



## IFoA communities Guide for new joiners

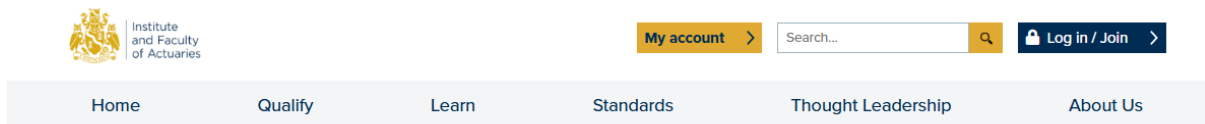
### How to log in for IFoA Members

This guide will take you through logging in to IFoA communities for the first time, step-by-step.

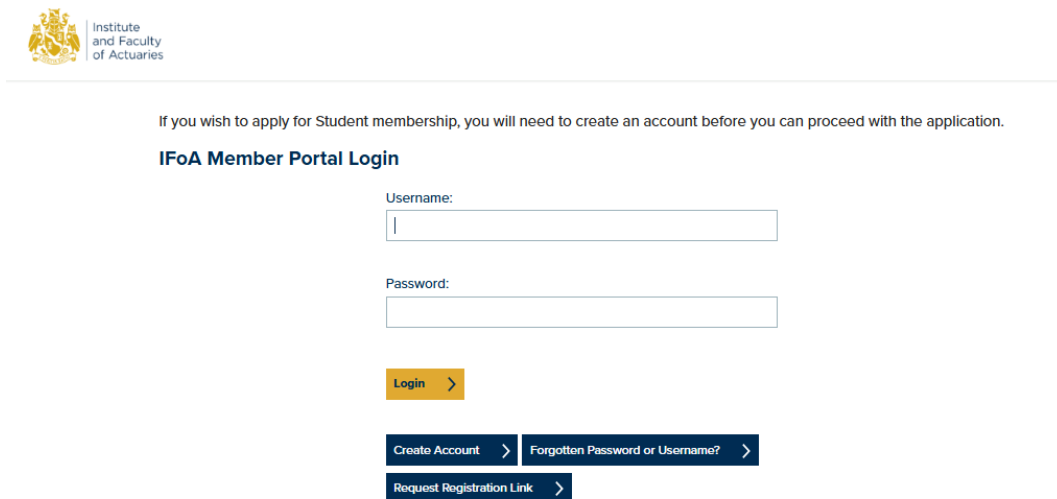
Logging in to IFoA communities should be quick and easy, but if you experience any issues please contact IFoA’s Digital Communities Manager ([Katy.Stephenson@actuaries.org.uk](mailto:Katy.Stephenson@actuaries.org.uk)), who will be happy to support.

Log into your IFoA members’ area by:

- Go to <https://my.actuaries.org.uk/> or
- Select – “Login” at the top right of the IFoA website



- Enter your email and password



*If you are unsure of your username and/or password, please follow the prompts provided.*

### Access IFoA communities

- Once you’ve logged in, go to “My account” and click on the IFoA Communities icon, or “IFoA Communities” in the left menu



- If it's your first time logging in, follow the instructions within the IFoA communities platform.
- Save <https://communities.actuaries.org.uk/> to your favourites and start exploring!

### **Transfer of your details**

To ease the log in / registration process for you, details of your preferred name, first name and surname, ARN, and default email (as recorded on our member records), will be transferred over to IFoA communities.

Your preferred name, first name and surname will appear on your IFoA communities profile. You can edit your preferred name within IFoA communities, but this update will not be transferred back over to your IFoA members area. If you need to change your first name or surname, please contact the member services team ([membership@actuaries.org.uk](mailto:membership@actuaries.org.uk)).

Your ARN and email will not be visible on IFoA communities. These details will only be used for platform administrative or communication purposes.

### **Terms and conditions**

When you first log in to IFoA communities you will need to agree to the platform's terms and conditions. Occasionally these may get updated so reconfirmation may be required.

