



**THE CHICAGO COUNCIL
ON GLOBAL AFFAIRS**

**NEW ACCOUNT CREATION
AND
PROFILE UPDATE
INSTRUCTIONS**

Go to www.thechicagocouncil.org.

Please note that our registration system currently only supports Internet Explorer and Mozilla Firefox browsers.



Click “Log on” from the left menu.



The screenshot shows the website's navigation menu with the following items: Public Audience, Individual Members, President's Circle, Corporate, and Media. The 'Log on' section is active, displaying a breadcrumb trail 'Home > Log On'. The main content area includes a 'Log On' heading, a 'Welcome!' message, and a notice about enhanced online capabilities. A red arrow points to the 'Create an Account' link in the left sidebar, which is highlighted with a red box and a mouse cursor icon. Below this, there is a 'Log On Now' section with a list of benefits for creating an account.

Home > Log On

Log On

Welcome!

We are delighted to announce enhanced online capabilities at thechicagocouncil.org.

If this is your first time using our new system please:

Create an Account

If you have already created an account with our new system:

Log On Now

By creating an account and logging on you will be able to:

- View a calendar of upcoming events and register for multiple programs at one time.
- Manage an online profile where you can update your contact information and identify your topics and geographical areas of interest.
- Check your membership status and be notified when the time comes to renew.
- Make membership contributions or upgrade your membership.

Click “Create an Account.”

Step 1 of 3 *We would like to first determine that you do not already have an account. Please enter your information below.*

* E-mail ✓

* Confirm e-mail ✓

* First name ✓

* Last name ✓

* Zip/Postal Code ✓

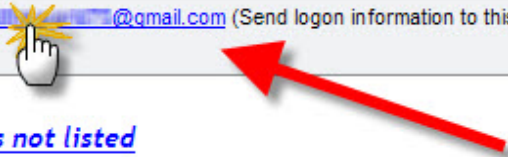
* Required Field

Enter your E-mail twice, First name, Last name, and Zip Code, then click "Next."

Step 1 of 3 *Matching record found. The displayed account information may match your account information. If this match is correct, please select the record and continue. If you do not see your record in the list, click the link below the list.*

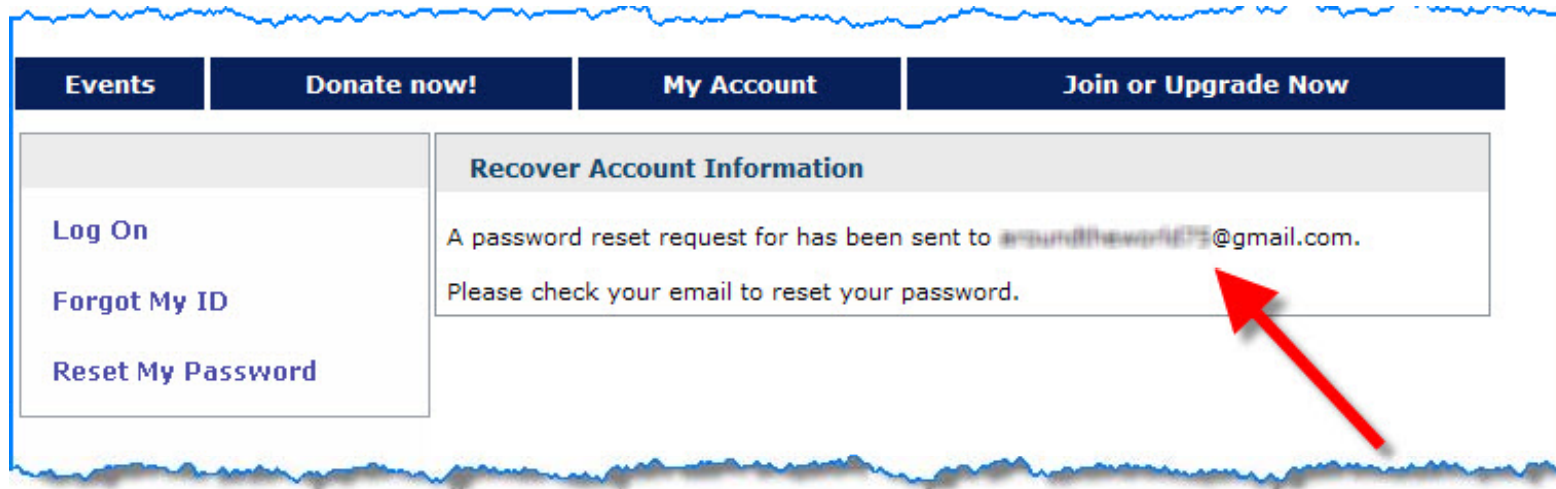
Name	Address	Organization
Mr. Arthur Dent	42 Trillian Court Chicago, IL 60600 UNITED STATES	Sirius Cybernetics Corporation
• [redacted]@gmail.com (Send logon information to this address)		

