



Question	Answer
I have forgotten my password. How do I reset it?	Click on SIGN-IN in the top right-hand corner of the page, then click on the “ Forgot Your Password ” link. This link can also be found on any content page in the right-hand column.
How do I edit my online profile?	<p>To update your online profile, you must sign in to the website. Then, in the “My Profile” box in the right-hand column, click on Manage Profile → Edit Bio</p> <p>You can now include both a home address and work address on your online profile. You can also specify which email address you wish HRMAM to use for weekly emails and which mailing address to print in the Roster.</p>
How do I easily view the complete listing of current jobs?	<p>To quickly access the complete listing of current jobs, following these steps:</p> <ul style="list-style-type: none">• Sign in to the website with your username and password• Scroll over Career Centre → Job Board → View Job Board• Then click on the SEARCH button under “Experience Requirement” option, near the bottom of screen
Where do I find HRMAM’s Calendar of Events?	You will find the “Calendar” within the Learn & Connect area. A partial calendar can also be found in the green box on the homepage – click on the word “Calendar” and it will bring you to a full view of all HRMAM’s events.
How do I register for an event?	<ul style="list-style-type: none">• Depending on the event, both members and non-members can register for event. If you are a member, sign in to the website.• View the “Calendar” within the Learn & Connect area or in the green box on the HOME page.• Scroll down to find the event you are seeking.• To view the details of the event, click on the event name, you will be prompted to register within the event summary page. To go immediately to the registration process, click on the “Register” icon. <u>NOTE: You will only receive the “Member Rate” if you have signed in to the website.</u>



<p>How do I view and print my Invoice or Receipt for an event registration?</p>	<p>Choose one of the following ways to view your Invoice/Receipt:</p> <ol style="list-style-type: none">On the “Thank You” webpage after an event registration, click on the “View Invoice/Receipt” icon under the purple header bar.After you complete your online registration, you will receive a “Thank You for Your Order” automated email. Follow the “click here” link to access your invoice/receipt.Follow this series of clicks: My Profile → Manage Profile → Account History → Orders. Select the invoice/receipt you are seeking by clicking on the invoice icon.
<p>How do I email my invoice to my company’s Accounts Payable department?</p>	<p>After viewing your Invoice/Receipt, save that page to your computer and then email it to the appropriate person to process payment. You can also forward the “Thank You for Your Order” email you received.</p>
<p>If I’ve tried everything listed above and still can’t find what I need, who do I contact?</p>	<p>You can contact HRMAM by phoning (204) 943.2836 or emailing hrmam@hrmam.org.</p>

NOTE: Please visit the forum section under the Community Well tab on the website’s main menu. Here you can click on the forum “Website Questions... How Do I?” and ask HRMAM any additional questions you may have so we can include it in our ongoing FAQ so that other members may benefit as well.