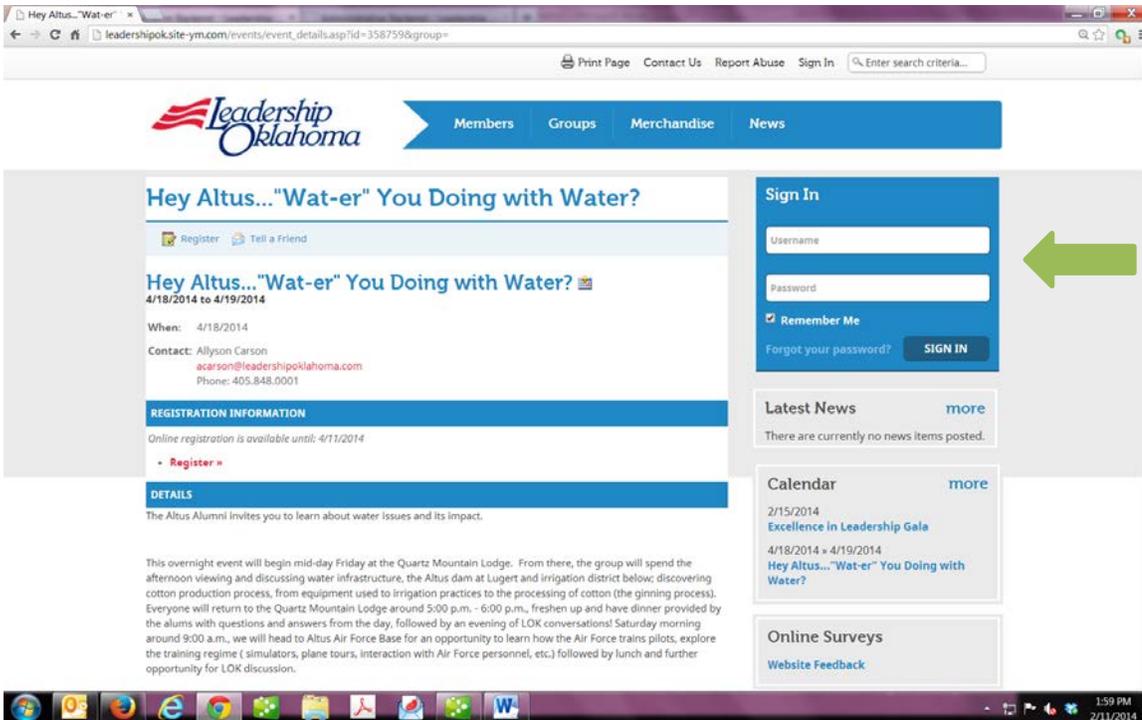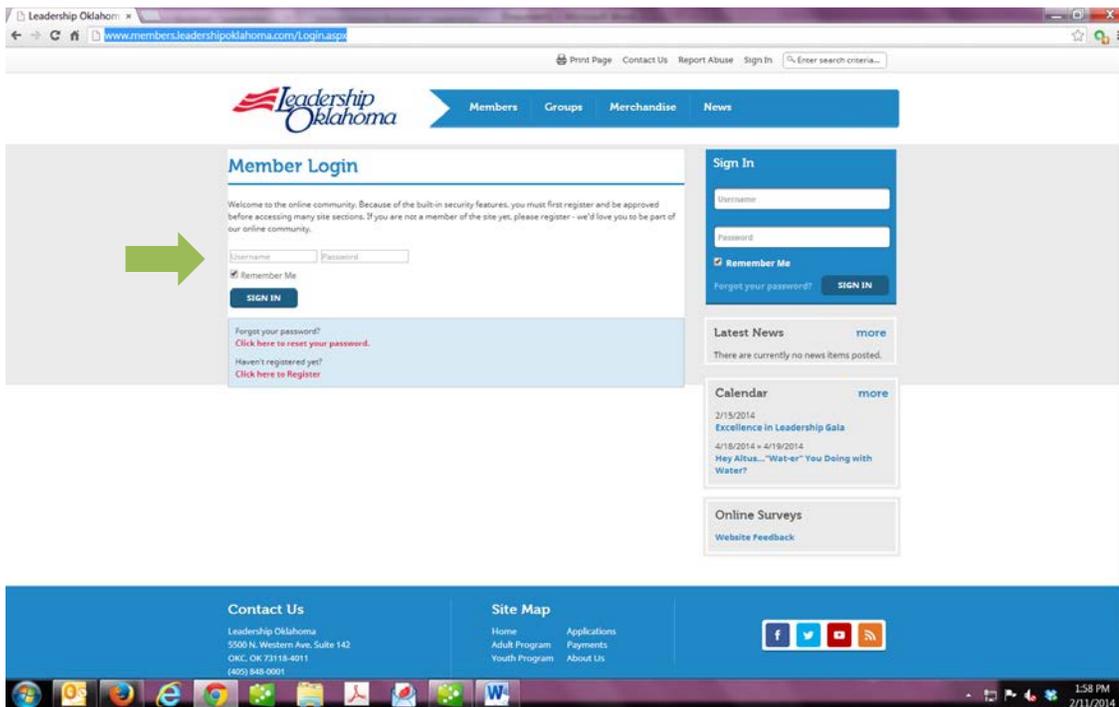