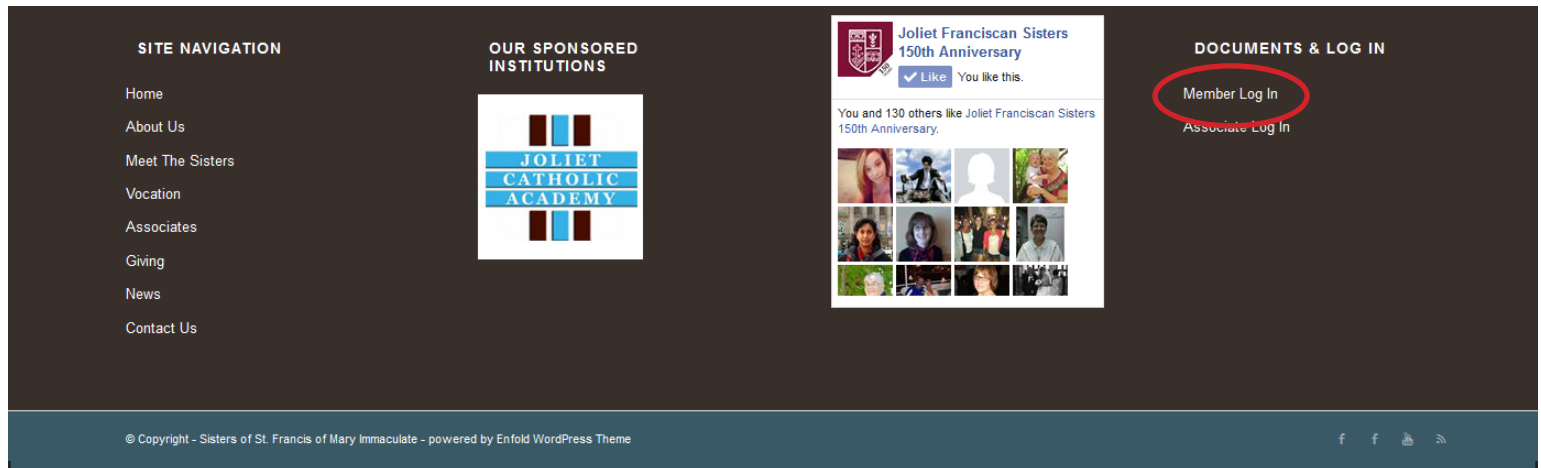


How to View Member Documents

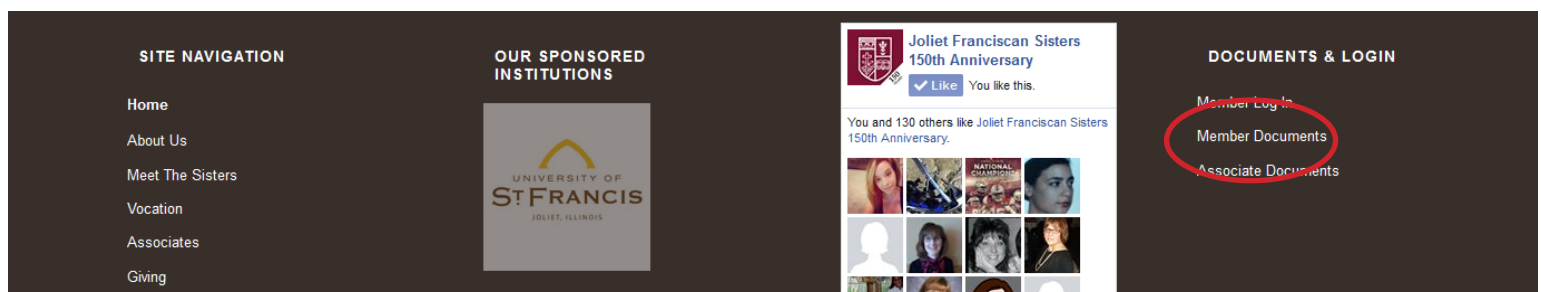
1. Go to www.jolietfranciscans.org.
2. Scroll down to the bottom of the page and locate “Documents & Log In” located on the right hand side.



3. Click “Member Log In.”
4. Enter your Username and Password credentials and hit “Log In.”

A screenshot of the WordPress login form. It features the WordPress logo at the top. Below it are two input fields: 'Username' and 'Password'. A 'Remember Me' checkbox is located below the password field. The 'Log In' button is circled in red.

5. You will return to the Joliet Franciscan Sisters' homepage.
6. Scroll back down to the bottom of the homepage where you first hit “Member Log In.” You will notice that a new menu item has now appeared - “Member Documents.” Click this.



7. You can browse through all files by clicking the topic of your choice and selecting the document that you would like to view.

MEMBER DOCUMENTS

You can browse through all files below by clicking the topic of your choice

+

 March 26th Mailing

+

 Chapter Materials

+

 Event Information & Flyers

March 26th Mailing

Staying Connected March 26, 2015

Report to the Membership February 2015

Reflection-Metz, Anna Marie

Meet the New Associates 2015 Booklet

Letter RE Franciscan Federation Nominee

Gathering 2015 Information and Registration Form

Dates to Remember 150th Anniversary

Click the file you want to view.

8. All files will open in a separate window for viewing.
9. When viewing any PDF, you have the ability to print or download should you choose.

Print

Download

10. Close out of the opened PDF tab to return to the Member Documents page.
11. When you are done viewing the member documents, move your cursor up to the black user bar and on the top right hand side of your screen. hover over the words, “Howdy, Sister [NAME]”

Howdy, Sister Test1

Home About Us Meet The Sisters Vocation Associates Giving

Sister Test1

Edit My Profile

Log Out

Activity

Profile

Notifications

Messages

Groups

Forums

Settings

Standard Forms/Files

Miscellaneous Documents

12. Go down to “Log Out.”
13. You have now been successfully logged out.