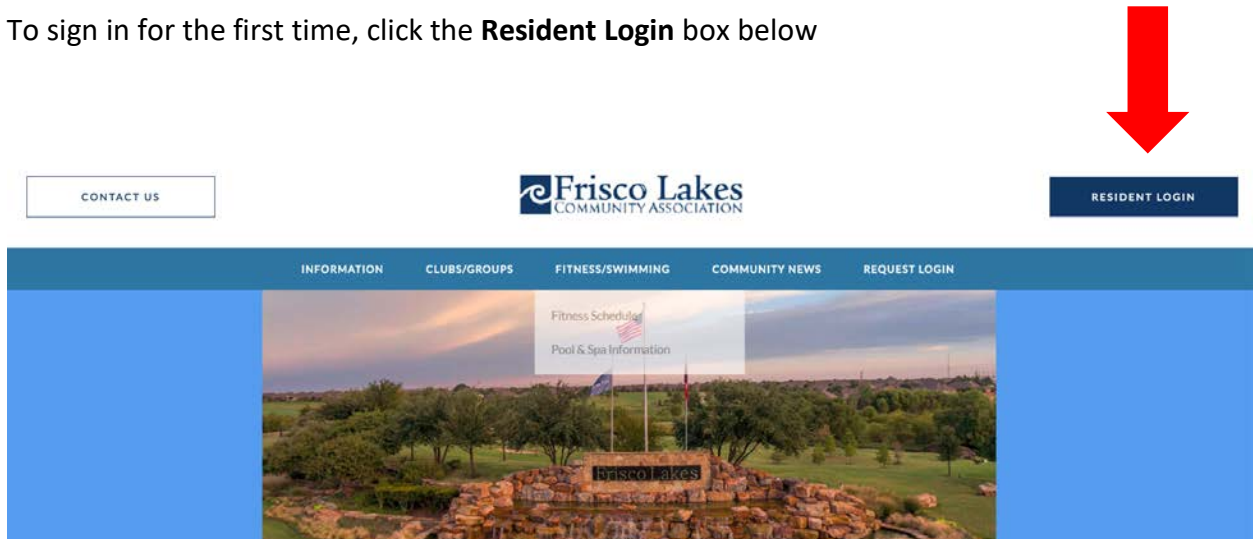


NEW FRISCO LAKES WEBSITE – First-time sign-in instructions

Go to www.friscoclakes.net.

The “launch” email you received will provide you with your initial username and password.

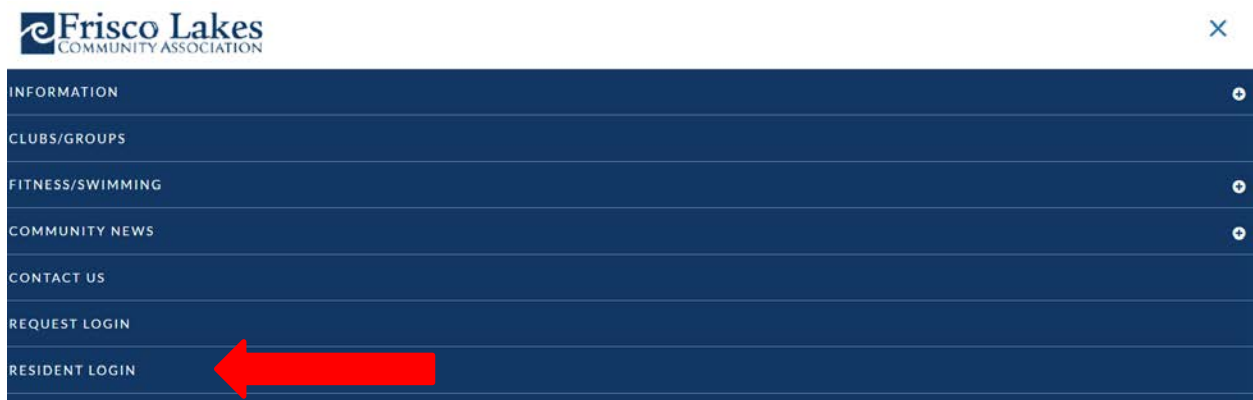
To sign in for the first time, click the **Resident Login** box below



