

## HSM Website Instructions – Nonmember Users

*Not a Historical Society of Michigan member or Michigan History magazine subscriber? Follow the instructions below to make a Nonmember account on our website. Making an account will allow you to access your event history and more.*

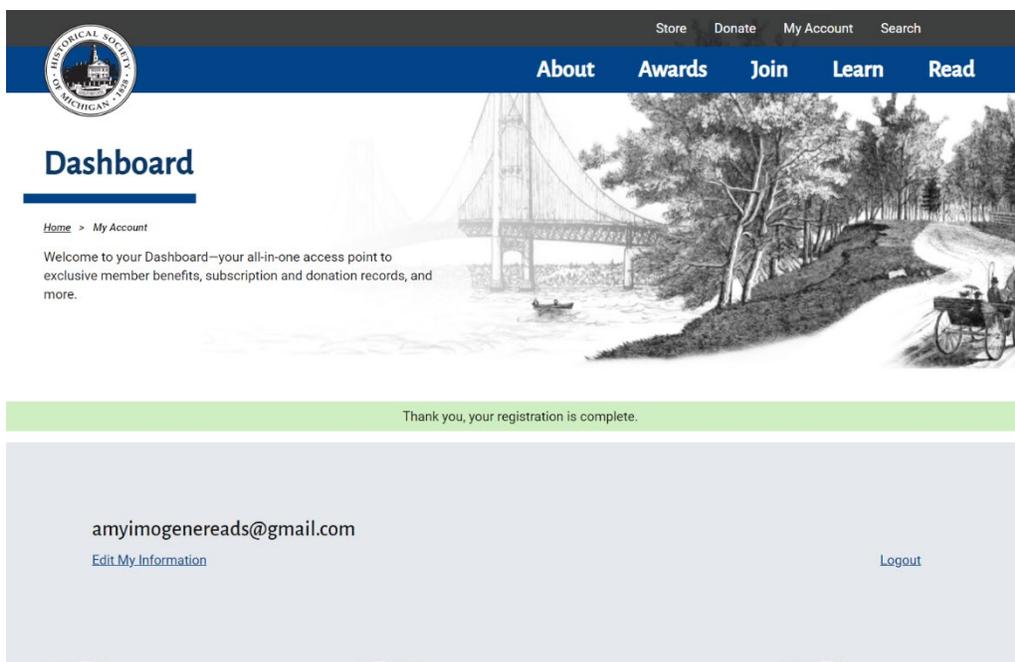
**To Create Your Nonmember Account:** You must register for an event as an anonymous user for the first time on our website. By registering for an event and providing an email address, you will be creating a user account in our new system. See below to view the steps for account creation via this method.

### Creating an Account with an Event Registration

To make your Nonmember account, navigate to the event you'd like to register for and complete the submission form. For this example, we are registering for a History Hounds lecture, but any event will work to create an account on our website.

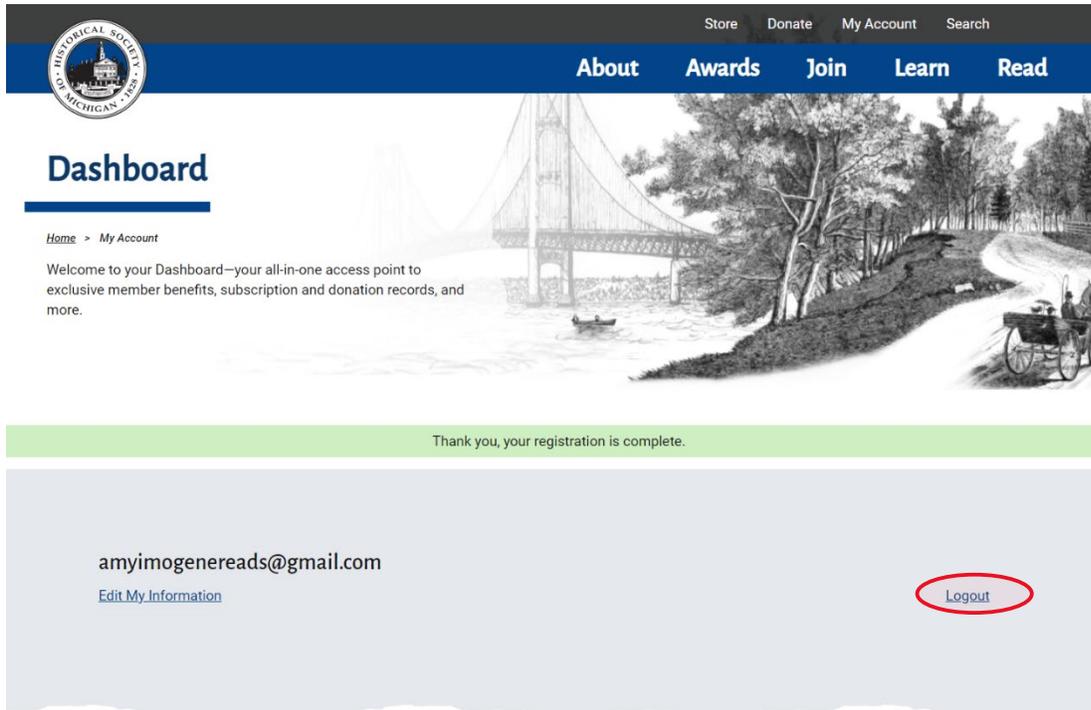
Register for your event and provide an email address as a part of the form submission. **REMEMBER: this email account will then be the email associated with your account. Please make note of this email address and retain it for your records.**