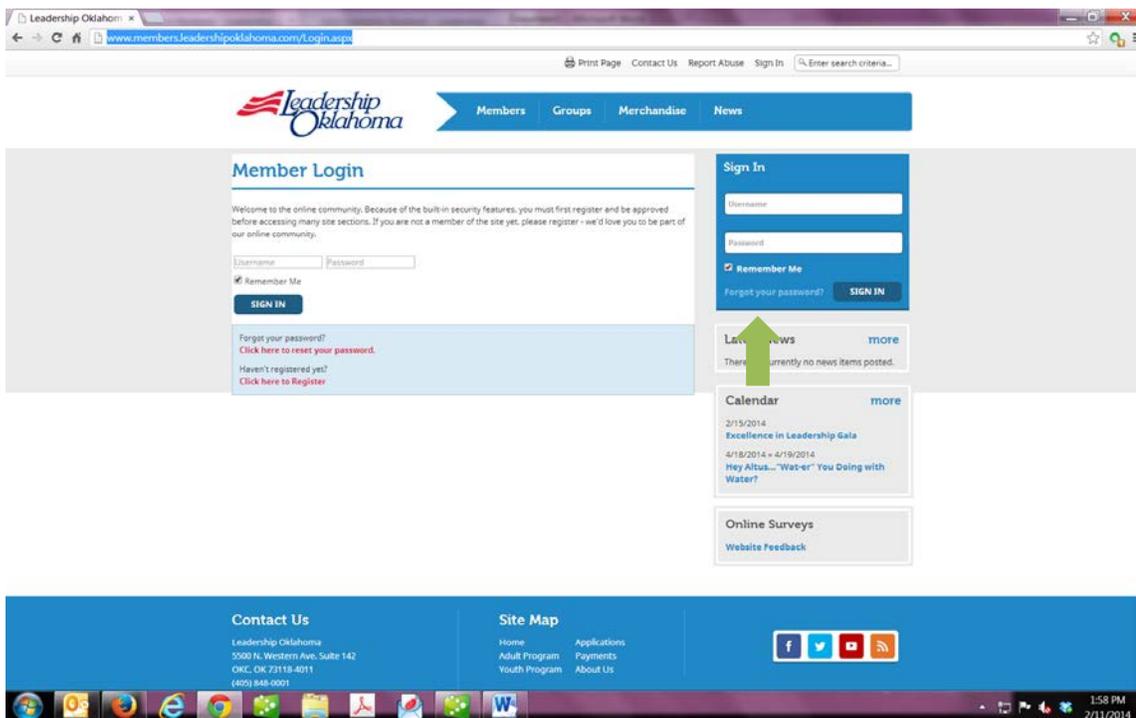# How to Log into the LOK membership database – Members