[My record is not listed](#)

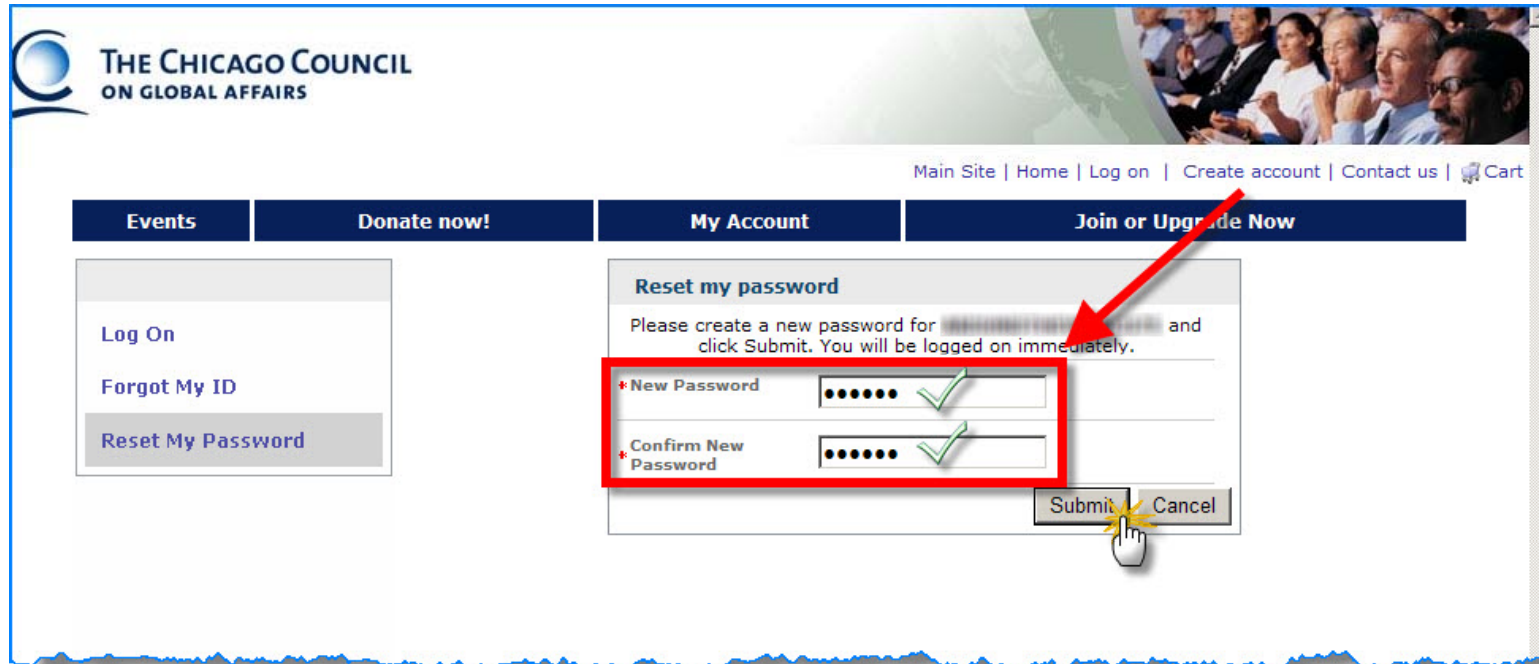


If we have your correct e-mail address on file, you should see a match.


Click on the correct e-mail address.



A confirmation screen will indicate the logon information has been sent to your e-mail address.



