



SBM Connect Committee Tutorial

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.

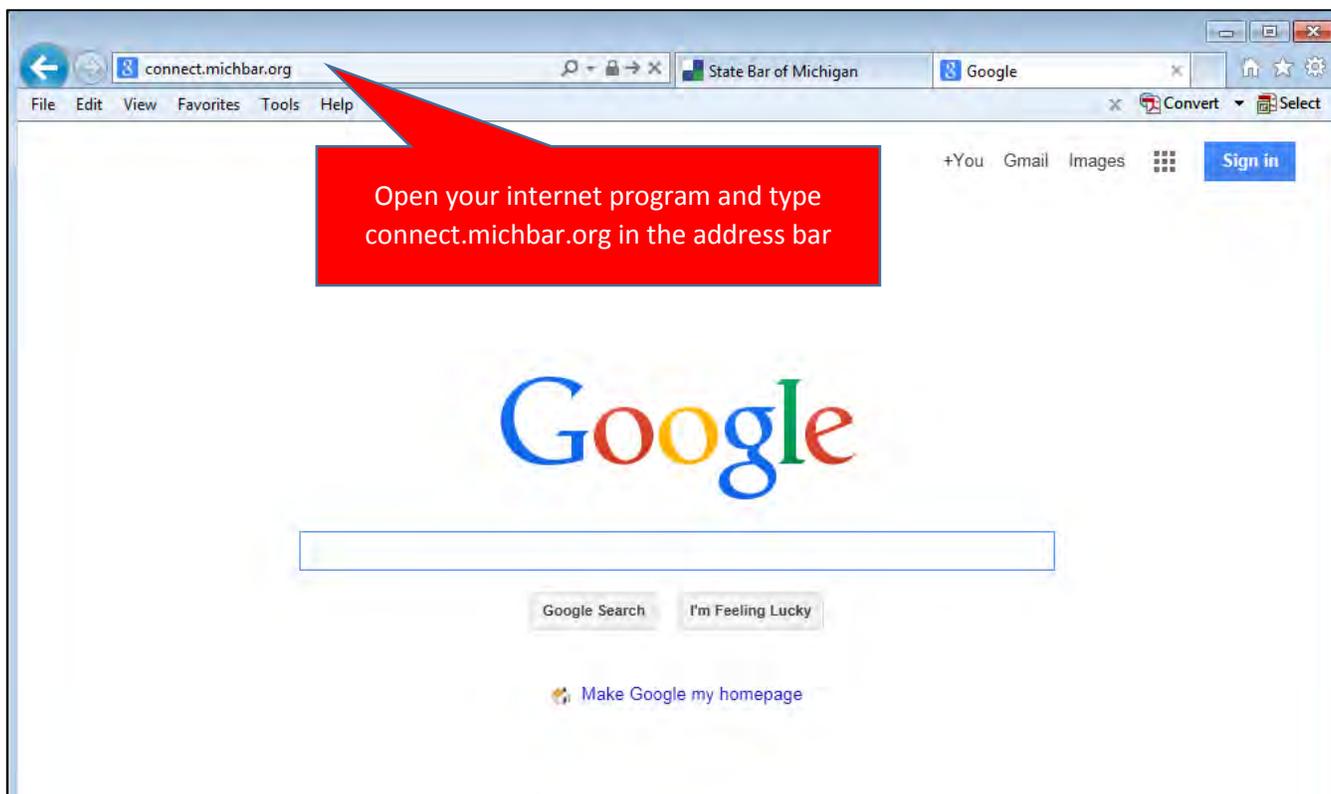
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**Still not sure about how to use SBM Connect?
Call Member Services at (888) 726-3678
Mon-Fri 8am-5pm
Please have your computer ready**

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.



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.

SBM STATE BAR OF MICHIGAN

Sign In

michbar.org Member Area Announcements Calendar Documents

Member Area My Profile Events SBM Store Donate

Login

All State Bar attorneys, affiliates, and law student section members already have a login.

The State Bar's NEW expanded online member directory listing is now available! You can add information about your practice areas, foreign language proficiency, a brief bio, and even a photo. Login to get started.

