Maintaining your LCANZ Profile

Creating and updating your LCANZ profile is pretty simple, but before you get started you'll need to log in.

Log in details

When we create your user account, a message is sent to the email address that we have on file for you. This email will allow you to set your password and get started, and looks a bit like this:

> From: **WordPress** <wordpress@lcanz.org.nz>
> Date: Fri, Jun 21, 2019 at 11:54 AM
> Subject: [The Life Cycle Association of New Zealand] Login Details
>
> Username: XXXXXXXXX
>
> To set your password, visit the following address:
>
> <https://lcanz.org.nz/wp/wp-login.php?action=rp&key=hIKVy5d9vljCG94Ya2e7&login=XXXXXXXXX>
>
> https://lcanz.org.nz/wp/wp-login.php

- If you haven't received this, please check your junk mail or spam folders in the first instance.
- If you can't find the message, head over to the website at https://lcanz.org.nz, go to 'log in' and select 'Lost your password?'. Enter your email address and the system will send you a password reset message – keep an eye on your junk/spam folders, as it should arrive very quickly.
- If the system doesn't recognise your email address, please email membership@lcanz.org.nz and we'll get you sorted.

Managing Junk Mail Filters

It is important that emails from wordpress@lcanz.org.nz can reach you, as this is also used to reset your password. Please therefore mark this address as 'safe'. The address is used for member administration only.

Junk mail management varies between systems. We've provided links to a few common ones below. If yours isn't listed here, help is normally available from your email provider (or IT team for corporate emails) or a search engine.

Outlook: Overview of the Junk Email Filter

Apple: Identify and filter junk mail in iCloud
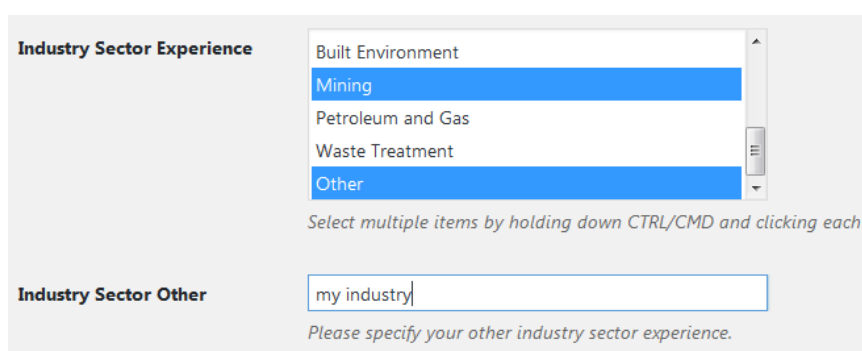
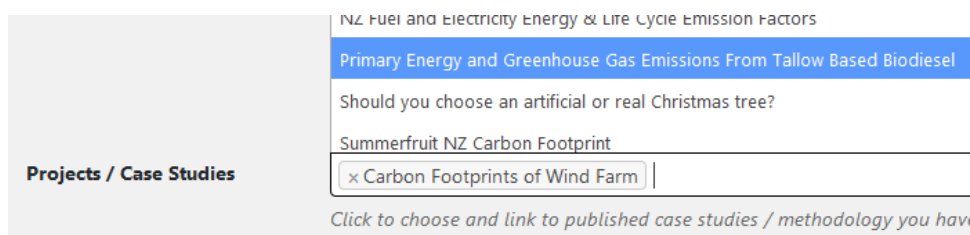Gmail: Mark or unmark Spam in Gmail

Update your details

Log in by clicking 'Log In' next to the search bar and enter your username and password, or follow this link: https://lcanz.org.nz/wp/wp-login.php. This will take you directly to your member area, to allow you to update your details.

Complete as many or as few of the fields as you like – anything you don't complete simply won't show up on your profile. A few of note are:

- **Role in LCA** – add a biography describing your interest and involvement in LCA

- **Industry Sector Experience** - multi-select; if you select 'other', a text field will appear for you to enter your own.

- **Projects / Case Studies** – link to case studies that you've been involved in; click into the field, select a relevant case study, and repeat as required. You can remove any accidental selections by clicking the 'x' to the left of the entry.
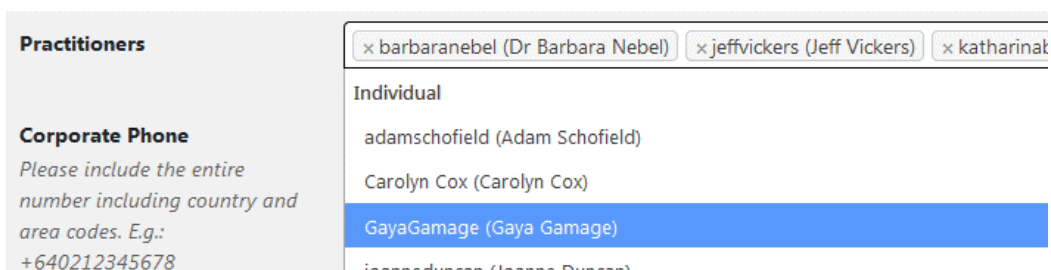

Note: You can only link to case studies that already exist on the LCANZ website. If you would like to create a case study of your work, please get in touch at membership@lcanz.org.nz.
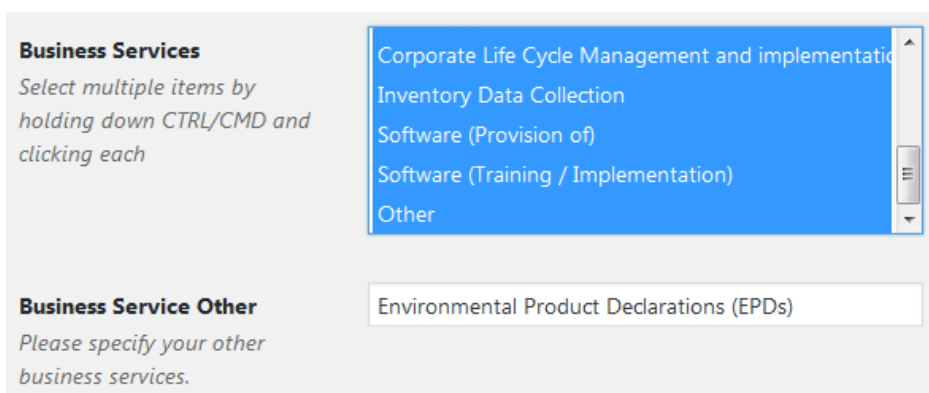
Corporate Member Fields

As a corporate member of LCANZ, you have some additional fields available to help you make the most of your membership. Complete as many or as few of the fields as you like – anything you don't complete simply won't show up on your profile:

- **Corporate Logo** – upload a high-res logo file here to display on your profile and tile

- **Email** – set to main contact by default; can be changed to a generic corporate address

- **Practitioners –** link to individual or accredited (LCACP) members who work for your organisation; click into the field, select an individual, and repeat as required. You can remove any accidental selections by clicking the 'x' to the left of the entry.

- **Business Services** - multi-select; if you select 'other', a text field will appear for you to enter your own.

Notes:

- Your corporate profile will have been created using an individual's email address. If you would prefer to direct enquiries to a generic address, please update the Email field (this may require confirmation via a generated email).

- Your corporate membership includes up to four individual member profiles. Please email membership@lcanz.org.nz with the details of your employees (name & email address) and we will set them up. Please also provide them with a copy of this document.