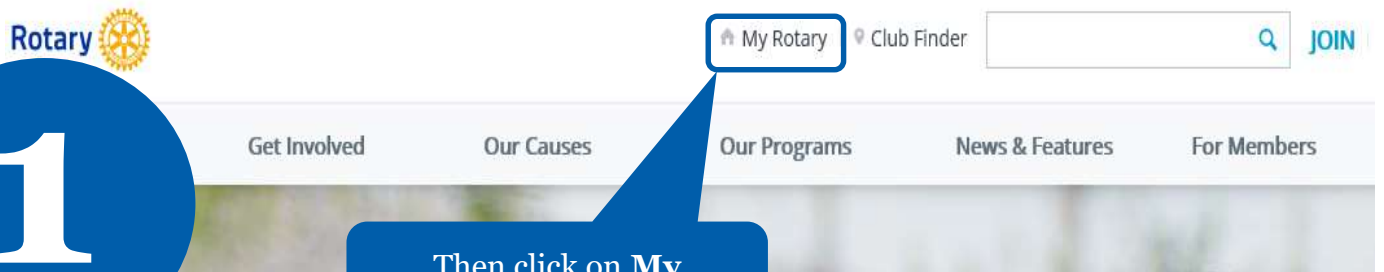
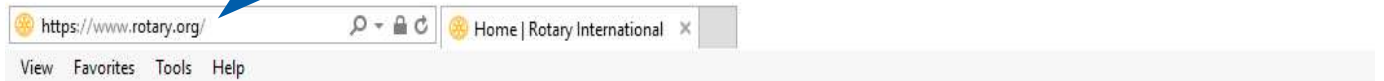


# HOW TO CREATE A MY ROTARY ACCOUNT



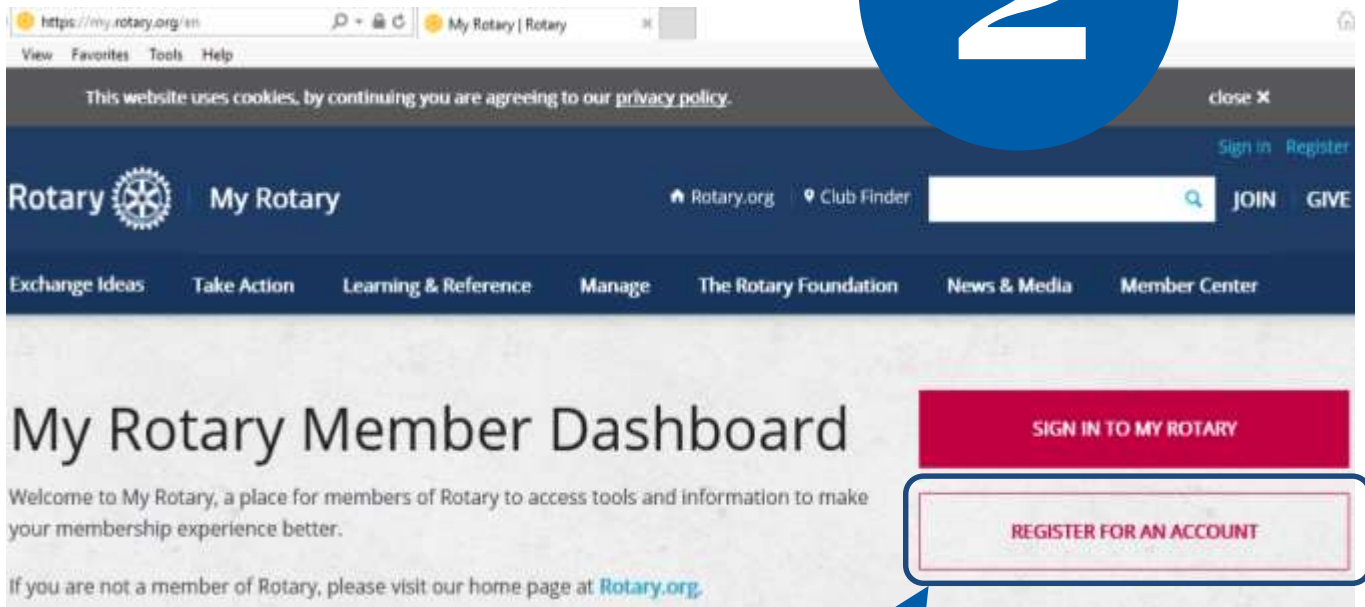
*If you already have a My Rotary account - go directly to Page 4*

First go to [www.rotary.org](http://www.rotary.org).