Need your login information? [Click here](#)

Username or P Number:

Password:

Prospective New Attorneys, New Law Student Section Members. [Click here](#)

Non-Members and Donors who are not State Bar members. [Click here](#)

Need help? [Login FAQ](#)

This website has been tested with Internet Explorer, Chrome, and Firefox. It may not

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

powered by Symantec

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.

Forgot Login

1 User Identification 2 Verify e-Mail 3 Change Password

Reset your password in 3 easy steps. Start by entering the information below.

P Number

Birth Date

County where you were sworn in (Admit County or Supreme Court)

Receiving an error message? Contact Member Services at 888-SBM-ForU (726-3678) Monday 8:30am through 5:00pm EST for assistance.

[Cannot answer the above questions?](#)

Type your P# (like P12345)

Enter your birth date

Click this black arrow to get a drop-down list of counties – choose the county where you had your swearing-in ceremony

When you have entered your P#, Birth Date, and Admit County (or Supreme Court), click the *Continue* button

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.

Forgot Login

1 User Identification 2 Verify e-Mail 3 Change Password

If the e-mail address displayed below is correct, click Continue. Otherwise, enter the correct e-mail address and click Continue.

e-Mail

New e-Mail

Re-enter e-Mail

If your e-mail is correct, click *Continue*.

If it is not, enter your new e-mail in both boxes, then click *Continue*.

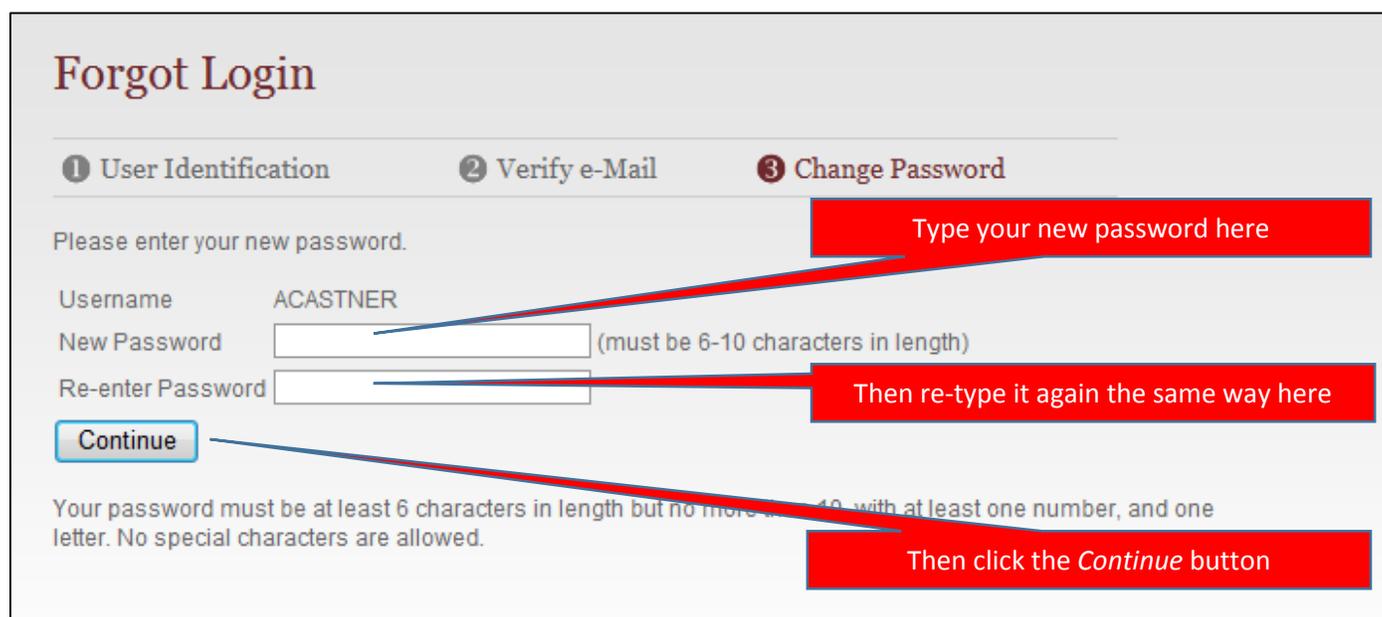
Creating your new password:

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.



Forgot Login

1 User Identification 2 Verify e-Mail 3 **Change Password**

Please enter your new password.

