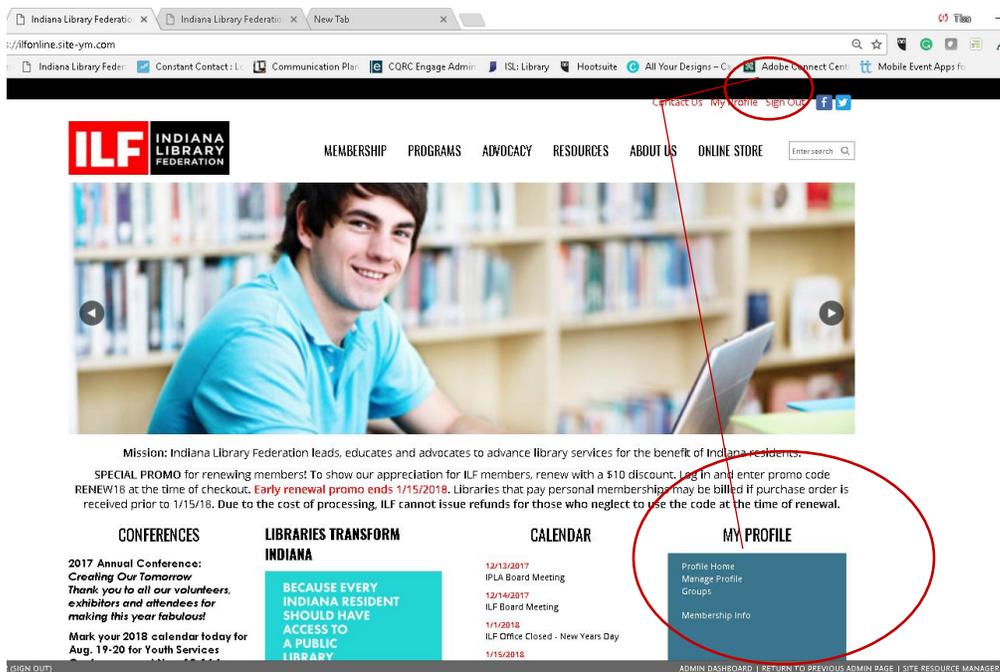# Using the "Groups" function of the ILF website.

Thank you for your commitment and service to ILF. Many of the ILF units use the group function of the ILF website to share documents, create a forum, or to contact others within a certain group. It is our hope that you will explore the many uses of the group function to assist you with your ILF unit.