Once you have successfully filled out the form on our website, you will be directed to PayPal in order to complete the payment. You can pay via PayPal or as a guest user according to your preference. Once payment is successfully submitted, you will be automatically redirected to your Dashboard on our website. This Dashboard will look like the following but with your registered email address instead of our example:

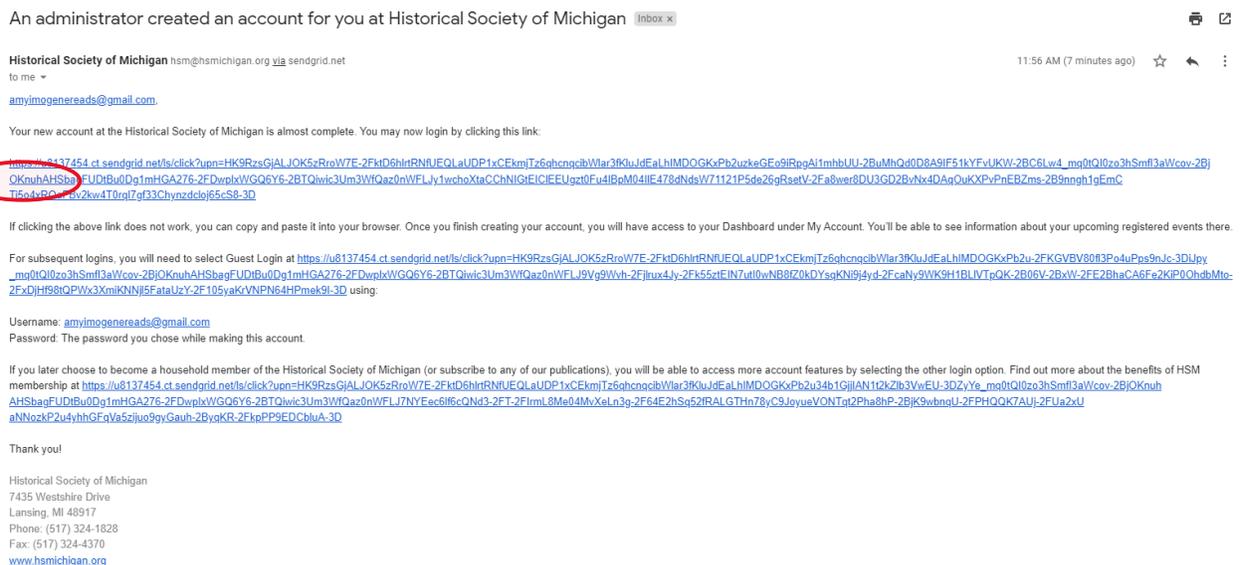


The screenshot shows the user dashboard of the Historical Society of Michigan website. At the top, there is a navigation bar with links for Store, Donate, My Account, and Search. Below this is a blue header with links for About, Awards, Join, Learn, and Read. The main content area features a large background image of a suspension bridge over a river, with a dirt path and trees in the foreground. The word "Dashboard" is prominently displayed in blue. Below it, a breadcrumb trail reads "Home > My Account". A welcome message states: "Welcome to your Dashboard—your all-in-one access point to exclusive member benefits, subscription and donation records, and more." A green confirmation banner at the bottom of the main content area says "Thank you, your registration is complete." At the very bottom, the user's email address "amyimogenereads@gmail.com" is shown, along with links for "Edit My Information" and "Logout".