Username ACASTNER

New Password (must be 6-10 characters in length)

Re-enter Password

Your password must be at least 6 characters in length but no more than 10, with at least one number, and one letter. No special characters are allowed.

Type your new password here

Then re-type it again the same way here

Then click the *Continue* button

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**

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

Click the *Members* tab to view all committee members

Click the *Events* tab to view upcoming committee events

Click the *Discussions* tab to view messages sent to the e-mail list

Click the *Library* tab to view committee documents

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.

Click either the *Profile* link or click on your picture to bring up & click on the *Profile* button to change your settings (both links take you to the same place)

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.

The screenshot shows the SBM Connect website profile page for Heather Anderson. The page includes a profile picture, contact details, and a navigation menu. Two red callout boxes provide instructions:

- Top callout: "Here you can see which communities you belong to. Click *My Connections*, then *Communities*."
- Bottom callout: "Click *My Account*, then *Email Preferences* to change your e-mail preferences"

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.

PCReg_winter16.pdf x http://www.adb...g/G-Chart.htm x Sections

Sections & Committees Reports Find Everyone (Super ...)

SBM Connect Home Groups Events Browse MYRC Blog Participate My Profile

Heather Anderson
Sections & Committees Administrator, State Bar of Michigan

My Profile My Connections My Contributions My Account Admin

General Emails
Messages alerting you to participation opportunities from members and administrators.
 I want to receive general email (recommended setting)
 Do not send this type of email
 Currently, heanderson@mail.michbar.org receives all general emails.
 If you prefer to receive these types of emails at a different address, please specify a new email address.

Community Emails
Invitations to join a community
 I want to receive invitations (recommended setting)
 Do not send this type of email
 Emails from community administrators (non-Discussion email)
 Periodically, community administrators need to send meeting notices, updates and other specific information directly through email.
 Please keep me informed for all communities
 I do not want to receive any community messages
 I want to stop receiving community messages from certain communities
 Discussion group emails
 Community notifications allow community-specific email to be received or disabled. Manage your community notifications using the button below.
 Manage Community Notifications

Contact Requests
Connecting with others that share common interests is an essential community building block.
 I want to receive community contact requests (recommended setting)
 Do not send this type of email

Comment Notifications
An email alerting you when someone comments on content you've created.
 I want to receive comment notifications (recommended setting)
 Do not send this type of email

Save Changes

Click *Manage Community Notifications*. Don't forget to save any changes using the blue button at the bottom of the screen!

Sections Committees Site Contact Contact Us michbar.org

nect
CHIGAN

Home Browse MYRC Blog Participate My Profile

Heather Anderson
Sections & Committees Administrator, State Bar of Michigan

My Profile My Connections My Contributions My Account Admin

My Community Notifications
List of your communities and their notification preferences. For other communities open for membership, see this [list of communities](#).