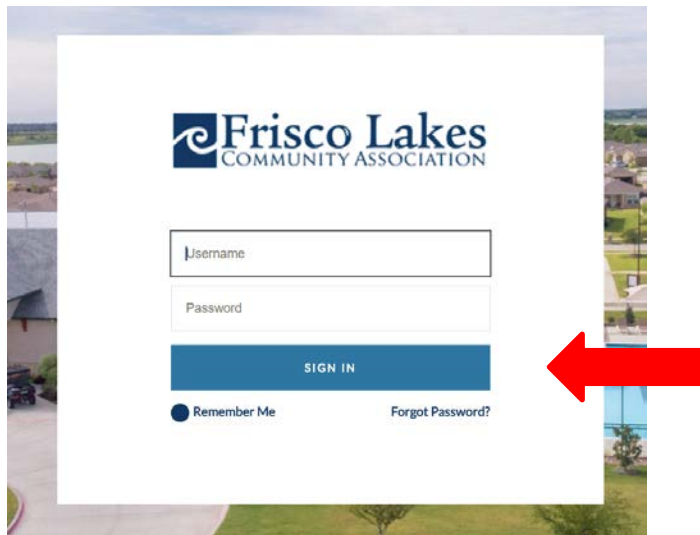
If the Resident Login box does not appear, click on the word Menu at the top right-hand side of the screen:



Then click on **Resident Login** at the bottom of the Menu

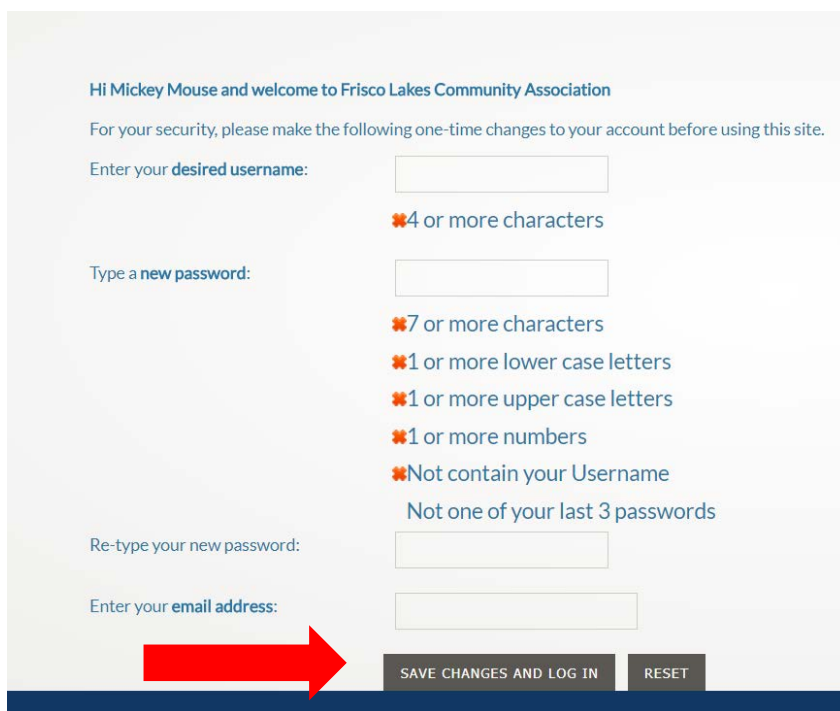


The screen below will appear.

