

# Welcome to the NEW HERS Network!

## Follow These Instructions to Get Started.

### How to access the HERS Network platform

You can access the HERS Network platform at any time by clicking [this link](#) or by navigating to the [Alumna Login](#) button located in the top right corner of the [HERS website](#).

Click on Login in the upper right corner

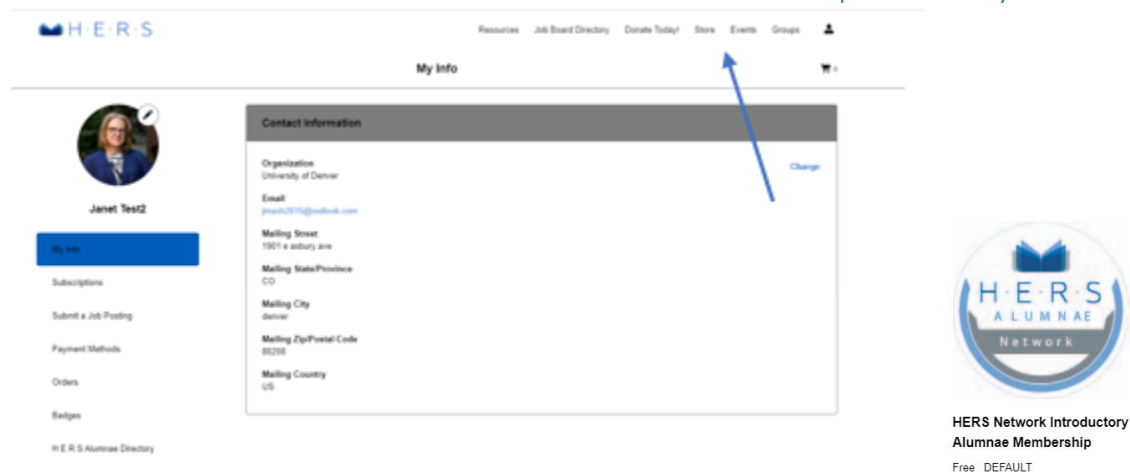


### Instructions for How to Log into the HERS Network Portal:

- For cohort members beginning with the Denver/June 2017 HERS Leadership Institute and forward, your log-in credentials are the same as your Leadership Institute login. If you do not remember your credentials, or are from a cohort prior to Denver/June 2017, please complete the steps below to reset your password.
- To reset your password on the login page, click on [forgot your password?](#)
  1. For your username, enter the email address where you receive communication from HERS
  2. If you do not receive an email from Salesforce to reset your password within 10 minutes, please check your spam/junk folder(s), or contact Janet Ash at [jash@hersnetwork.org](mailto:jash@hersnetwork.org) for assistance.

Once you are logged in, you will be prompted to update your profile contact info. Please make sure this is up-to-date and reflects what info you would like HERS to have on file for you.

