



10 Steps to Setup Your New APF Profile

1. **Orientation:** View these videos to get familiar with the new APF Portal:
 - APF New Platform: <https://vimeo.com/330239321>
 - APF Public Tour: <https://vimeo.com/331665958>
 - APF Profile Tour: <https://vimeo.com/331670088>
2. **Login:** Go to: https://apf.org/general/email_pass.asp. Enter your APF email. Then reset your password. If you have problems, [contact us](#) immediately.
3. **Manage Profile:** Once you log back in with your new password at <https://apf.org/login.aspx>, return to the APF home page at: <https://apf.org/> and click on “Manage Profile” in “My Profile” box.
4. **Settings:** From your “Profile Home,” click the “Welcome, [Your Name]” above the Profile Home navigator bar and select “Account & Settings.” Click on “Information & Settings.” Edit and update your Profile as you wish.
5. **Forum Sig:** Click “[Forum Settings](#).” Under the lower box, Forum Signature, type in a 3-line signature that will display at the bottom of each post you submit in our Member Forum and click “Save Signature.”
6. **Groups:** Starting from your Profile Home, click the “Group” tab. You will then be on a page called “Available Groups.” Under “Suggested Groups” in the right rail, find your location, and click “+ Join Group.”
7. **APF Help Forum:** Post all questions or administrative messages to the APF Site Tips & Help Forum:
https://apf.org/forums_engagement/Topics.aspx?forum=237533
8. **APF Member Forum:** Direct all foresight topics, such as whether trends, issues, events, questions, or book and project notices to our main APF Member Forum:
https://apf.org/forums_engagement/Topics.aspx?forum=236957
9. **Subscribe:** Under the right “Forum Actions” pull-down, click “Subscribe to Instant Updates.” When new topics appear in this Forum, you will receive an email notification. Go back to your “Account & Settings” to confirm you are subscribed both to the Forum Digest (weekly) and “Instant Updates” (optional).
10. **User Guide:** Download APF Member’s Online Community Guide to go further:
<http://bit.ly/2VXYAb3>