

Task Card

Registration

Member Self Service provides members access to :

- View and edit membership information any time
- Complete renewals online

To access these features, members need to register initially on our website. Details required to complete registration are provided in the Renewal Invitation either emailed or posted dependent on the preferred choice of correspondence.

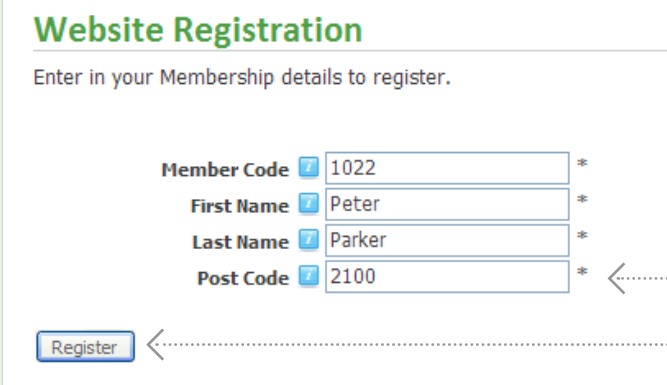
Note

- If email address is not provided, then Renewal Invitation is sent by post

Members can choose to register for online services by contacting us at membership@cerebralpalsy.org.au

Steps to Register

- 1** Navigate to Website Registration page of Membership Self Service Portal
members.cerebralpalsy.org.au/Register.aspx

- 2** 

Website Registration
Enter in your Membership details to register.

Member Code *

First Name *

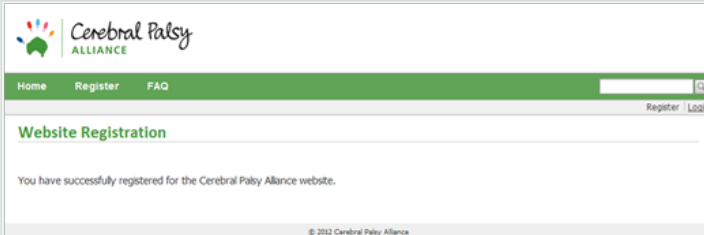
Last Name *

Post Code *

Enter values for fields (available from Renewal Invitation)

 - Member Code (4 Digit)
 - First Name
 - Last Name and
 - Post Code

Click Register

- 2a** 

Cerebral Palsy
ALLIANCE

Home Register FAQ

Website Registration

You have successfully registered for the Cerebral Palsy Alliance website.

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Registration Successful :

- If an email address is available in the system then Registration will be successful
- Member will receive a confirmation page advising successful Registration
- Member will also receive a confirmation email with the User name and temporary password as shown in Step 3

Task Card

Member Self Service : Registration (cont.)

2b

Website Registration

Enter in your Membership details to register. **We do not have a valid email address for your membership. Please contact us and provide an email address before trying to register again.**

Member Code *

First Name *

Last Name *

Post Code *

Registration Unsuccessful :

- If email address is unavailable / not valid member will receive a message as per screenshot

Solution :

- Provide us with a valid email address at – membership@cerebralpalsy.org.au so we can enable self service access and send reply confirmation by email

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From: membership@cerebralpalsy.org.au Sent: Wed 27/06/2012 2:09
To: Vani Raghunathan
Cc:
Subject: Successful Registration

Dear Peter Parker,

We are pleased to advise that you have successfully registered for the Cerebral Palsy Alliance website. You will be required to reset your password the first time you login.

Login Address: <http://members.cerebralpalsy.org.au/Login.aspx>
Username: CP1022
Password: oF%T*1iXJa=

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support.

Cerebral Palsy Alliance

An email is sent through to the specified email address with the **Username** and **Temporary Password**

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To: Vani Raghunathan
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Thank you, we appreciate your support.

Cerebral Palsy Alliance

Click Link from the email or go to <http://members.cerebralpalsy.org.au/Login.aspx> to open Login Page

Copy Password

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Member Self Service : Registration (cont.)

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Account Login

Username:

Password:

[Register](#) [Retrieve Password](#)

Enter Username and temporary password from the email

Click Login



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Account Login

Please update your password before continuing by entering your current password and a new password below. Your new password must be at least 7 characters in length.

Password Last Changed: Wednesday, 27 June 2012

Password Expires: You are required to change your password before you can log in for the first time.

Change Password

In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password. Your new password must be at least 7 characters in length.

Current Password:

New Password:

Confirm Password:

Change Temporary Password from above email to a new Password and confirm Password

Click Change Password – to confirm the change



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This completes registration