THE CHICAGO COUNCIL
ON GLOBAL AFFAIRS

Main Site | Home | Log on | [Create account](#) | Contact us |  Cart

Events | Donate now! | My Account | **Join or Upgrade Now**

Log On
Forgot My ID
Reset My Password

Reset my password

Please create a new password for [redacted] and click Submit. You will be logged on immediately.

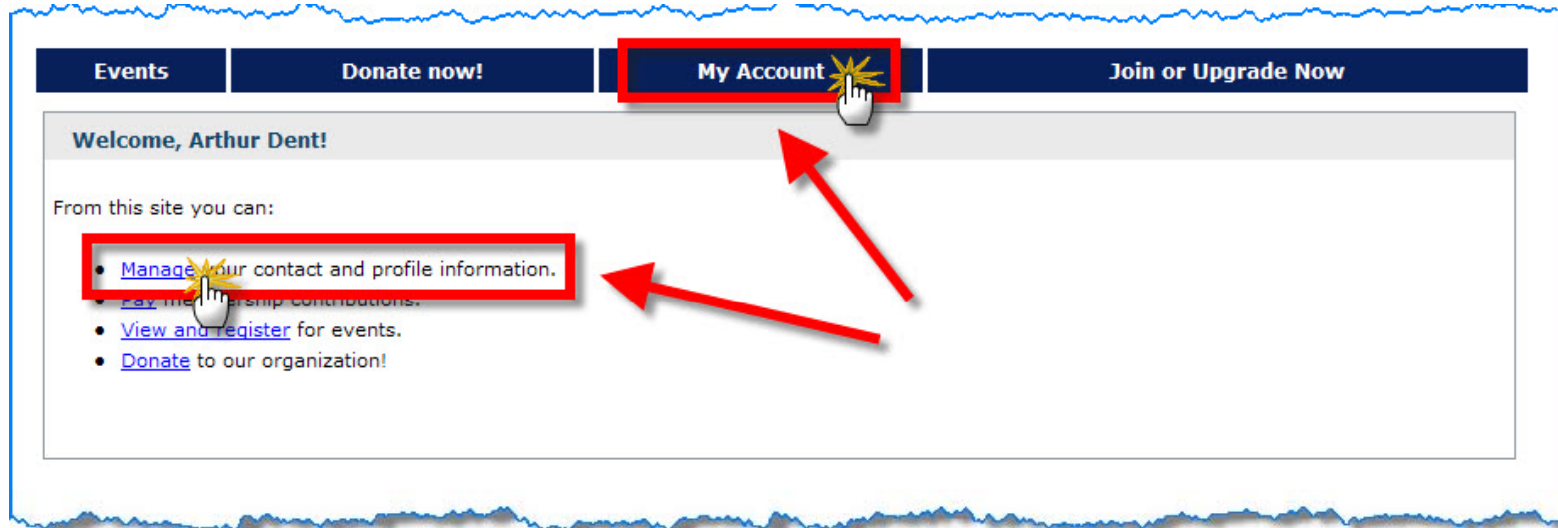
* New Password ✓

* Confirm New Password ✓

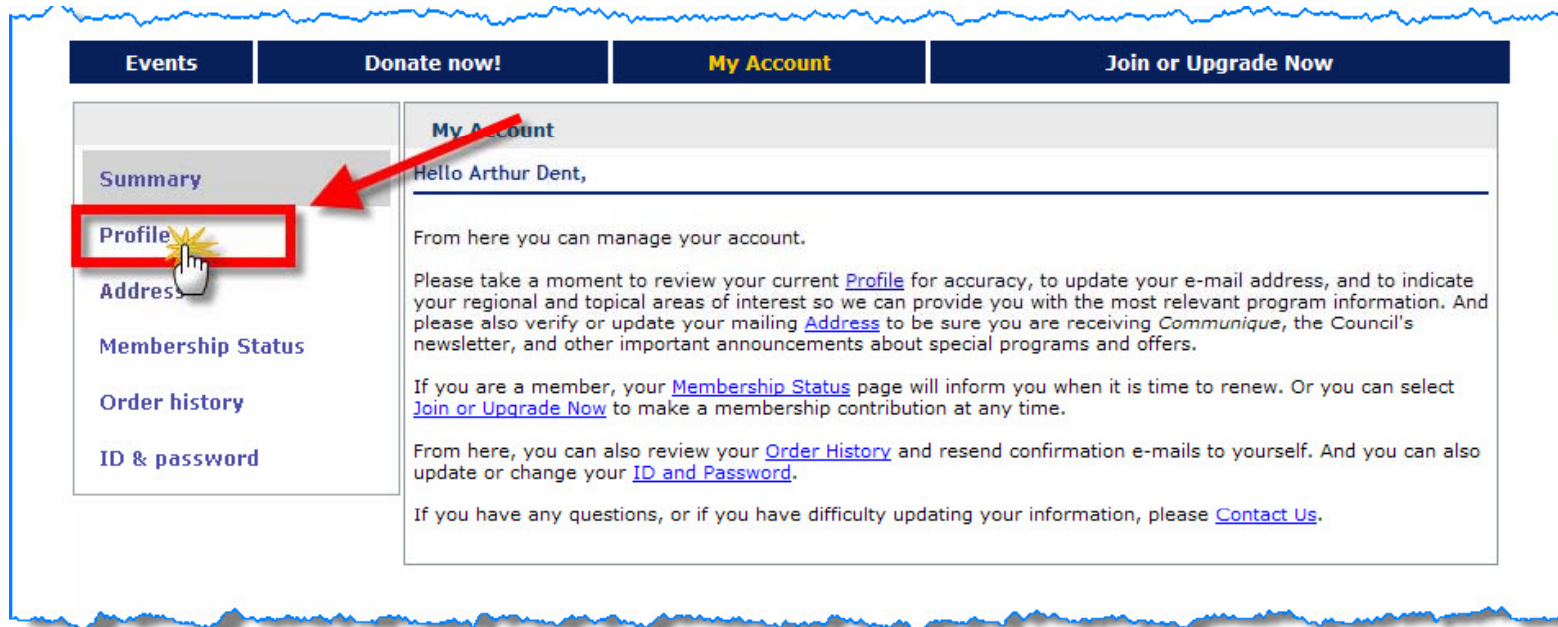
Submit Cancel

**The link will open the password reset screen.
Type your desired password twice, and click "Submit."**

Note: Passwords must be at least 6 characters long and are case sensitive.



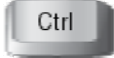
**If you were successful, you will see the welcome screen above.
To update your profile, click "My Account" or
"Manage" your contact and profile information.**




The screenshot shows a navigation bar with four items: "Events", "Donate now!", "My Account", and "Join or Upgrade Now". Below this is a "My Account" section with a left-hand menu and a main content area. The left-hand menu includes "Summary", "Profile", "Address", "Membership Status", "Order history", and "ID & password". The "Profile" option is highlighted with a red box and a hand cursor. A red arrow points from the "Profile" option to the main content area. The main content area displays "Hello Arthur Dent," and provides instructions on how to manage the account, including links to "Profile", "Address", "Membership Status", "Join or Upgrade Now", "Order History", "ID and Password", and "Contact Us".

