DII Member Connect Quick Start Guide

How to Access Your Account for the First Time

1. Click LOG IN button (upper right corner).
2. Click on “Can’t access your account” link.
3. Enter your work email address on the Reset Password page.
4. Click on “Send Password Link” button.
5. Check your work email for “Forgotten Password” email. Click on the Update link provided. (Note: If you don’t receive this email within a couple minutes, check your junk/spam folder).
6. Enter and then Confirm your preferred Password. Click on the “Update” button.
7. You will now be presented with the DII Member Terms and Conditions page. Please read the terms and the click the “I agree” button at the bottom of the page. You will now have complete access to the DII Member Connect website.
How to Confirm You Have A Member Account

Not sure whether you already have a member account on DII Member Connect? Then just search for your company’s name in the Company Directory. If your name is listed on your company’s profile, you have an account. If you don’t find your name on your company’s profile, then follow the steps below.

How to Request a Member Account if You Don’t Have One

If you don’t find your name on your company’s profile, then you will need to request an account.

1. Click on the LOG IN button in upper right corner.
2. Complete the Account Request form (see below)
How to Update Your Profile (after logging in)

Once you’ve successfully logged into DII Member Connect, we suggest you head over to your Profile (found in upper right corner) and update it with key information. Here is a short list of items you may wish to update or add to your profile.

1. Upload Your Photo – click on Actions drop down to add/change photo.
2. Update Your Contact Details – click on Pencil edit icon to update contact information.
3. Add a Bio, your Education and your Job History – click on green Add buttons to enter information.
4. Import your Bio, Photo and Job History from your LinkedIn account.
5. Update your account preferences by clicking on the My Account tab:
   a. Update your Privacy Settings to decide what details to share with other members and site visitors
   b. Update your Email Preferences by determining what types of emails you wish to receive
   c. Update your Community Notifications to control the frequency of emails you receive
   d. Update your Discussion Signature
How to Post a Message to the All Member Discussion Forum

One of the most important benefits of membership in DII Member Connect is the ability to collaborate with other DII Members around topics that are critical to everyone. To post a message, click on Post a Message link under Participate (on the main Navigation). Then just complete the Post Message form (see screen shot).