The image shows a login screen for the Frisco Lakes Community Association. At the top is the logo, which consists of a stylized 'F' icon followed by the text 'Frisco Lakes' in a large serif font and 'COMMUNITY ASSOCIATION' in a smaller sans-serif font below it. Below the logo are two input fields: 'Username' and 'Password'. Under the 'Password' field is a blue button with the text 'SIGN IN' in white. To the left of the 'SIGN IN' button is a radio button labeled 'Remember Me'. To the right is a link that says 'Forgot Password?'. A large red arrow points from the right towards the 'SIGN IN' button.

Enter the username and password from your “launch” email. Then click SIGN IN.

You will then be prompted to change your username and password.

The image shows a screen for changing account information. At the top, it says 'Hi Mickey Mouse and welcome to Frisco Lakes Community Association'. Below that, it says 'For your security, please make the following one-time changes to your account before using this site.' There are three main sections: 1. 'Enter your desired username:' followed by an input field and a list of requirements: '4 or more characters'. 2. 'Type a new password:' followed by an input field and a list of requirements: '7 or more characters', '1 or more lower case letters', '1 or more upper case letters', '1 or more numbers', 'Not contain your Username', and 'Not one of your last 3 passwords'. 3. 'Re-type your new password:' followed by an input field. Below these is 'Enter your email address:' followed by an input field. At the bottom are two buttons: 'SAVE CHANGES AND LOG IN' and 'RESET'. A large red arrow points from the left towards the 'SAVE CHANGES AND LOG IN' button.

When the changes have been entered, click on **SAVE CHANGES AND LOG IN**.

When the changes are saved, the screen below will appear. You can then “Click HERE to begin using the website”

Thank you for changing your login information.

Your New user name is: 'mickeymouse'

Remember, you will use your new login information the next time you visit the site.

Click [HERE](#) to begin using the website



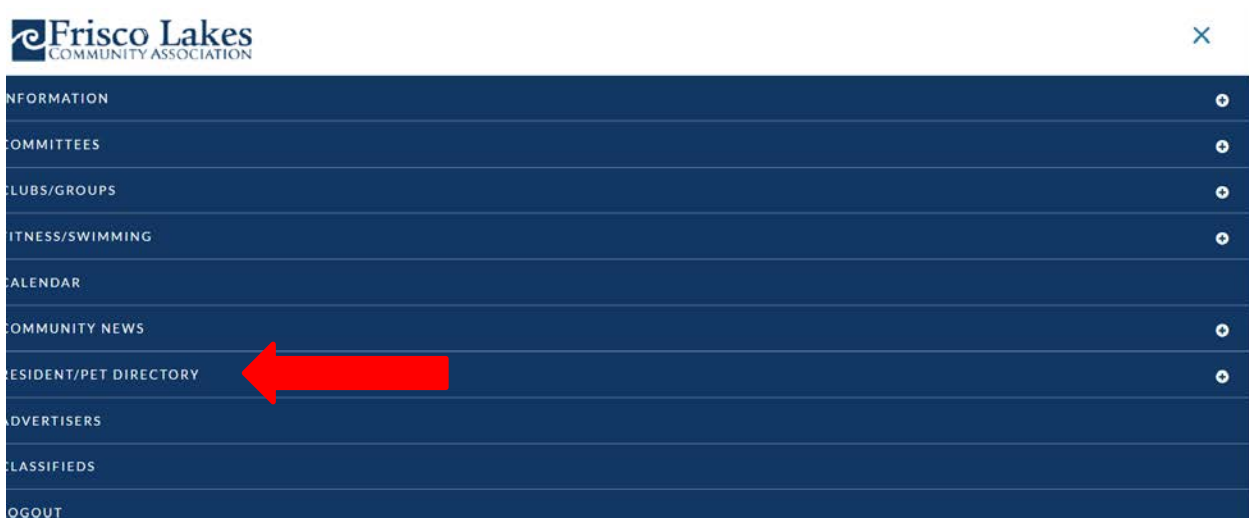
Next, the Launch email will instruct you to click on **My Profile** to add/change their personal information in their profile.