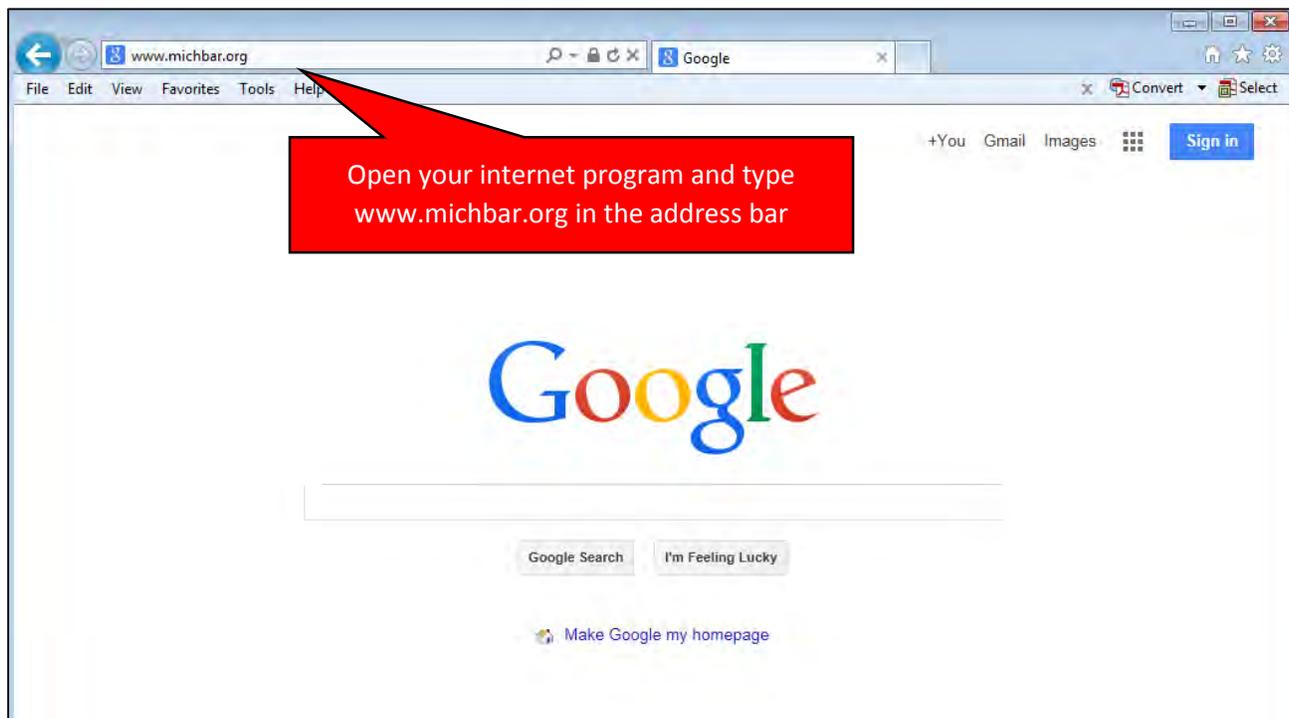
Community	Notification	Delivery Details	Actions
Staff Liaison To Committees	Real Time	heanderson@mail.michbar.org	Edit Email

Then use the pull down menu to change your email preferences.

