

# Members Only Area Guidebook

An illustrated guide to getting the most out of our interactive and self-service website





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#### Welcome to the Robert S. Hartman Institute for Formal and Applied Axiology

We collect, compile, preserve, protect, evolve, teach and share Robert S. Hartman's value theory and foundations.



ROBERT S. HARTMAN (1910 – 1973) was a philosopher, professor and business person who pioneered the science of values ("axiology") as a field of study. He was nominated in 1973 for the Nobel Peace Prize.

Hartman's work in the science of values serves as a tool for



Search

Search our site ...

Upcoming Events

### Membership Has its Privileges

- Our website is powered by MemberClicks, the association industry's most powerful Association Management Software systems.
- Our website offers many self-service and exclusive benefits that only members and/or their employees can take advantage of.
- To ensure only Members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value you will receive from us.



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Password	1								
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Retrieve Username   Reset Password									
LOG IN									

Once you have a Username and Password, you can use it to access any Members-only or restricted items, like event discounts, members events, member directory and the social community features.

If you have forgotten your password, no worries! Click *'forgot your password'* or *'forgot username'* and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: you might want to try your email address as your username.)

**Note:** To receive the link via email, the email address you enter must be the email address in your membership profile.

## What Can I Do Here?



- View your profile
- Access the Journal of Formal Axiology
- View/ Pay Invoices
- Access the Member Directory
- View the Event Calendar
- Access to Social Community Features
- View any members-only content
- Interact and connect with other members

If you hover over the words 'My Profile', you can make additional changes to your profile and add contact information and professional bio for the directory.

#### In this area you can:

- Change your profile picture that shows on the Member Directory
- Edit your privacy settings
- Change your password
- Manage how we contact you
- View past emails we have sent to you
- View a list of all your invoices
- View all forms that you have submitted





Member Logout

### My Profile

- These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible and you can make the most out of your membership.
- Information here can be used on your Directory listings or for communications we send out.
- Make sure to click Save at the end of the process.



My Community	My Profile Connections	My Features	Inbox	
Message History	Change Profile Picture			
Subject	Privacy		Status	Date
RSHI Invoice Paymer	Change Password Contact Preferences	Institute	Opened	10/23/2019 7:36 PM
Form Submitted Suc	Message History	Institute	Opened	10/23/2019 7:36 PM
	Invoices			
10 💠 Per Page o	Submissions	Pa	age 1 🗘 of 1	First Previous Next Last

The Message History area will show you all the emails we have sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

Having a hard time receiving emails? Whitelist our email address. <u>Click here to see how.</u>

Member Directory

Our Member Directory can be valuable in connecting you with other members.

To update what displays for your profile in the directory listing, please edit your profile that was provided in the earlier steps.





Member Logout