1. In order to access your groups, you must be a current member and signed into your ILF account.* You may sign into your account at the top of any ILF webpage or from the blue box found on the homepage.
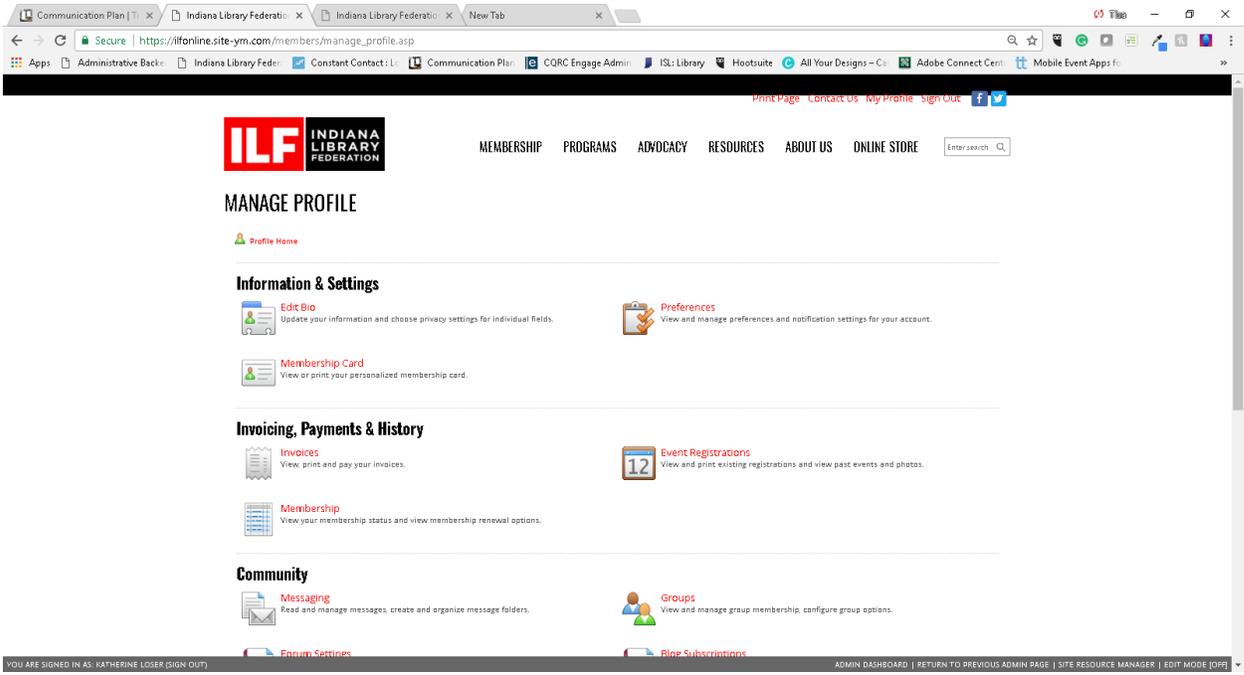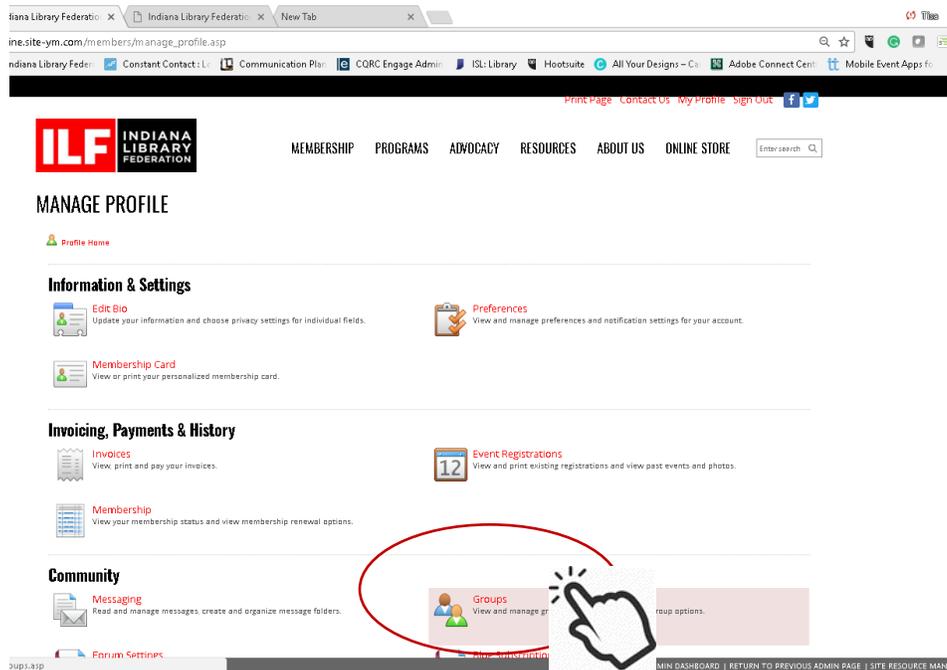