Then click on **My Rotary**.

2



Click on **Register for an account**.

3

If you are not a first time user, enter your email address and password. Then click on **Sign In**.

If you are a first time user, click on **Create account**.

### SIGN IN

SIGN-IN EMAIL \*

[Forgot email?](#)

PASSWORD \*

[Forgot password?](#)

REMEMBER ME ?

**SIGN IN**

#### WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

**CREATE ACCOUNT**

### ACCOUNT REGISTRATION

\*Required

FIRST NAME \*

LAST NAME \*

SIGN-IN EMAIL \*

ARE YOU 18 YEARS OLD OR OLDER? \*

YES

NO

**CONTINUE**

Fill in the Account registration information and click on **Continue**.

4

5

ROTARY.ORG > MY ROTARY



You will be informed that an e-mail has been sent to you.

### ACCOUNT REGISTRATION

Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.

6

## Complete your Rotary.org registration

Hello

You're just one step away from completing your profile. You can connect with Rotary leaders, exchange ideas, and take action.

Activate my [account](#)

Check your email for the address you provided in the step above. You will receive this message. Click on the blue link to finalize the process.

### ACCOUNT SET-UP

Thank you for activating your account. Just a few more steps to complete the process.

\*Required

#### CREATE PASSWORD \*

Your password must be at least eight characters and contain one lowercase letter and one uppercase letter, and must not contain any part of your sign-in email address.

#### CONFIRM PASSWORD \*

#### SECURITY QUESTION \* ⓘ

#### ANSWER \*

(The answer to your security question must be at least four characters.)

**CREATE ACCOUNT**

Fill in all the mandatory information and click on **Create account.**

7

### ACCOUNT SET-UP

Congratulations, your account was successfully created.

Your profile has been created.

As part of becoming a registered user of My Rotary, you've also created a profile. Once you sign in you can complete your profile and review or change your privacy settings to control who sees your information.

You are a member of the community.

You can also participate right away in the Rotary community by joining discussion groups and connecting to other members.