### How to Activate the Free Trial of HERS Network Membership Exclusively for Alumnae



**To unlock your exclusive alumnae membership access, please follow the steps below:**

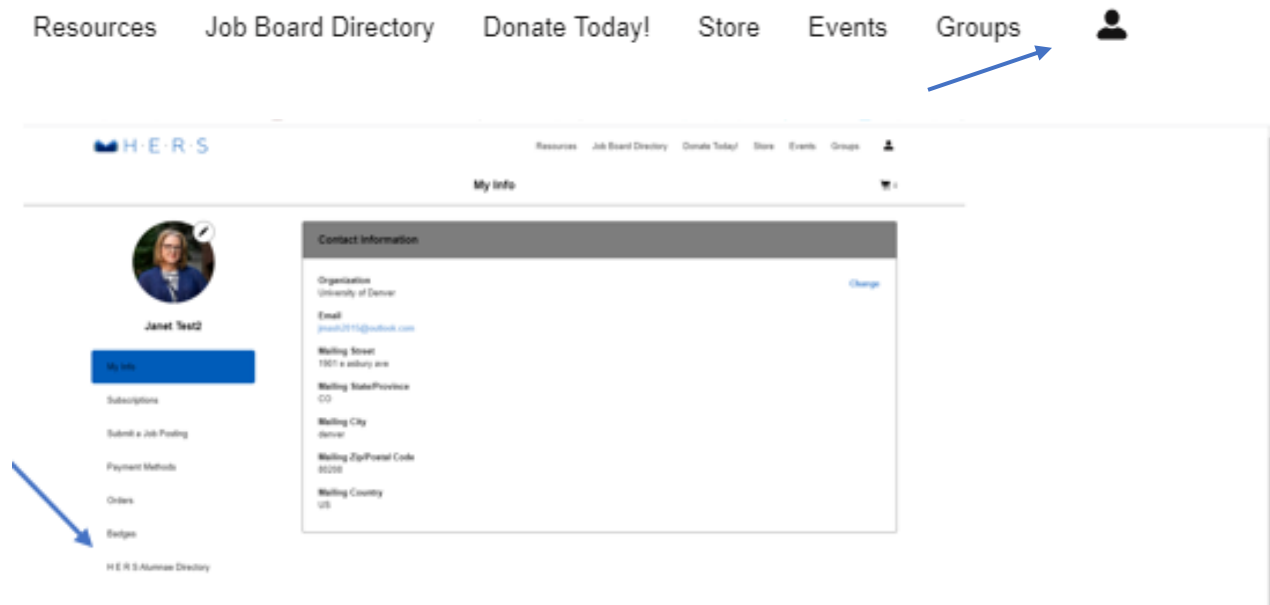
1. Click on the Store tab in the top navigation
2. Within the store, select the HERS Network Introductory Alumnae Membership item
3. Add the free trial to your order and proceed to checkout
4. Confirm your order!

**You must activate your Alumnae membership to gain exclusive access to the following resources:**

- Access to the HERS Alumnae Directory
- Private messaging groups for HLI cohorts
- Library of free HERSconnect webinar recordings
- Discounted pricing for future [HERSconnect Webinar Offerings](#)

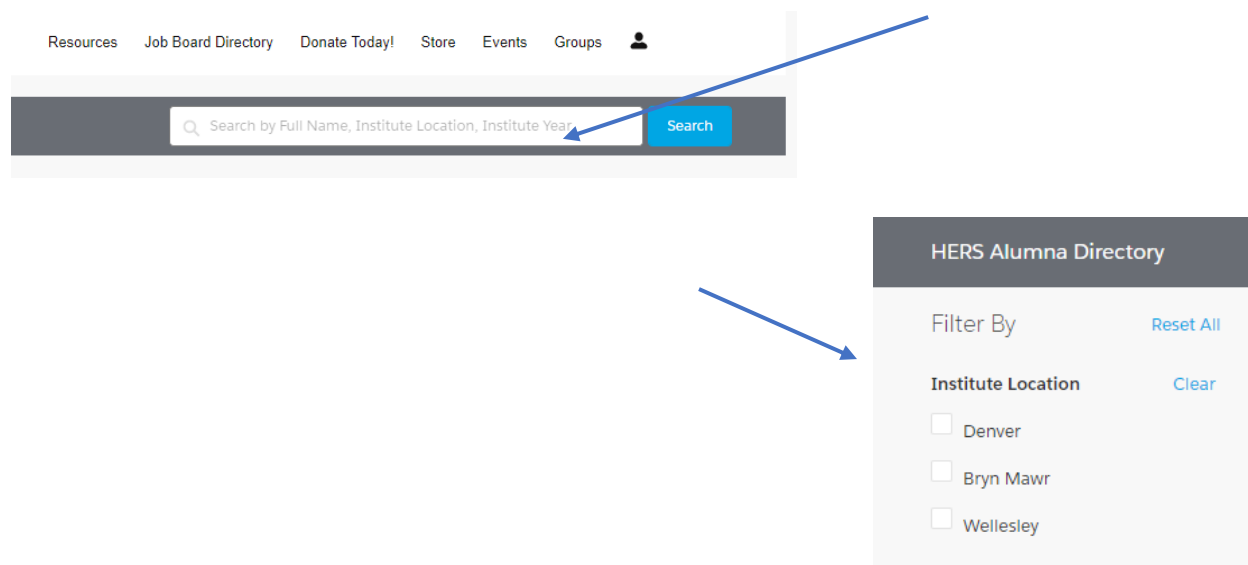
## Explore Your Exclusive Resources After Your Alumnae Membership is Activated