Your login_____

Your Password _____

TIPS – If you have forgotten your login or password (we all forget sometimes), please call the office or email Lucinda or Tisa to reset your password for you. If you are the director of an institutional member, note that you will have two separate logins—one for your institution and one for your personal membership. Your board service/group access is tied to your personal membership.
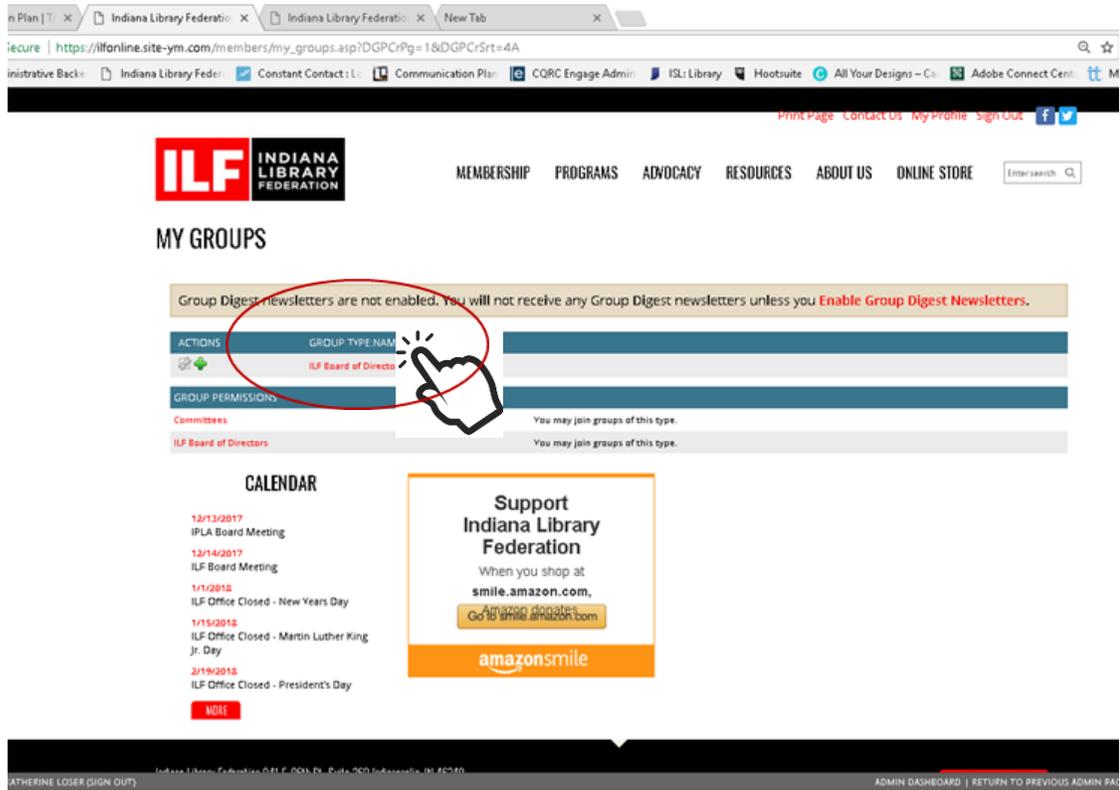
2. Once you are signed into your account, you should see your "Profile" page. From this page, you may edit your bio, print out your membership card, view and pay invoices, view your registrations, create blogs and photo galleries, access your groups, and more.
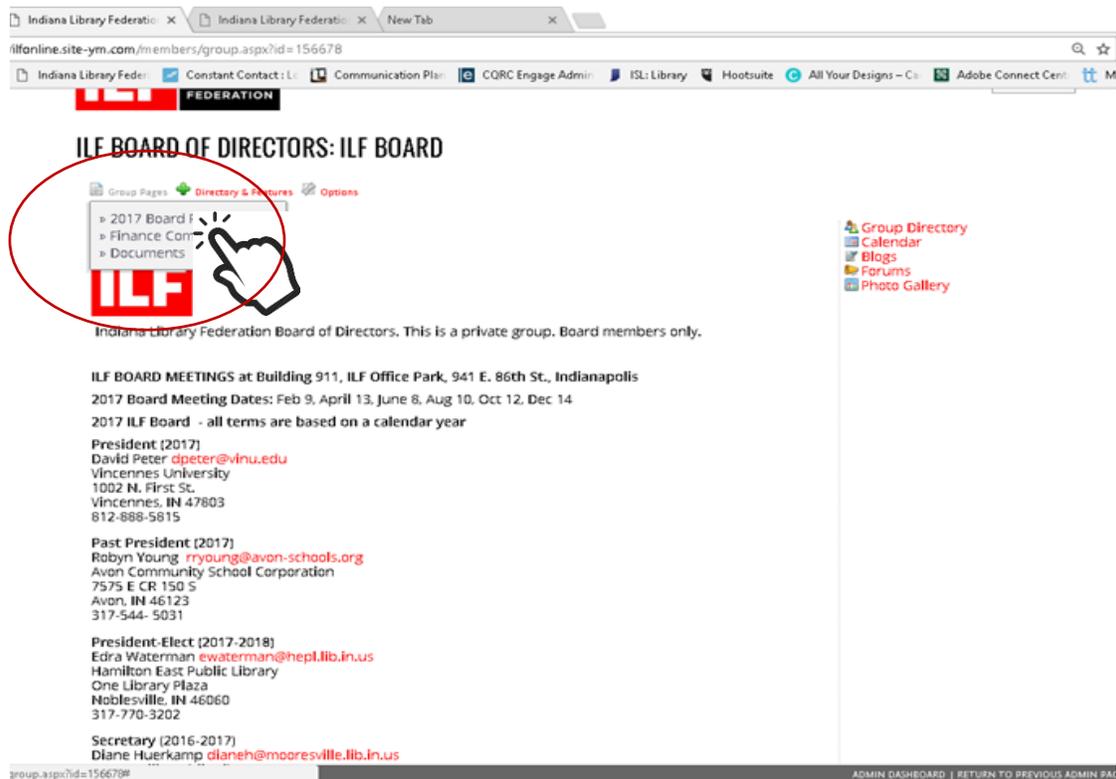

3. You can find groups of which you are a member by clicking "Groups" on your profile page.

4. Next, you will see a list of your groups. Click on the group you are interested in viewing.

5. You will then be taken to that particular group's homepage. To view any files or documents, click on "group pages," then the name of the documents for which you are looking.

6. You should now see a list of all the documents for that particular group. Just click on the document you wish to view and you will be given a PDF.

If you have any questions, please feel free to contact Tisa at 317-257-2040 or tdavis@ilfonline.org.