REMEMBER ME

**CONTINUE**

MY PROFILE

Click on **Continue.**

8

## ROTARY.ORG > MY ROTARY

Rotary



My Rotary

Congratulations! You have created your **My Rotary account.**

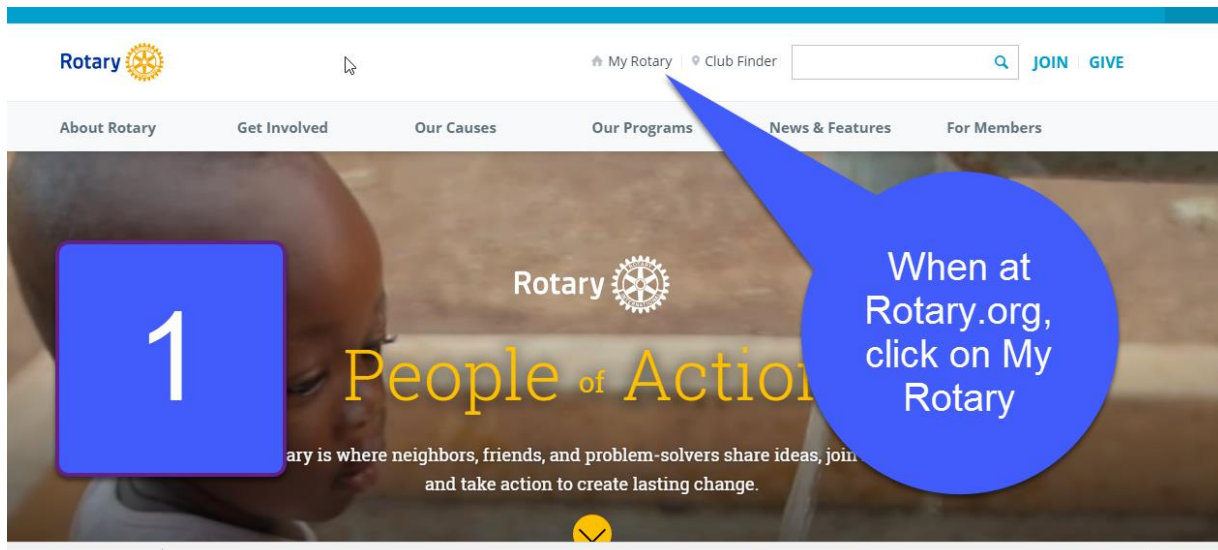
9

## MY ROTARY

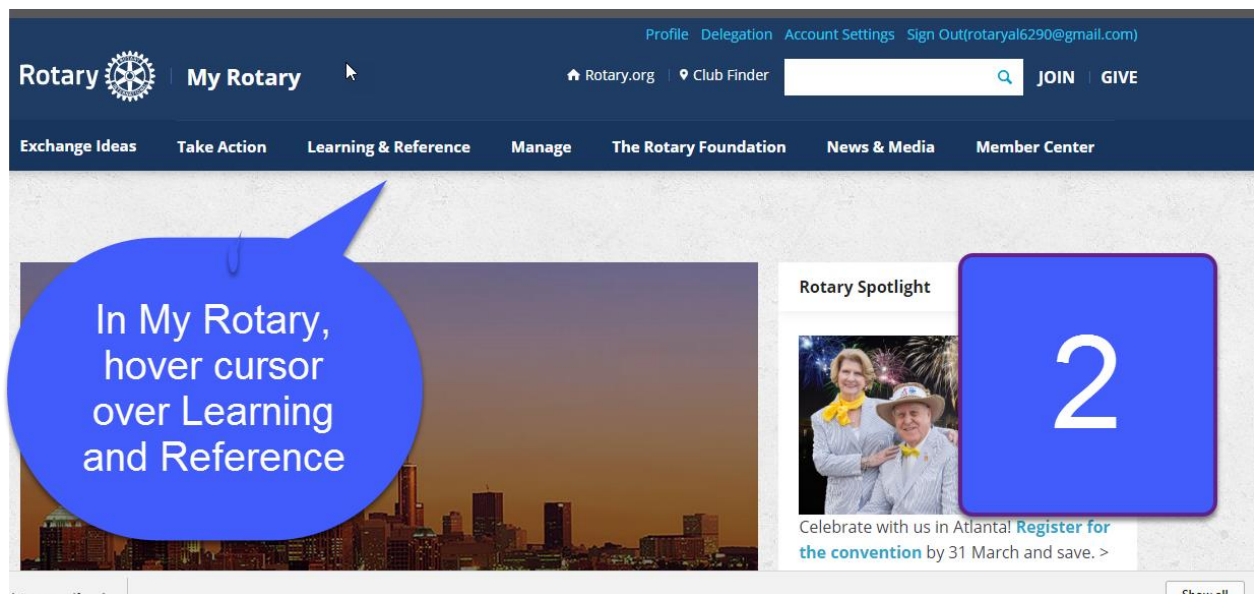
## Navigating to the 2017 District 6290 Grant Management Seminar

If you have already have a User Name and Password to enter My Rotary, follow these instructions:

