SBM Connect is an online tool to allow you to more easily communicate with other people in your State Bar committees. This tutorial will help you login to SBM Connect, view or update your profile, and change your e-mail preferences.

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Still not sure about how to use SBM Connect?
Call Member Services at (888) 726-3678
Mon-Fri 8am-5pm
Please have your computer ready
Logging-in to SBM Connect

Open your internet program - Internet Explorer, Chrome, or Firefox work best.

In the address box at the top type connect.michbar.org (you do not need to put a www in front)

Click on the link that says Login to see members only content to log in so that you can view all of the pages instead of just the public pages.

Click on the link that says Login to see members only content to log in so that you can view all of the pages instead of just the public pages.
Login with your username and password.

Use your P# as your username, typing it like P12345 (with no spaces or dashes after the P)
**If you do not know your password** click *Need Your Login Information? Click Here*

If you know the log in process and know your password, login and skip to the page labeled Your Communities on SBM Connect (page 6).

*Note: This password is the same one you use to pay dues online, access Casemaker, register for events, or purchase SBM publications or SBM gear. It is not the same password you use to access your ICLE Partnership information or to check your e-mail.*

![Login Screen](image)

**Click here if you do not know what your password is**

**If you know what your password is type your P# (like P12345) in the username box and type your password in the password box, then click the Log In button**

If you clicked *Need your login information? Click here* to get your password, continue to the next page (page 4).

If you know your password and are successfully logged in, skip to page 6.
Setting Up Your Password

If you clicked *Need your login information? Click here* to get your password, you will see the screen below. Enter your P# (like P12345), your birth date, and the county where you had your swearing in ceremony.

If you were sworn in in the Supreme Court, choose the option for “Supreme Court” at the bottom of the drop down list instead of choosing a county.

Next, it will ask you to verify your e-mail address. If your e-mail address is correct, click the *Continue* button. If it is not correct, enter your e-mail and then type it again the same way in the second box.
Creating your new password:

The new password must be between 6-10 characters, have at least 1 number, and no special characters – so letters and numbers only, no exclamation points!

Passwords are case sensitive, which means that each letter must be typed exactly the same (either capital or lower case) every time you enter it.

As an example: If your password is LAWYER1, you must type it in capital letters every time. If you type it like Lawyer1 or lawyer1 the computer will not recognize your password even though the numbers and letters are correct.

This password will be your new permanent password, so you might want to write it down. However, if you forget what it is you can always go through this easy process to reset it again.

Congratulations! You have successfully reset your password. As long as you remember what you made your password, you can skip these steps next time and just log in using your P# and this new password. Go to the next page to continue using SBM Connect.

If you were unable to reset your password or login
call Member Services at (888) 726-3678
Mon-Fri 8am-5pm
We will assist you to reset your password manually
Your Communities on SBM Connect

When you are successfully logged in, this screen should appear. To find your committee communities on SBM Connect, click the Committees link.

(Like my photo in the welcome box? You can put your photo in too! See page 10 of this tutorial.)

Clicking on Communities will show you all of the Committees you are a part of on SBM Connect. You can click on a committee name to bring up more information about that committee.
On most committees pages you can:

- View the discussions (which you may have received in your e-mail) by clicking the *Discussions* tab
- Read any documents shared with the committee by clicking the *Library* tab
- See a list of upcoming committee events by clicking the *Events* tab
- View all members of the committee by clicking the *Members* tab

From this page you can also choose the link for *My Profile* in the green bar or *Profile* in the welcome box if you want to change your settings, like how often you receive e-mails with committee messages. See Page 8 for more information about your profile.
Viewing Your Profile

Clicking on My Profile (or just Profile in the welcome pull down box) will take you to your profile. This page lists the communities you are part of in the lower left corner. In the middle it shows your contact information and bio if you have set them up.

To change your e-mail settings, click My Account, then Preferences and then go to the next page (page 9).

To learn how to add your photo and bio or to edit your address information, go to page 10.
Changing How Often You Receive E-mail

If you click on My Account, then Choose email preferences from your profile you will see these windows in sequence. You will have the option to set your e-mail preferences for each community you are signed up for. You can set different preferences for each community.

**Real Time:** Receive e-mails as they are posted. You may receive multiple e-mails per day.

**Daily Digest:** Receive one e-mail per day with all of the messages posted the previous day.

**Plain Text:** Your messages will be text only, no photos or links.

**No E-mails:** You will not receive any e-mails at all but can log in to SBM Connect to see messages.

**Un-Subscribe:** You will be removed from the committee messages completely.

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Click Manage Community Notifications. Don’t forget to save any changes using the blue button at the bottom of the screen!
Updating Your Profile

By logging into the State Bar Member Area you can change your profile on SBM Connect. You will be able to upload a photo, change your address, or write your own bio.

First, open your internet program (Internet Explorer 10+, Chrome, or Firefox work best) and go to the SBM homepage at www.michbar.org from the SBM homepage, click on Member Area. This will take you to the login page if you are not already logged in, or it will take you to the Welcome page if you are already logged in.

From the SBM homepage, click on Member Area. This will take you to the login page if you are not already logged in, or it will take you to the Welcome page if you are already logged in.

Login to the member area using the instructions on pages 3-5 of this tutorial. If you are already logged in you will automatically go to the Welcome page below.

Click on the link that says My Profile
To change your address, use the boxes in the middle of the page to enter your new information including your mailing address, phone number, fax number, and web site. When you are finished entering new information, click the Save button at the bottom of the page.

Note: The changes you make to your address will appear in the online directory and the print directory. For questions about address changes contact Member Services at (888) 726-3678.
The Expanded Profile tab allows you to add more information about yourself including your law school and year of graduation, languages you speak, areas of practice, a bio of yourself, a photo, and links to your social media.

The changes you make will appear on your SBM connect profile and also in the online member directory, which means other attorneys as well as the public will be able to see what you add to your profile.

SBM Connect and the online member directory do not update in real-time so it may take up to 24 hours for your changes to appear on those sites.

Type in this box to write your own bio. Remember that everyone will be able to see everything you type once you hit the Save button.

Click the Browse button to add a photo to your profile. You will need to have the photo file already saved on your computer in a .jpg, .gif, or .png format.