### Accessing and Using the HERS Alumnae Directory

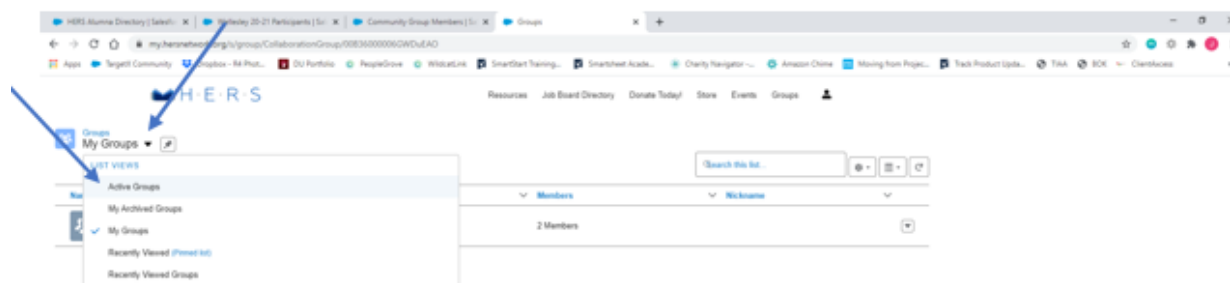


**To access the HERS Alumnae directory, go back to your main profile page by hovering over the icon of the person in the top right-hand corner and clicking 'Profile' from the dropdown**

- To access the HERS Alumnae Directory – click on HERS Alumnae Directory in the left navigation. To view the results, you will need to have Joined the HERS Network.
- Once the list populates, you can use the search bar to narrow your search. Searchable fields include: Name, Institute location, Institute year, City, State, and School. You can also select Institute location by clicking on the box associated with the location in the left column.
- If you would like to contact the alumna, click on her name and then the Contact Me button.