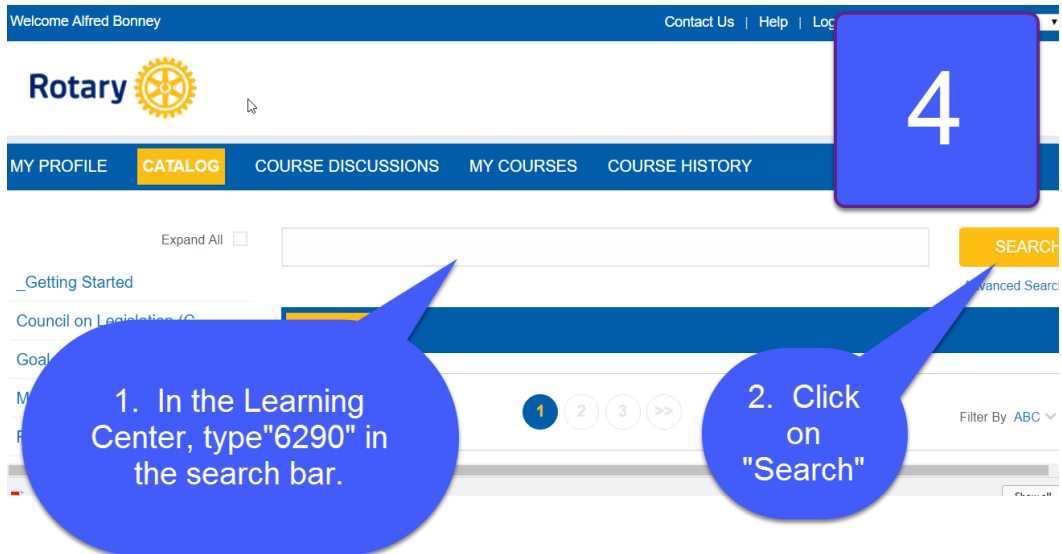
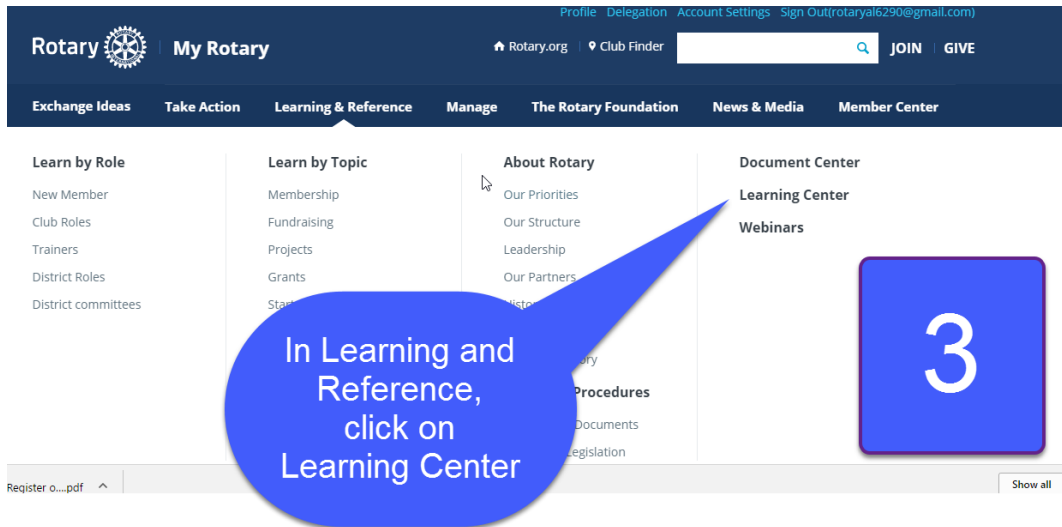
Go to [www.rotary.org](http://www.rotary.org)



You may need to sign in using your user name and password at this point.



While you are in Learning and Reference, go to step 3



The 6290 Grant Management Seminar course should open: **Click "Start"**

Click on the faint grey down arrow to the right of Module #1

You are in and the course has begun.

Download the Supplementary Materials, watch the videos and take the quizzes by clicking on them. Be sure to save your work in the quizzes. You can quit the course and come back to where you left off at any time but following these instructions again.

Good luck!