



MNLA LEADERSHIP ORIENTATION MANUAL

Document B

Connecting with Your Fellow Committee Members:

Simple Instructions for Using MNLA's Online Database

1. Go to www.MNLA.biz and click on "Sign In Securely" in the bottom right-hand side.
2. Enter your username (e-mail address) and password.
3. Once logged in, along the right side of the page you will see a heading called "My Profile."
4. Click on "Groups" under this heading.
5. On the "My Groups" page you will see a list of the MNLA committees of which you are a member.
6. Click on the green plus sign next to the committee and choose "group directory" to see a roster of the committee, including individual e-mail addresses.