If the **My Profile** box is not visible at the top left side of the screen, click on the word **MENU** at the top right hand side of the screen.



Then click on **Resident/Pet Directory** (see below)



Then click on **Resident Directory** from the left side navigation menu (or at the bottom of the screen, depending on the type of device you are on).



IN THIS SECTION

Resident/Pet Directory

Resident Directory

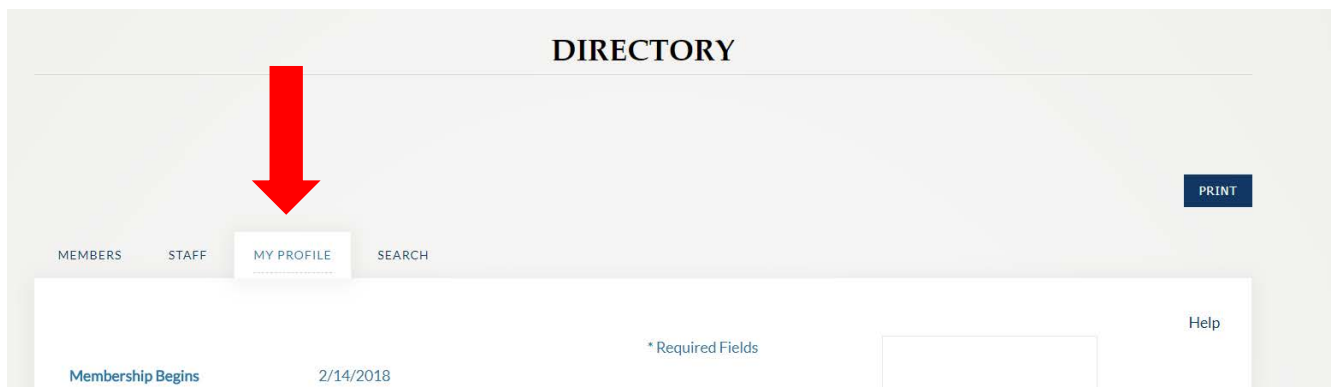
Pet Directory

Resident/Pet Directory

Resident Directory

Residents appear in the on-line directory only if they choose to do so. If you want your name to appear in the directory, you must click on the "My Profile" button on the top left of the website page. When you get to the profile, you scroll down the page until you see the block that says "Do not show me in the Resident Directory". If the block is checked in it, you need to uncheck the block. When it is unchecked you will be

Then click on **My Profile**.



