

FPF Portal Basic User Guide

FPF Portal Login

The FPF Portal is accessible to FPF Members via engage.fpf.org/login. To login for the first time, click “Reset Password” and enter your email address. Then click “Send Password Link”. You will receive an email from the **FPF Membership Team via Future of Privacy Forum <Mail@fpf.org>** that will include a link to reset your password.

The first time you login to the FPF Portal, you will need to read and accept the Terms & Conditions. Once you accept, you will see the FPF Portal homepage.

FPF Portal Home

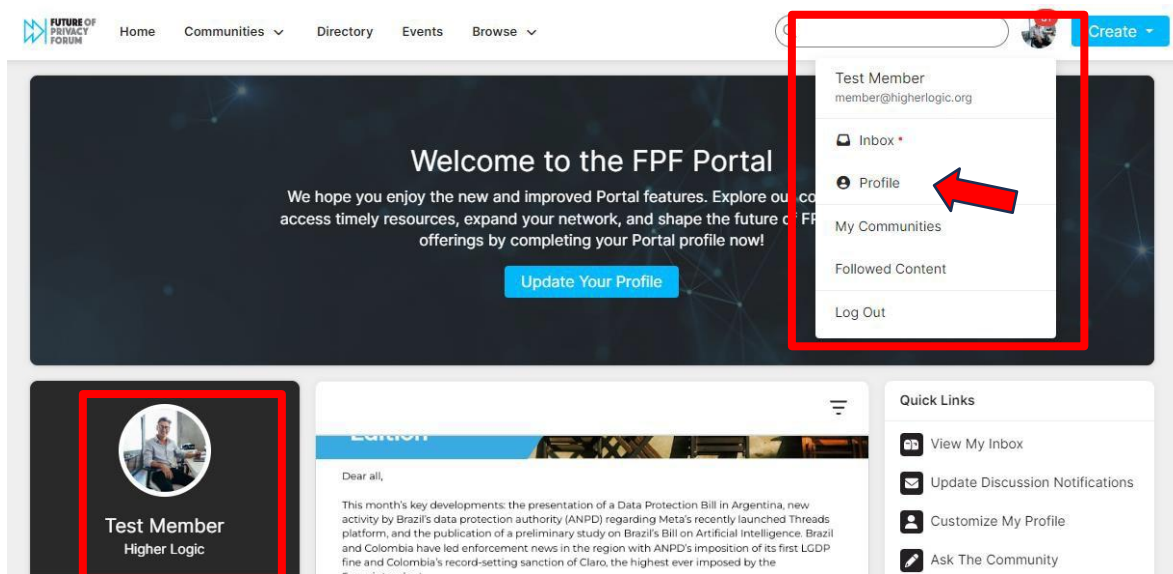
The homepage displays the latest activity from not only your current working group communities, but all FPF communities you are able to join. In the center activity feed, you will see recent community discussions, announcements, library resources, and event details. Use the filter feature in the right corner of the activity feed to switch your view- filter to view recent activity from only your communities or filter for specific content, such as recent Discussions (see image below).

The screenshot displays the FPF Portal homepage. At the top, there is a navigation bar with the FPF logo, links for Home, Communities, Directory, Events, and Browse, a search bar, and a 'Create' button. The main banner area features a 'Welcome to the FPF Portal' message with a sub-message encouraging users to explore communities and update their profiles, accompanied by an 'Update Your Profile' button. Below the banner, the page is divided into three main sections. On the left is a user profile for 'Test Member' (Higher Logic) showing a 50% profile completeness. The center section displays a discussion titled 'Resources on Privacy and Cybersecurity' by Amie Stepanovich, with a 'Recommend' button and a '1 Reply' indicator. The right section contains 'Quick Links' (View My Inbox, Update Discussion Notifications, Customize My Profile, Ask The Community, Help) and a 'Community Events List' featuring the 'FPF Youth Privacy Working Group - August Call' on August 10th. A red box highlights a filter icon in the top right corner of the activity feed.