### **Platform notifications**

When you join IFoA communities you will be subscribed to weekly email digests informing you of activities within the all-member forum and IFoA highlights. When you join any community groups, you will also receive weekly email digests of that community group. You can review and change your notification to your personal preference via settings within the platform.

### **Logging into IFoA communities via URLs or Email notifications**

Any time you log into the IFoA communities via URL or email notifications, you will be prompted to sign in via the member’s area. Once signed in, you’ll be redirected to the relevant IFoA communities page.

## First steps when using the IFoA communities

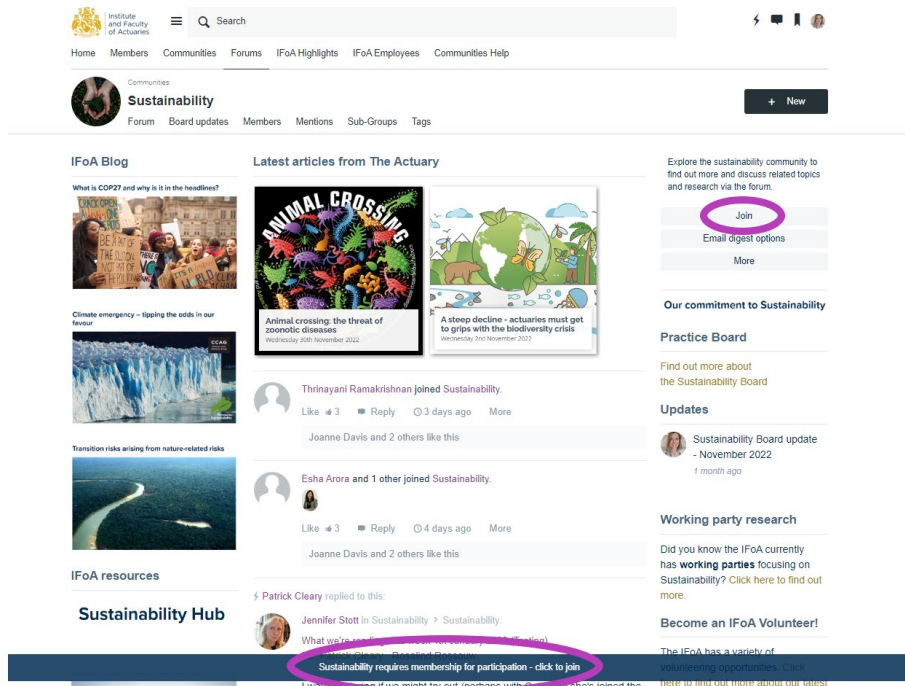
When you first log in to the platform please explore:

- Take a look at the communities to discuss related topics.
- Join the Communities you’re interested in.
- Pose a question / start a discussion on the forums
  - If it’s topic related, select the relevant practice area
  - If it’s more general, feel free to add on the all-member forum
- Complete your profile - don't forget to add your interests – this is an important element to help search for others within the Communities to connect on similar interests
- Connect with others via direct messaging
- Keep others informed of your activities as a volunteer

## Joining community groups

Although all content with the current communities is public to all platform users, joining groups that you are interested in is important for other users to gauge your interests and allows you to start participating in the group’s activity. For example, contributing to their forum.

When exploring the communities, you will be prompted to join the groups either on the right hand menu or a banner at the bottom of the Communities page and forum.



Further guidance is available on the platform under [Communities Help](#).

### **Downloading the IFoA Communities app**

An IFoA communities app is now available in Apple and Google stores. Please note, you must have joined IFoA communities via the member portal BEFORE you can use the app.



### **App: push notifications**

Once you've joined IFoA communities and downloaded the app, you'll receive push notifications for updates and discussions relevant to your interests. You can change notifications with the platform settings on the desktop version.

### **App: Troubleshooting**

Should the app not allow you to log in:

- Please ensure that you have a member portal account and have joined IFoA communities
- Please access IFoA communities via a desktop to review any outstanding acceptances that may have occurred.

Please contact the [Digital Communities Manager](#) should you have any questions on using IFoA communities or its app.