



How to access the Members' area of our website

As a financial member of AFCNA you have access to the members' section of this website.

Setting up your user name and password

When you pay through the website, you will be asked to set up your **username** and **password** to log into the Members' area. Access to this area with its additional resources is restricted to people who pay their annual AFCNA membership.

If you paid your membership by another method, your payment and your contact details form will be processed and AFCNA will provide you with your personal log in details via an email notification from:

Australian Faith Community Nurses Association webmaster@afcna.org.au

with the subject:

[Australian Faith Community Nurses Association] Username/Password

the body of the email will look like this

Username: **YourfirstnameSurname**

To set your password, visit... Which will be your individual link to reset your password

<https://afcna.org.au/wp-login.php>

When you click on the link in the email it will open a screen showing a box with your new password (see below). You can keep the password provided by AFCNA, or you can change it by highlighting the password and entering your preferred password.

Enter your new password below.

New password

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Reset Password

[Log in](#) | [Register](#)

Finally click the **'SAVE'** button to ensure your new changed password is saved.



TIP: Keep a note of your password in a safe place in case you forget it and you want to gain future access to the members' section.

To access the members' area in our website

1. Scroll to the bottom of the website on any page and you will see this

The screenshot shows the website's footer area. At the top left is the logo for the Australian Faith Community Nurses Association. To the right are navigation links: HOME, ABOUT, PARTNER WITH US, and CONTACT. Below the logo is a search icon and a privacy notice: "We value your privacy. [Click here](#) to read more". The main content is a dark grey membership login form. It includes the AFCNA logo, a "Membership Login" heading, and fields for "Username or Email:" and "Password:". There are links for "signup now" and "forgot password?", a "Remember Me" checkbox, and an orange "LOG ME IN" button. At the bottom of the form is a copyright notice: "© 5 Quarter Designs. All rights reserved". Below the form is a blue footer bar with a mailing list sign-up: "Join our mailing list - Your email address. SUBSCRIBE".

2. Enter your username which is found in the original email with the password link
3. Enter your password
4. Click on the orange 'log me in' button. If you choose to tick the 'remember me' box you won't have to sign in each time.

Inside the members' area you will land on a 'Welcome' page which has a link to other pages and resources that are restricted to members. Current topics include:

- Starting out as an FCN
- 'Foundations in Faith Community Nursing' course
- Policies and procedures
- Template and forms
- Professional development and continuing education with links to online courses



To log out

1. Move your mouse to the top right corner of the website in the black bar
2. Hold the mouse on the words '*Howdy,..your name...*' and a drop down box will appear
3. Click on the bottom words '*log out*'

FAQ

How long will I have access for?

You have access is maintained while you have financial membership.

If you paid through the website, your access will last you for one year from the date you paid. To maintain continuous access just keep your membership paid and up to date.

The system should send you a reminder, however please note when your membership is due again so you renew on time.

I can't remember my password

Scroll to the bottom of the website on any page and you will see this

The screenshot shows a web browser window with the URL afcna.org.au/fcn/. The page header includes the Australian Faith Community Nurses Association logo and navigation links: HOME, ABOUT, PARTNER WITH US, and CONTACT. A privacy notice states: "We value your privacy. [Click here](#) to read more". The main content area features a dark grey background with the "Membership Login" form. The form includes a logo on the left, a "Username or Email:" field, a "Password:" field, a "forgot password?" link, a "Remember Me" checkbox, and a "LOG ME IN" button. At the bottom of the page, there is a footer with copyright information: "© 5 Quarter Designs. All rights reserved" and a "Join our mailing list" section with an email input field and a "SUBSCRIBE" button.

Click on the words '*forgot password?*' below the white password box.

You will receive an immediate email from WordPress wordpress@afcna.org.au with the heading [Australian Faith Community Nurses Association] Password Reset. If it doesn't arrive immediately you should check your junk/spam email folder to see if it has landed there.



The email contains a link to reset your password. When you click on that link it will open a screen showing a long box with your new password (see image in setting up your user name and password section). You can keep the password provided by AFCNA or you can change it by highlighting the password and entering your preferred password.

[For additional help](#)

Email afcna@outlook.com or use the contact section of our website.