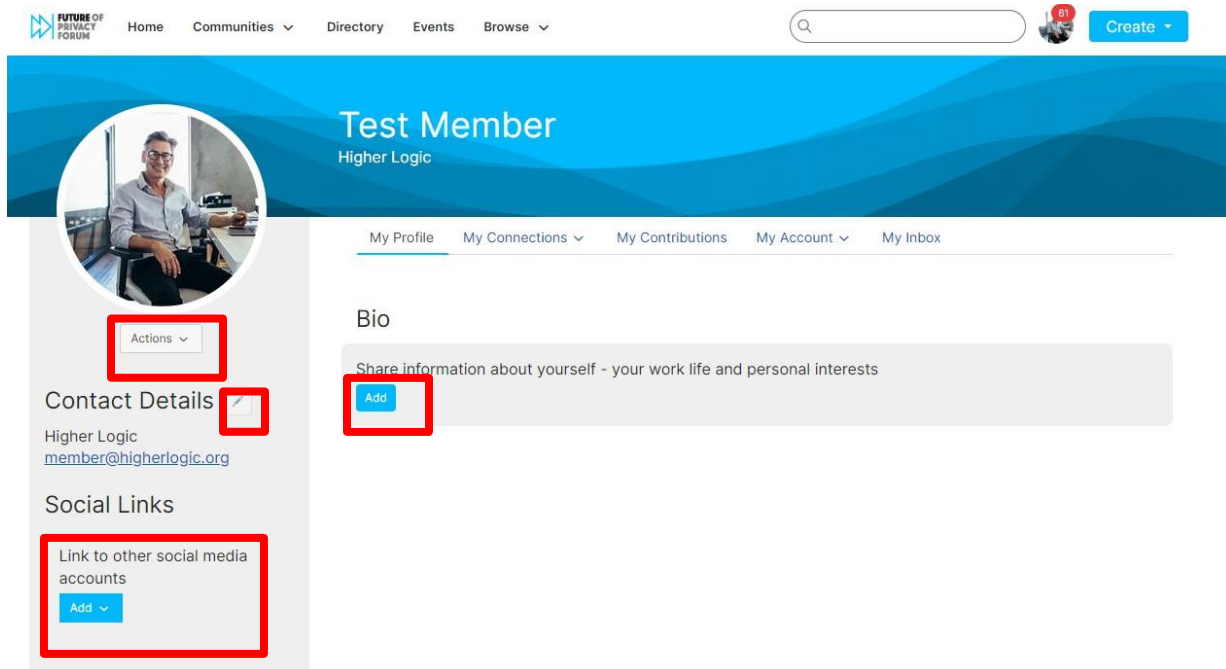
FPF Portal Profile

To quickly access your full profile, click on your **Profile Snapshot** on the left side of the homepage (see image below). Or navigate to the top of the homepage and click on the circular avatar to the right of the search bar. Next, click the **Profile** button to access your FPF Portal profile page (see image below).

Note: The circular avatar will be blank until you upload a profile photo.



From the Profile page you will be able to change your **Profile Photo**, update **Contact Details**, and add a **Bio** and **Social Links**. You can edit these sections via the icons highlighted in red in the image below.



Take the time to create a more comprehensive profile by adding information that is not part of your existing FPF profile, such as uploading a photo and adding a bio. Adding a photo to your FPF Portal profile is a great way for your community members to put a face to a name!

The information under **Contact Details** is auto-populated from your existing FPF profile, but you can edit this area if needed. To edit, click the pencil icon to the right of the **Contact Details**.

Note: If you need to change your email or organization name, please email membership@fpf.org.

FPF Portal Account Settings

Privacy Settings

Verify your account Privacy Settings within your Profile. Toggle over to the **My Account** tab and then select the **Privacy Settings** in the dropdown menu.

At the top of the Privacy Settings page you will see a toggle that allows you to change your preference for inclusion in the Directory and Community Rosters. The toggle defaults to **Yes**, and your name, title, and affiliation will be populated in the Portal directory and community rosters. This information will be visible to all Portal users unless you change the settings.

*Note: If you move the toggle to **No** and opt-out of the Directory, you will be a hidden member within all of your FPF Portal communities and Portal users will be unable to view your Profile or contact you.*

The default privacy settings do not allow other Portal users to contact you nor to request to connect to you unless you affirmatively choose to change the default. We have tried to set the defaults in a manner that best respects the nature of the relationships within our community, but we encourage you to adjust the preferences to your satisfaction.

Privacy Setting Options:

Only Me – Visible only to you.

My Contacts – Only the user and their contacts can view the information.

Members Only – Only FPF Portal members can view the information and connect.

Public – ALL FPF Portal users will be able to view the information.

Community Notifications

From the **My Account** tab, select the **Community Notifications** in the dropdown. This page allows you to manage the frequency of community notifications via email for your communities with enabled discussions.

Join a Community

To join a community, navigate to the top menu bar and click on the **Communities** dropdown. From the dropdown, select **All Communities** to view a list of communities you are able to join. You can join your desired communities by clicking the blue **Join** button to the right of each community name. Or you can click on the community name and join from that specific community homepage via the blue **Join Community** button.

When you **Join** a community with an enabled Discussion feature, you will be prompted to select how often you receive community notifications (see image below).

You can receive email notifications when community members share information.

Community Notifications

Daily Consolidated Digest

Your daily email for new content across communities can include this community's content.

Include

Weekly Consolidated Digest

Your weekly email for new content across communities can include this community's content.

Don't Include

Discussion Notifications

Discussion Digest

Community members interact in discussions - choose "real time" to fully engage.

Daily Digest - One email containing all posted messages from the previous day

Yes join the community

Cancel

*Note: If your preferences change in the future, you can update the frequency of your **Community Notifications** settings under the **My Account** tab within your Profile.*

Community Features

Discussion Feature

If the community you are viewing has the **Discussion** feature enabled, you will be able to post to the community Discussion forum. Posts to the Discussion forum will be viewable to all members of that community. If members have opted to receive community notifications, they will receive email notification of Discussion posts and responses within that community group.

To view all community Discussions, click on the **Discussion** tab at the top of the community homepage. From the Discussion page, you can click on the **Post New Message** button to start a conversation with your community members. Once you enter your Discussion post content, you can either post immediately, schedule your post for a future date and time, or save as a draft.

Note: Files attached to your Discussion post will automatically be uploaded to the community Library.

Library Feature

File uploads to the Library will be viewable to all members of that community. To add a file to a community Library, click on the **Library** tab within the community and then click on the **Create Entry** button. You will be required to add a Title and select an Entry Type; a Description is optional.

Members Feature

Each Community has a **Members** tab, which allows you to view community members who are opted in to the Directory.

Directory

The FPF Portal Directory allows for a more expansive search than the **Members** tab within each community. Click on **Directory** in the header menu bar to search for your peers within the FPF Portal.

Note: The Directory search results will only show those who have opted into the directory by signing into the FPF Portal.

If you have any questions or need assistance navigating the Portal, please email membership@fpf.org.