Next, click the "Profile" option on the left menu.

Events	Donate now!	My Account	Join or Upgrade Now
Update your profile.			
Summary	ID	605228	
Profile	Prefix	Mr.	
Address	* First name	Arthur	
Membership Status	Middle initial		
Order history	* Last name	Dent	
ID & password	Suffix		

a Select your topic(s) and area(s) of interest. To select more than one, hold the  key on your keyboard and click your desired selections.

	Web site	<input type="text" value="http://www.dontpanic.com"/>
	Birth date	<input type="text" value="7/6/42"/>
	Gender	M
	Professional Affiliation(s):	<ul style="list-style-type: none"> Community Organization Consulate General Corporation/Business Cultural Organization Education - Higher
	Topic(s) of Interest:	<ul style="list-style-type: none"> Agriculture Defense and Security Education Emerging Markets Energy and Environment
	Area(s) of Interest:	<ul style="list-style-type: none"> Polar Areas South America South Asia (India, Nepal, Pakistan, etc.) Southeast Asia (Cambodia, Indonesia, Thailand, Vietnam, etc.) Sub-Saharan Africa
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

a points to the Topic(s) of Interest dropdown menu.

b points to the Save button.

b When you are finished, click "Save."

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The Chicago Council on Global Affairs
332 S. Michigan Avenue, Suite 1100; Chicago, Illinois 60604-4416
Phone: 312.726.3860 Fax: 312.821.7555