The member profile and/or member community can be found on either the leadershipoklahoma.com website or through a link established in the member community, such as an event listing or current E-News.
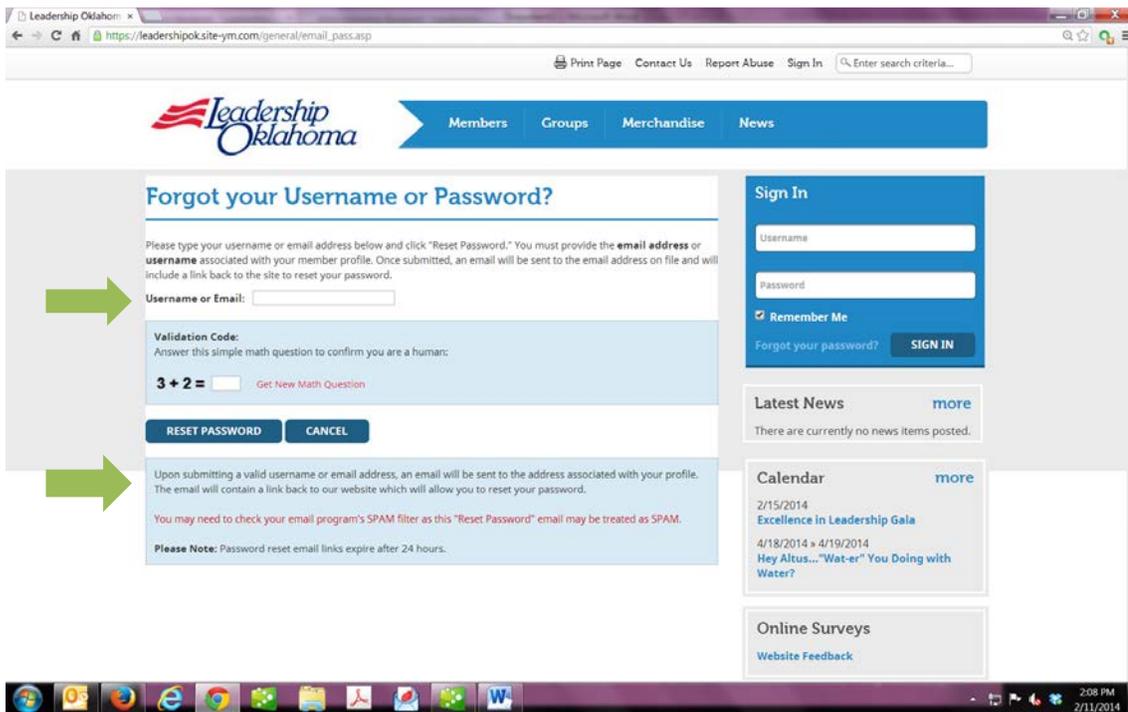
For most members, the username used to login will be the email address you gave to Leadership Oklahoma. It is typically the email address LOK uses to send you information and can also be found in the small print at the bottom of an E-News email.
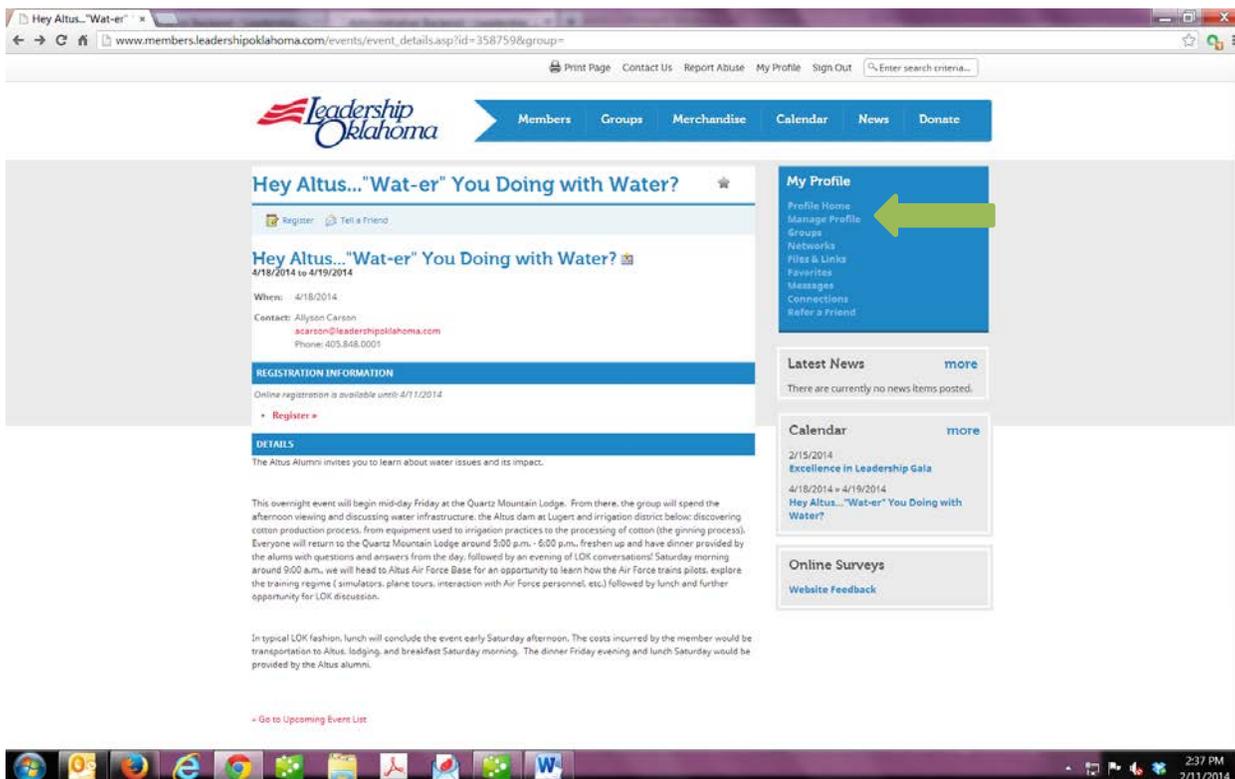
A temporary password of lok123 was given to all LOK members in September 2013. If you have signed in to the database since that date you should have changed your password. If the temporary password of lok123 doesn't work then click the "Forgot Password?" link below the login area.

The screen below should appear and allow you to enter your username and give you instructions on how to find your "reset password" email and a deadline to reset your password of 24 hours.

Once your email is received, follow the directions to reset your password. You can then enter the login information as directed above and sign into the database. Once logged in, to access your profile select the "Manage Profile" link in the blue box to the right of the screen.

That will bring up your information, click on the "Bio" tab to review your contact information.

Select Edit Bio to access your contact information. Review the contact information and complete it as much as possible.

Special requests and helpful hints

- The graduate and member contact information in this database is used in a variety of instances by LOK. A current member's professional information: Company, Title, Address, Phone, Fax and Email address are listed in the membership directory.

- Home address information allows LOK to target members in a particular area for specialized assistance or events.

- Birthday and Anniversary information is voluntary. The birthdate information is only used for statistical information or sending birthday/anniversary cards.

- Home and personal information is not shared with other members. As a default, personal information: Home address, home telephone, alternate email, birthday, anniversary date, marital status, is not shared with other members. You are welcome to change that status by clicking on the red lock to the left of the field. This will open up three options for you to choose, Visible to anyone (members of the public as well), Visible to only logged in LOK members, or Private (no one but staff can see the information).

- The additional information section at the bottom of the page is optional. Information typed here will show up under your Bio contact information.