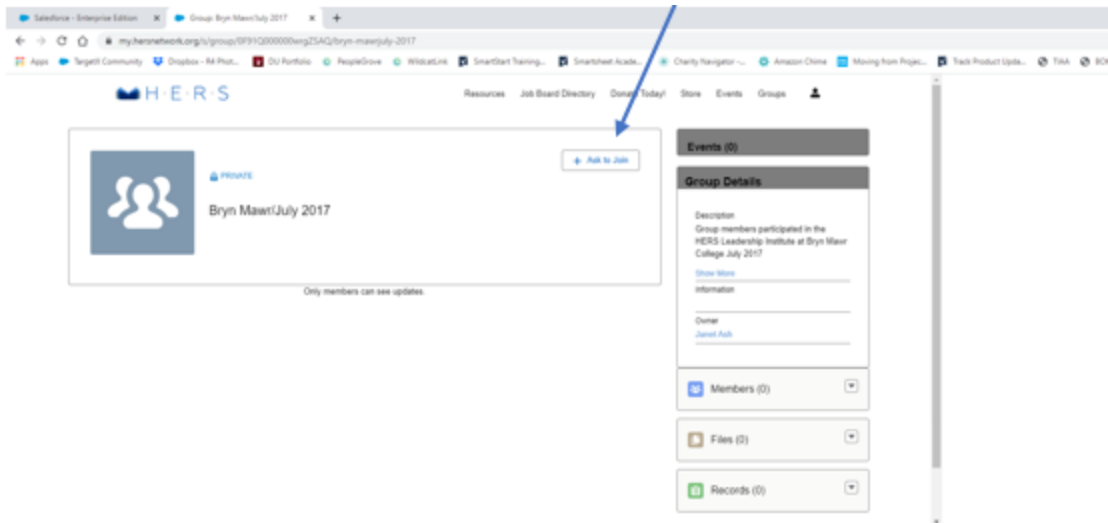


## Using Groups



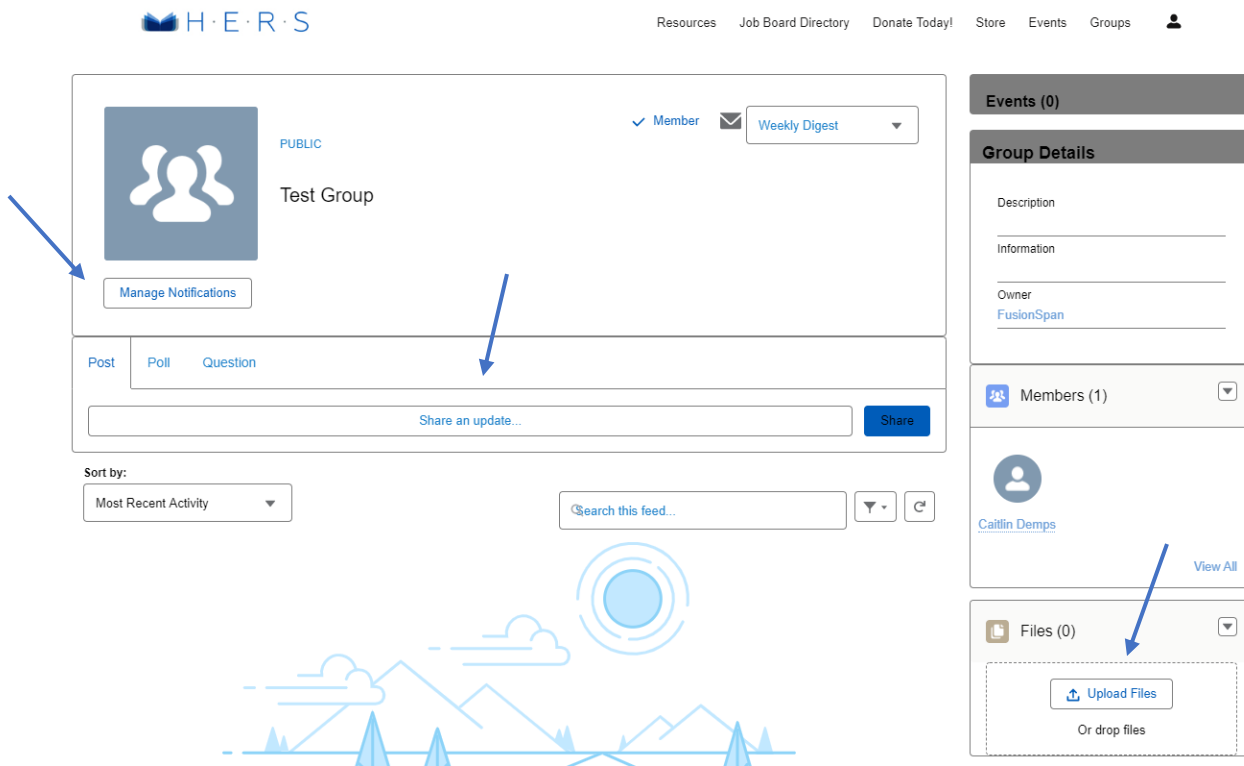
**To join one of the groups that are either open to you or that you have exclusive access to, follow the steps below:**

- Click on Groups in the upper right of the screen to be brought to the Groups landing page
- On the Groups landing page, in the 'My Groups' dropdown menu, select Active Groups
- Select or search for your HERS Leadership Institute cohort group. These groups are organized by year, month, and location – so we suggest you search for the year you attended/graduated, then select the group that best fits your attendance.
- Once you have found your Leadership Institute cohort group, click on the group name and then click the Ask to Join button. You will be notified when you have been added to the group.



## Being Active in Your Groups

Once you are a member of the group, you can pose questions to the group, share announcements and good news, or even add a file for other group members to access. The Groups are closed membership, so anything posted within the group, including discussions and files, are accessible to only that group's members and are not searchable. You can also manage how frequently you will receive notifications of group activities. Your choices include: every post, daily, weekly, or limited (which will turn off email notifications).



## Resources

Various resources are available to you by clicking on the Resources tab in the top navigation. Resources will be added to the list as we continue to make the HERS Network your go-to place for leadership resources and support.

## Events

Upcoming HERS program offerings are found in the Events tab in the top navigation. If you have navigated to Events by way of a link in an email, please ensure you have logged in to the HERS Network before completing your registration to ensure you receive the HERS Alumnae pricing.

## My Profile

When you are on your My Profile page, you can update your contact information, view your membership subscription, submit a job posting (for future use), save payment methods (HERS does not have access to payment information and the information is encrypted), view your orders and membership badges, and access the HERS Alumnae Directory.

## Coming Soon

Over the next several weeks, we will continue to add to the HERS Network platform. Future additions include:

- Job Board – the place to find your next role or find your next colleague
- More Events – additional opportunities for leadership and career development
- More Resources – such as research, articles, and exclusive HERS learning materials
- Online Store – HERS branded items to purchase for yourself, a HERS sister, or as a thank you gift to your sponsor