DIRECTORY

MEMBERS STAFF **MY PROFILE** SEARCH

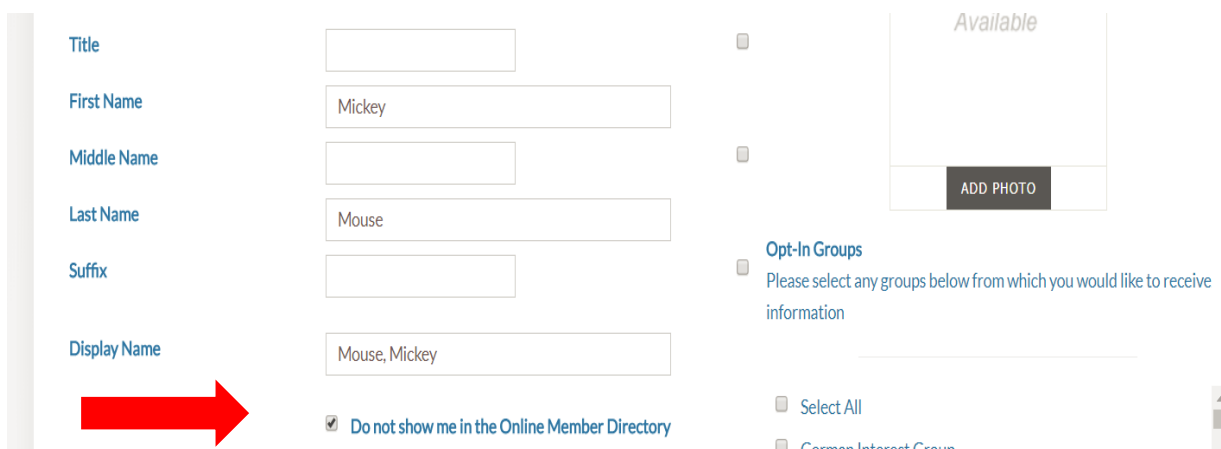
PRINT

Membership Begins 2/14/2018

* Required Fields

Help

If you want your information to be visible on the Resident Directory, make sure to **UNCHECK** the box that says **"Do not show me in the Online Member Directory"**. This box is checked by default.



Title

First Name Mickey

Middle Name

Last Name Mouse

Suffix

Display Name Mouse, Mickey

☒ Do not show me in the Online Member Directory

Available

ADD PHOTO

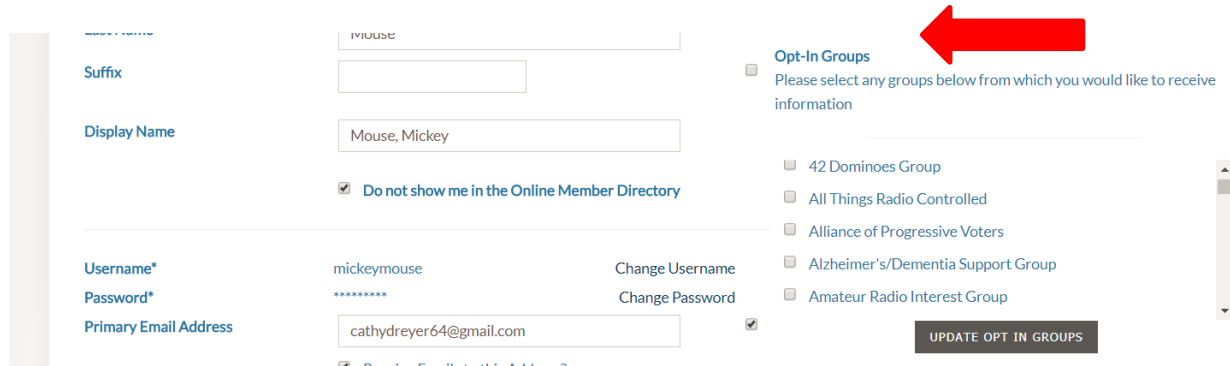
Opt-In Groups

Please select any groups below from which you would like to receive information

☐ Select All

☐ German Interest Group

The letter also instructs you to “OPT IN” to groups that you currently belong to so you will continue to receive emails from those groups. You can opt-in to those groups from your profile page.



The screenshot shows a user profile page. On the left, there are input fields for 'Suffix' (containing 'MI0USE'), 'Display Name' (containing 'Mouse, Mickey'), 'Username*' (containing 'mickeymouse'), 'Password*' (masked with '*****'), and 'Primary Email Address' (containing 'cathydreyer64@gmail.com'). There are also links for 'Change Username' and 'Change Password'. A checkbox labeled 'Do not show me in the Online Member Directory' is checked. On the right, the 'Opt-In Groups' section is highlighted with a red arrow. It contains the text 'Please select any groups below from which you would like to receive information' and a list of groups with checkboxes: '42 Dominoes Group', 'All Things Radio Controlled', 'Alliance of Progressive Voters', 'Alzheimer's/Dementia Support Group', and 'Amateur Radio Interest Group'. A 'UPDATE OPT IN GROUPS' button is at the bottom right of this section.

Please check the boxes for any groups you want to “opt in” to.
Then click UPDATE OPT IN GROUPS.

You are welcome to change other things in your profile, but the items above are the crucial things we wanted to point out to you.

Now you are ready to familiarize yourself with the new website.