

## 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.


Contact DII |

**LOG IN**

**Members - Login here**

Email

Password

[Can't access your account?](#) 

Stay signed in

**Login**

**Password**

Please enter your e-mail address and click the Send Password Link button below. For security reasons, you will be sent an e-mail containing a link back to our site. Follow the link in the e-mail to change your password.

Email Address \*

**Send Password Link** **Cancel**

**Password**

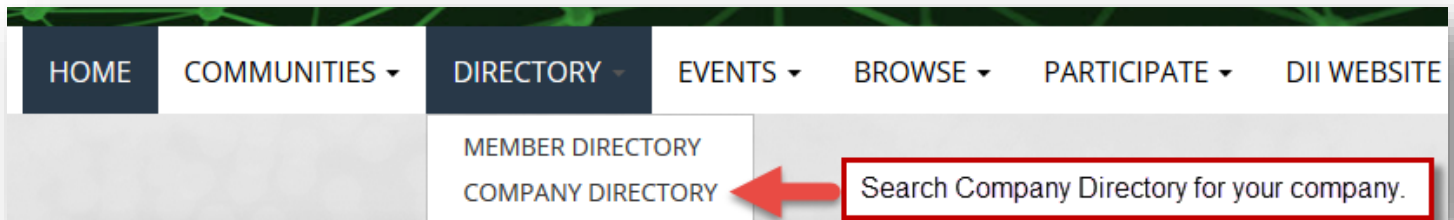
Your new password \*

Confirm New Password \*

**Update**

### 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)



### Login or Register

Members - Login here

Email

Password

[Can't access your account?](#)

Stay signed in

Complete this Account Request form

### DII - Member Account Request

Need to be added to your organization's membership account? Please provide the details below. Please note that member accounts will only be added for individuals who are employed by a DII member company.

**Name \***

First Last

**Company Name \***

**Company Email \***

**Title \***

**Phone Number (Work)**

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**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

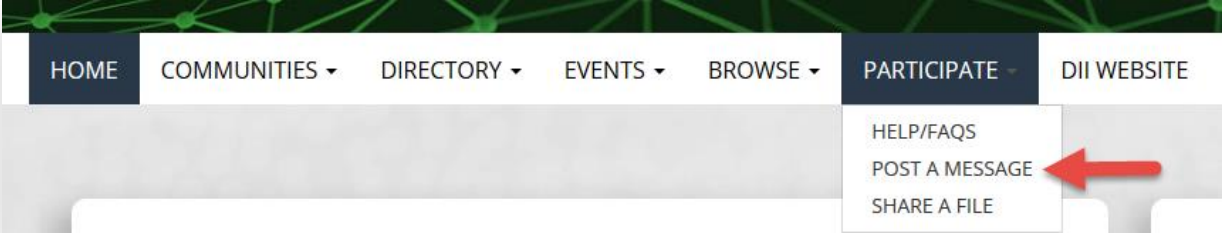
The screenshot shows a user profile for Trisha Olson, Director, Ethics and Business Conduct, Rockwell Collins, Inc. The profile includes a photo, a bio section, contact details, social links, education, and job history. Red callout boxes and arrows highlight specific areas for updates:

- Actions:** A red arrow points to the 'Actions' dropdown menu, with a callout box labeled 'Upload photo'.
- MY ACCOUNT:** A red arrow points to the 'MY ACCOUNT' tab in the navigation bar. A dropdown menu is open, showing options like 'INBOX', 'PRIVACY SETTINGS', 'EMAIL PREFERENCES', 'RSS FEEDS', 'COMMUNITY NOTIFICATIONS', and 'DISCUSSION SIGNATURE'. A red arrow points to this menu with a callout box: 'Update your privacy settings. Set your email preferences. Update your community notifications. Adjust your discussion signature.'
- Bio:** A red arrow points to the 'Add' button in the bio section, with a callout box labeled 'Add bio details'.
- Contact Details:** A red arrow points to the pencil icon next to the contact details, with a callout box labeled 'Update Contact Details'.
- Import From LinkedIn:** A red arrow points to the 'Import Your Info' button, with a callout box labeled 'Import details from LinkedIn'.
- Education:** A red arrow points to the 'Add' button in the education section, with a callout box labeled 'Add education'.
- Job History:** A red arrow points to the 'Add' button in the job history section, with a callout box labeled 'Add job history'.



**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)

This screenshot shows the 'Post Message' form with several red callout boxes and arrows pointing to specific fields and buttons. The form includes:

- To:** A dropdown menu with 'All Member Forum' selected. A red arrow points to it with a callout box that says "Select All Member Forum".
- From:** A text field containing 'Trisha Olson'.
- Subject:** An empty text field. A red arrow points to it with a callout box that says "Enter subject for your message".
- Options:** A checkbox labeled 'Automatically insert content preview for links' with 'Yes' selected.
- Rich Text Editor:** A toolbar with various icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, insert image, insert video, insert link, unlink, undo, redo) and a large empty text area below it. A red arrow points to the text area with a callout box that says "Enter additional details to your message".
- Signature:** A section titled 'Signature' with a dropdown arrow. It contains a text box with the signature: "Trisha Olson, Director, Ethics and Business Conduct, Rockwell Collins, Inc". A red arrow points to the signature text with a callout box that says "Confirm or change your signature". There is also a link that says "Edit Your Default Signature".
- Attachment(s):** A section with an 'Attach' button. A red arrow points to it with a callout box that says "Click Attach if you wish to share files as part of your message".
- Buttons:** At the bottom, there are 'Send' and 'Cancel' buttons. A red arrow points to the 'Send' button with a callout box that says "Click Send to post your message to All Member Forum".