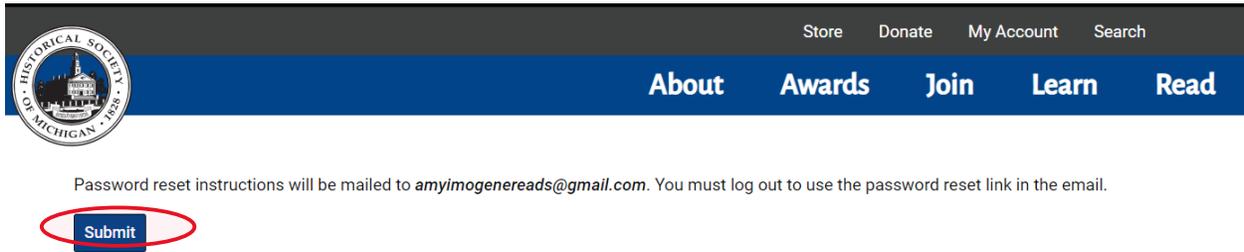
While you are being redirected to this Dashboard screen, an email confirmation was sent to the email you provided in your registration. **To accurately follow through with that email's instructions, please logout of your Dashboard in this window before navigating to your email.**



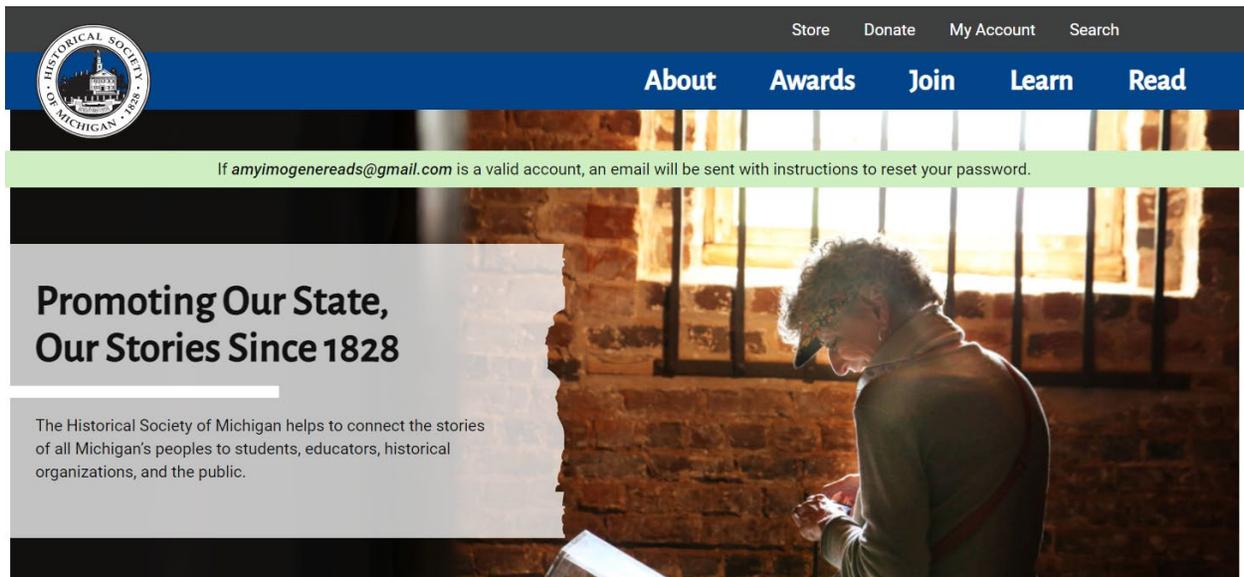
Now, navigate to your email inbox and look for your email confirmations. You should have received two emails—one email will be a confirmation of your form submission for the event you registered for. The subject line will reflect that and mention the event type. The second email will be titled “An administrator created an account for you at Historical Society of Michigan” and will look like the following photo. **NOTE: This email might go to a spam folder, promotions folder, or other spot in your email. Please look for it in all folders.**



Follow the instructions provided in that email and click on the first URL link to complete your account creation. It will then redirect you to this page below.



