Setting up your Account in the Forum Portal

By setting up your account in the Forum Portal, you will have the ability to update your profile and that of your organization, register for Forum events and trainings, manage your institutional membership, view past orders and transactions, and more—all from one centralized location! We are excited about this new service and the potential it has for engaging our membership in new ways and providing you with more efficient processes as you interact with The Forum.

While you may have previously had log-in access to The Forum’s website, this is a new log-in process (as of November 2020) and will require you to set up your account upon your first entry. To help make this process smooth for you, we’ve outlined in this document the steps for setting up your account for the first time.
1. Go to https://account.forumea.org/. Click on the “Sign Up” tab in the log-in window. While the social logins are an option, we do not recommend that Forum members use the social logins to set up their accounts, as it has created issues with granting proper membership permissions.
2. Enter you work email address and the password that you would like to use for accessing the portal. If you previously had log-in access to The Forum’s website, we suggest using that same email address for your new account so that your contact information gets prepopulated. Click Continue.
3. A message will appear that tells you that your email address needs to be verified. Check your email inbox! The verification email will have the subject line “Verify your email.” Open the email and click on the link to “Confirm my account.”

Welcome to The Forum!

Thank you for signing up. Please verify your email address by clicking the following link:

[Confirm my account](#)

If you are having any issues with your account, please don’t hesitate to contact us by replying to this mail.

Thanks!
The Forum

If you did not make this request, please contact us by replying to this mail.
4. You should then see a message that your email address has been verified. Click on the button to go “Back to Forum Portal.”
5. Continue setting up your account by entering your full name and clicking the button to “check for existing records.” If there are no existing records that match your information, a process will begin to set up your account—in that case, you can proceed to step 7b.
6. If there are existing records that could potentially belong to you, you will see them listed on the screen. The steps that follow will depend on your course of action: a or b.

   6a. If an existing record appears that belongs to you, select it from the list and click “continue.” Proceed to step 7a.

### ANY OF THESE LOOK FAMILIAR?

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select None of the Above.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Email Address</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsay McCauslin</td>
<td>The Forum on Education Abroad</td>
<td>forum******@gmail.com</td>
<td>SELECT</td>
</tr>
<tr>
<td>Lindsay McCauslin</td>
<td>New Forum Test Organization</td>
<td>forum******@gmail.com</td>
<td>SELECT</td>
</tr>
<tr>
<td>Lindsay McCauslin</td>
<td>The Forum on Education Abroad</td>
<td>mccaus****@foruma.org</td>
<td>THIS IS ME</td>
</tr>
<tr>
<td>Lindsay McCauslin</td>
<td>New Member Test Organization</td>
<td>mccaus****@gmail.com</td>
<td>SELECT</td>
</tr>
<tr>
<td>Lindsay McCauslin</td>
<td>Forum Test Organization</td>
<td>foru***@gmail.com</td>
<td>SELECT</td>
</tr>
<tr>
<td>None of the Above</td>
<td></td>
<td></td>
<td>SELECT</td>
</tr>
</tbody>
</table>

If it doesn’t look like any of these records are mine, let’s create a brand new account.

CONTINUE  GO BACK
6b. If none of the records listed belong to you, select the option for “None of the above” and click “continue.” Proceed to step 7b.

ANY OF THESE LOOK FAMILIAR?
Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select None of the Above.

Lindsay McCauslin
The Forum on Education Abroad
forume****@gmail.com

SELECT

Lindsay McCauslin
New Forum Test Organization
forume****@gmail.com

SELECT

Lindsay McCauslin
The Forum on Education Abroad
mccas****@forumea.org

SELECT

Lindsay McCauslin
New Member Test Organization
mccaus****@gmail.com

SELECT

Lindsay McCauslin
Forum Test Organization
foru****@gmail.com

SELECT

None of the Above
It doesn't look like any of these records are mine. Let's create a brand new account.

✓ THIS IS ME

CONTINUE  GO BACK
7a. After selecting an existing record, the system will ask you to verify that the existing record does belong to you. Select one of the options for receiving a verification code and proceed to step 8a.
7b. The system will begin setting up your account. Once that process is completed, click continue and proceed to step 8b.
8a. Once you’ve entered your verification code, you will arrive on the Welcome page of the portal. You are all set! If you would like to make edits to your profile, you can do so by clicking on the “my profile” menu option and selecting “manage my profile.”
8b. The final step of your account set-up prompts you to complete your profile. Complete the form and click “save changes.” Your profile is now set up and you will be taken to the Welcome page of the portal.