

## Directions for Setting Up Your MyDKG Log-in and Profile

You will need your DKG Member ID. This can be found on your membership card, DKG publications, or your chapter treasurer will know it.

1. Open Google Chrome or Firefox on laptops/desktops or Safari on Macs/iPads. (You should also be able to do these steps on a smartphone.)
2. Go to [www.dkg.org](http://www.dkg.org).
3. Click "**Sign In**" tab near the top of the page.
4. Click on the box under "**Username**" and enter your DKG Member ID. Your Member ID is only the six digits and does not include any letters before or after the numbers.
5. Click on the box under "**Password**" and enter any password you may have created (if you created one). If you haven't created one earlier, use the default password OR click "**Forgot My Password**". (If you choose **Forgot password?**, a new window opens. Enter your DKG Member ID and someone from Headquarters will send you an email with a link to change your password. This will work only if Headquarters has a valid email on file for you and the link will be sent only to the email address on file.) Password requests are only answered during business hours.
6. Click "**MyDKG**" or your name at the top.
7. Click "**Change password**" and enter a password of your choice. Passwords must include at least 7 characters, including at least one letter and one number.
8. Complete the "**About Me**" information by clicking on the small pencil icon. This opens text boxes where you can type in your phone number, email address, and birthday. Scroll down to "**My Address**" and click the pencil icon to change your address. At the end, don't forget to click the **Save & Close** button!
9. **IMPORTANT STEP:** Click "**My Participation**" tab near the top of the page. Scroll down to "**Communication Preferences**". 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 Members Only Online Directory**, no one will see your information!
10. **OPTIONAL!** If you choose to enter a detailed profile, click the DKG Profile button near the top left side of "**Communication Preferences**" page. You can view a YouTube video on creating your profile at <https://www.youtube.com/watch?v=Nn7-26BpWB8>.
11. **OPTIONAL!** Once you sign in to MyDKG, you may also upload a picture to your profile by clicking on the pencil icon near your name or print out a membership card by clicking on Membership Card.

Thanks to Susan Kuenzel (NC) for these instructions.