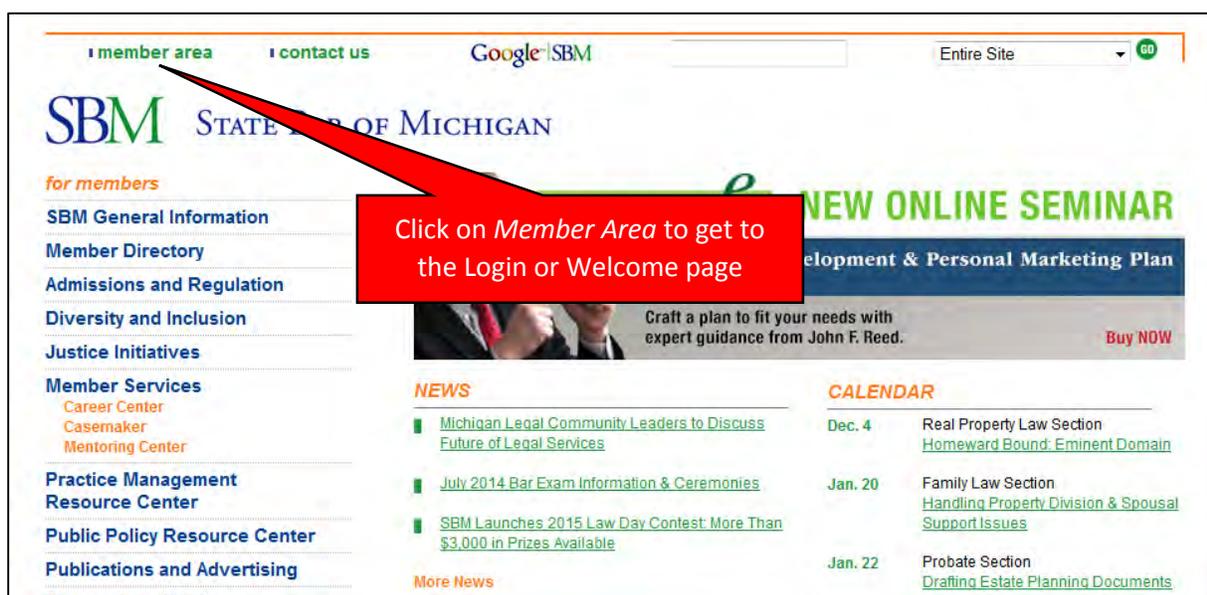
Updating Your Profile

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

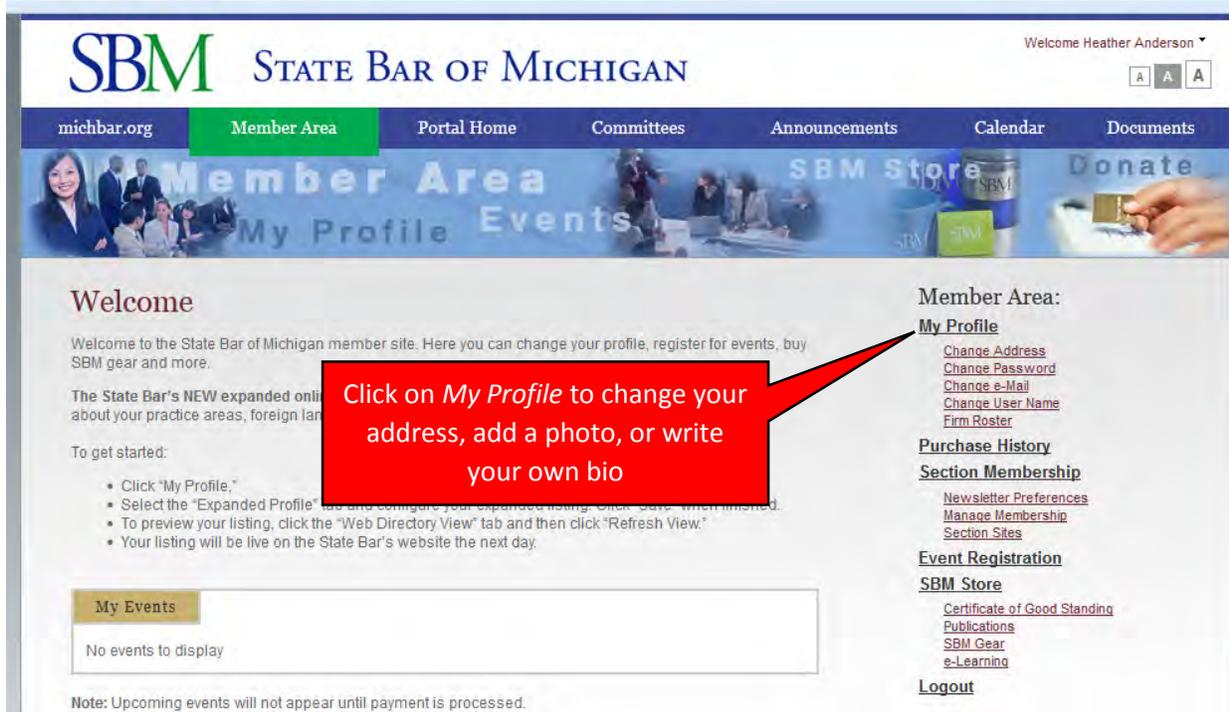


From the SBM homepage, click on *Member Area*. This will take you to the login page if you are not already logged in, or it will take you to the Welcome page if you are already logged in.



