Directions for Setting Up Your DKG Log-in & Profile

You will need your membership # to log-in!! This can be found on your membership card, DKG publications, or contact your chapter president or treasurer if you need assistance finding your number. You can also use the Chat feature on the DKG website to ask for your membership #.

1. Open Google Chrome or Firefox on laptops or desktops or Safari on iPads.

2. Go to www.dkg.org

3. Click "**Sign In**" tab near top of page

4. Click "**Username**" and enter your DKG I.D.# (from membership card or DKG publication)

5. Click "**Password**" and enter the generic password **dkg2014society** OR click "Forgot My Password" (*If you choose Forgot My Password, a new window opens. Enter your DKG I.D.# and International will send you an email with a link to change your password.*) OR click on the chat feature and ask for a reset of your password.

6. Click **"MyDKG" or your name** at the top.

7. Click "**Change My Password**" and enter a password of your choice!!

8. Complete the "**About Me**" information by clicking the small pencil icon. This opens text boxes where you can type phone #, email address, & birthday. Scroll down to **"My Address"** and click pencil icon to change your address.
   * Be sure to click the **SAVE** button!!

9. IMPORTANT Step: Click "**My Participation**" tab near top of page.
   * Scroll down to "**Communication Preferences**" near bottom of page. Select the check boxes for how you would like information from DKG International to be sent to you. If you do NOT check **Yes, Include my DKG Profile in the Online Directory**, *no one will see your information*!!
   * Be sure to click the **SAVE** button!!

10. **OPTIONAL**!! If you choose to enter a detailed profile, click the DKG Profile button near the top left side of "Communication Preferences" page.
    * A YouTube video on creating your profile can be found at:
    http://www.dkg.org/DKGMember/Committees/Society_Business/Communication_Publicity_Assets/Video-Profile.aspx