Click on “Submit” and then you will see our homepage with this green banner:



## Welcome to our new website

In your email inbox—or in its spam, promotions, or other folder—you will see a second email titled “Replacement login information for [your email address] at Historical Society of Michigan.” It will look like the following photo. Click on the first URL link again to set your password.



You will then be directed to this page. Click on “Log in”



Store Donate Log In Search

ABOUT AWARDS JOIN LEARN READ

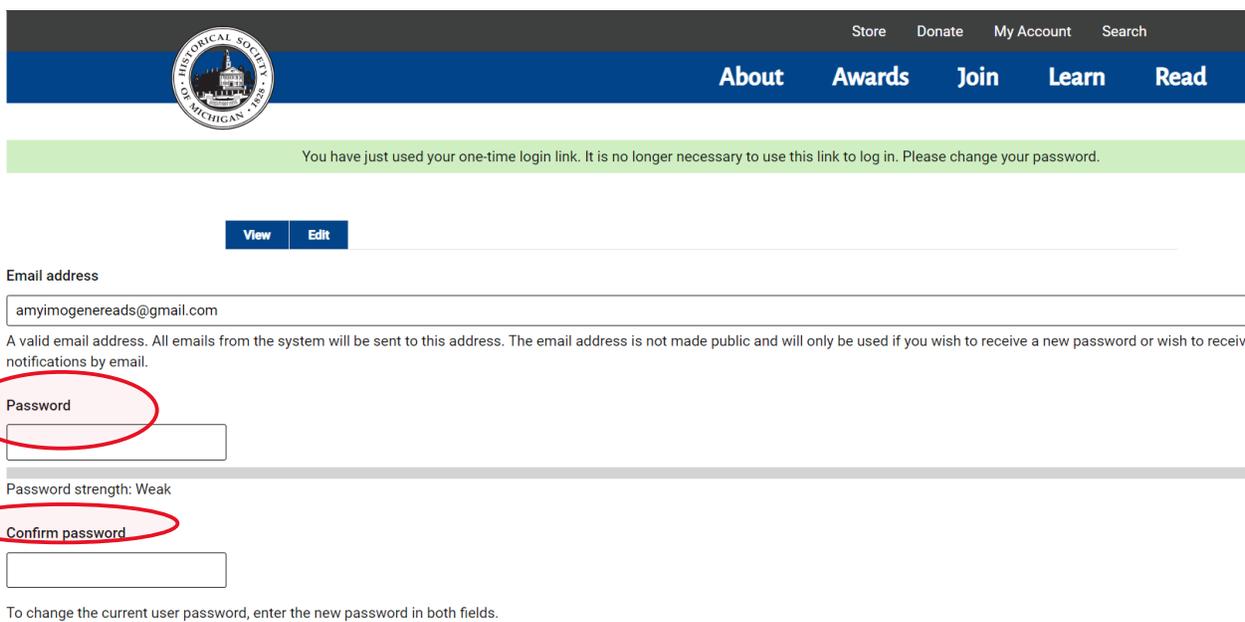
This is a one-time login for amyimogenereads@gmail.com and will expire on Fri, 04/01/2022 - 12:13.

Click on this button to log in to the site and change your password.

This login can be used only once.

**Log in**

You will then be on this page. Following the instructions on the page, reset your password to the one of your choosing. This will be the email address and password you use each time to log in to our website for all events and more so note your choice in your records for future use.



Store Donate My Account Search

ABOUT AWARDS JOIN LEARN READ

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

**View Edit**

Email address

amyimogenereads@gmail.com

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive notifications by email.

**Password**

Password strength: Weak

**Confirm password**

To change the current user password, enter the new password in both fields.

Once you’ve entered your password and confirmed it, scroll down and click “Save.” You will then see a new green banner that confirms your changes have been made.

## You are now logged in and have a Nonmember Account!

To view your Dashboard again to see your event registrations and account information, click on the My Account tab in the Menu bar to be redirected back to you Dashboard.



Store Donate **My Account** Search

ABOUT AWARDS JOIN LEARN READ