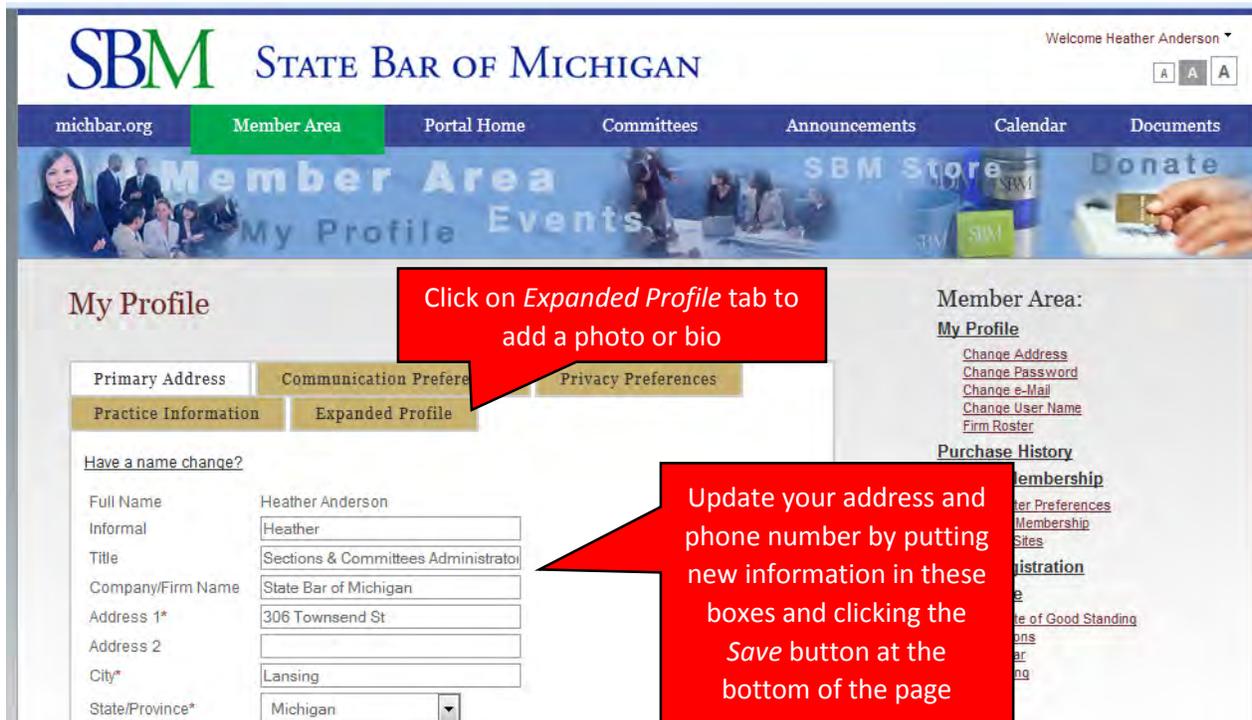
Login to the member area using the instructions on pages 3-5 of this tutorial. If you are already logged in you will automatically go to the Welcome page below.

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.



SBM STATE BAR OF MICHIGAN

michbar.org Member Area Portal Home Committees Announcements

Member Area My Profile Events

My Profile

Primary Address Communication Preferences Privacy Preferences

Practice Information Expanded Profile

Content added to the SBM directory is governed by the Michigan Rules of Professional Conduct. All attorneys are responsible for ensuring that material submitted for michbar.org is accurate and complies with Michigan laws and rules. You are responsible for all changes and additions under your name. SBM is not responsible for any defect in a member's listing.

Law School:

Year Graduated: (YYYY)

Languages spoken by you or your office staff (excluding English):

<input type="checkbox"/> American Sign	<input type="checkbox"/> Gujarati	<input type="checkbox"/> Laotian	<input type="checkbox"/> Serbo-Croatian
<input type="checkbox"/> Arabic	<input type="checkbox"/> Hindi	<input type="checkbox"/> Mon-Khmer, Cambodian	<input type="checkbox"/> Spanish or Spanish Creole
<input type="checkbox"/> Armenian	<input type="checkbox"/> Hmong	<input type="checkbox"/> Persian	<input type="checkbox"/> Tagalog
<input type="checkbox"/> Chinese	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Polish	<input type="checkbox"/> Thai
<input type="checkbox"/> French or French Creole	<input type="checkbox"/> Italian	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Urdu
<input type="checkbox"/> German	<input type="checkbox"/> Japanese	<input type="checkbox"/> Russian	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Greek	<input type="checkbox"/> Korean		

Areas of Practice: (select up to 100)

Administrative/Regulatory Law
Admiralty & Maritime Law
Adoption
Agriculture
Animal Law
Antitrust & Trade Regulations
Appellate Practice
Arbitration & Mediation
Attorney Discipline
Automobile
Aviation & Aerospace

Services:

Bio/Profile: (Max 4000 characters)

Photo: (JPG, GIF, or PNG) file selection



Social Media: (Copy and paste URLs)

Blogger:

Facebook:

Google+:

LinkedIn:

Twitter:

Wordpress:

By clicking "Save" you agree to the above terms and warrant that all changes and additions made to your listing comply with all laws and rules.

If you would like to add more content to your member profile, such as education, clients represented, litigation results, resume details, employment history, awards, articles, blogs, and videos, please visit ZeeBeek.com to set up your free SBM member account.

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.