assist in running an effective practitioners and services network. When you're done, be sure to click on SAVE CHANGES.
- Then select the **Service Details** tab. The Organisation Name field is required – by default the word Individual should be there. If you don't work for an organisation, you can leave this as the default. Complete all relevant details, and when you're done, be sure to click on SAVE CHANGES.
- The "Social" tab is optional.

- To upload or change your profile photo, click on the little camera icon inside the circle
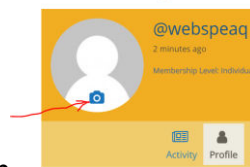
where your current image is, as shown . This will take you to a page where you can either upload an image, or take a selfie if you are logged on on a device with a camera.

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- From any page on the site, if you are not logged in, the word **Login** will appear at the top right of the page. Otherwise, use this link: https://www.speaq.org.au/login/ . You can use your Username (just YourName without spaces) or your email address to log in.

- Tick the Remember Me box on this page to ensure you don't have to log in again (on that device) next time you visit the site.

- If your login attempt fails, you have 4 more chances to try another username or password before you will be locked out. Currently, a user is only locked out for 2 hours, so you can try later in the day. Otherwise you can click on "Forgot Password" at the login page and the system will send you an email to verify your identity, then reset your password using an automatically generated strong password.

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Invited Participants

Note: this membership type applies to people who have been invited as SPEAQ participants.
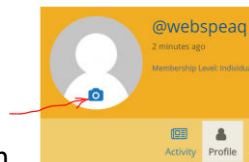
Activating Membership on the site

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- Under the Membership Category heading, click on the Select button for the **Invited Participants** category.

- Fill out the Account Information – Name and Email address, and choose a Password.

  ➢ You must use the email address that you have previously registered with SPEAQ. You can change your email address later if you wish.

  ➢ **Please use a strong password** that includes upper and lower case letters, numbers and symbols and is at least 12 characters long. Websites are subject to attack every day, and logged-in members can access information about workers and services that is not otherwise made public. Strong passwords reduce the likelihood of a

hacker gaining access to members information or posting inappropriate content on the site.

Completing / Updating your Profile

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- Select the **Service Details** tab. You may not be providing direct service to clients, but this is the tab where information relating to the organisation you work for (if applicable) should be entered. Complete all relevant details, and when you're done, be sure to click on SAVE CHANGES.

- The "Social" tab is optional.

- To upload or change your profile photo, click on the little camera icon inside the circle

  where your current image is, as shown [image]. This will take you to a page where you can either upload an image, or take a selfie if you are logged on on a device with a camera.

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- Tick the Remember Me box on this page to ensure you don't have to log in again (on that device) next time you visit the site.

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Organisations

Information for Organisations is contained in the document *SPEAQ Website Member Procedures - Organisations*.