

Procedure to Access Northeastern NM Emmaus Web Site.

Abbreviated instructions: www.nenmemmaus.org

If you are on the Northeast New Mexico Emmaus mailing list:

Your username: first initial and last name – not case sensitive (example: swallin)

Your password: First initial in upper case followed by your Zip Code-**S87544** (case sensitive) - please change it!

If you are NOT on the mailing list but would like an account, click on [“Email Us”](#) and request an account.

Detailed Instructions:

1. Get on the Internet.
2. Enter the following address: <http://www.nenmemmaus.org/>
3. Bring that site up.
4. This first page is available to anyone and has a lot of useful information such as:
 - a. Up coming walks and dates.
 - b. News and Updates: Currently there is a Walk Application that you can Click on and either download it or print it, so you no longer have to wonder how to get a Walk Application. There is a draft copy of the last board meeting minutes, which can be either down loaded or printed or just read. Everyone should read both the last two items at some time.
5. Without logging on to the main site, you also have access to a list of our current board members, a link to the Upper Room Emmaus web site, which everyone should browse through at some point. Plus there is a button where you can send an email notice to the Northeast NM Emmaus Web Master (currently Steve Wallin).
6. **To log in to the Main Web Site: (Only available to members of Emmaus):**
Under Username, type in your first initial and your last name all in lower case: for example “jdoe”. In the event several people have the same last name and first initial, then you might need to use the first 2 letters of your first name along with your last name. Then for the Password, type your first initial (upper Case) followed by your zip code i.e. **S87544** (this is case sensitive). Then click on Login. Once you have accessed the main web site please change your password. If you forget your password you can click on [“Forgot Password”](#) and a new password will be emailed to you if you have a valid email address in our database. You can use that password to logon and create a new password.

7. **To Change Password:** On the first screen that you come to Type the new password that you want in the top “password” box, then type it again in the “Confirm Password” and click on [“Change”](#). Now record this new password somewhere that you will remember for the future.
8. Then click on [“My Info”](#). This is important. Click on edit in the top right hand side of this screen and fill in all of the information and click on [“Save Changes”](#) located at the bottom of the page. This is the only way that the community will be able to keep track of new addresses, and emails in order to stay in contact with you. Your newsletters will be sent based on this information.
9. **Then under Your Pilgrim walk # click on** [“Add a record for another walk served”](#) and fill in all of the information for the first walk that you served on and click on “Create” and repeat this procedure for each walk that you have served on. This is very important to keep this updated so that the team selection committee will have current information on everyone. This information can be edited for corrections or deletion by clicking on edit [record](#) or [delete record](#) to the right of each respective walk.

Don't Stop Yet!

10. After you have entered all of the walks that you have served, just below the last walk you will see a blue line across the page. Under it is a heading titled “Upcoming Walks” Under each of the walks in our region, it states “Willing/able to help with walk: No” If you are unable to or do not want to work that respective walk you do not need to do anything. *However*, if you do want to be considered to work any of these walks or provide Agape, it will be necessary to go to the right of the respective walk and click on [“I can help.”](#)

Please note, this next part is obscure and a lot of people will miss it.

11. **Prayer Vigil signup:** You can get there by scrolling to the bottom of the Edit Info page under the heading of “Upcoming walks” or by Clicking on Home in the left hand column and going to “Upcoming walks” then click on [“I can help”](#). Click on the box to the left of [Prayer Vigil](#) and click [save](#). This will take you to a list of all the time slots. Click on [Take this time](#) and it will show 1 person for that time. If someone has not taken the time yet it will say [No One](#).

Please, now is the time to sign up for the Prayer Vigil for both walks.

You can send an email message to anybody who has an email address listed by clicking on [“Email Directory”](#) in the left column of any page. Once you find the person you want, click on [“Email”](#) to the right of their name. (If no email address is available for that person, “Email” will not appear.) A page will open where you can type your message and/or attach a file, and when you click [“Send”](#) the message will be sent using your return address. A similar procedure can be used to email board members individually or all at once by clicking on [“Our Board.”](#) Clicking on [“Elections”](#) will allow you to vote for board members when an election is in process, typically in the fall.

We hope you find this Web Site useful! Please send questions or comments using [“Email Us”](#) in the left column.