

Chief**HR**TM



MEMBER PORTAL

MEMBER HOW-TO-GUIDE

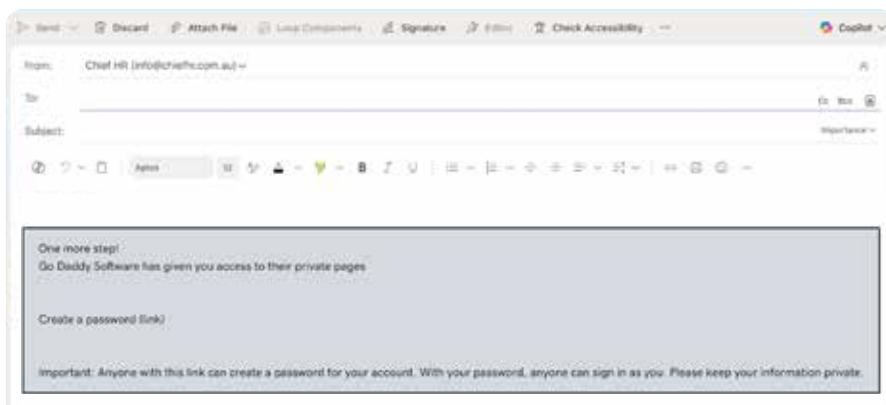
GETTING STARTED

1. Check Your Email

Look for an invitation email from GoDaddy. It includes a link to set your password.



Tip: We usually send this to your personal email to avoid company firewalls.

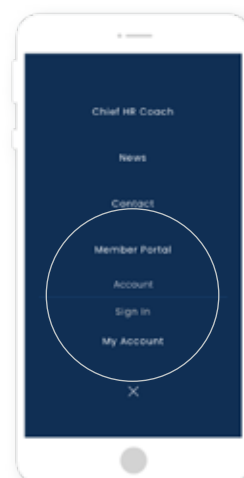


2. Set Your Password

Click the link in the email and create your password.

3. Log In

Go to **chiefhr.com.au** and select Member Portal from the bottom of the site menu. Use your email and password to log in.



4. Access Member Portal Resources (see how to navigate on next page)



5. Keep It Confidential

All portal content is for members only. Please don't share or publish any information without Chief HR's permission.

Need Help

If you have trouble logging in or your password email expires, email us and we'll assist you promptly.

portal help

NAVIGATING THE PORTAL

Our member portal is designed to make it easy for you to connect, learn and access resources. Here's what you'll find:



ON-DEMAND SESSIONS

Notes and recordings from roundtable discussions, toolboxes and events

On-Demand Sessions

Catch up on what you missed or revisit important conversations. This section includes recordings of past Toolboxes and Roundtables, available anytime for your convenience.



KNOWLEDGE

Useful tools, templates, strategies, documents and resources

Knowledge

Access a curated collection of tools, templates, and resources to support your work. Help us build this content by sharing your toolkit.



RECOMMENDATIONS

List of Chat Group provider recommendations

Recommendations

Stay in the loop with insights shared by members in our WhatsApp group. We provide summaries of key discussions and recommendations so you never miss valuable tips and ideas. When you join the WhatsApp group you don't get the shared history, so check this first before asking your question on WhatsApp, we might already have the answer for you.



DIRECTORY

Connect with fellow
Chief HR™ members

Directory

You'll be added to the Member Directory when you join, this is a great way to connect with your peers. If you click on the photo it takes you to the LinkedIn profile. We use your LinkedIn photo by default, if you'd prefer a different photo email us a new picture.

The most direct way to connect with other members is to direct message via the WhatsApp group, reach out via LinkedIn or email info@chiefhr.com.au if you would like an introduction to any of our members.

If you've changed roles let us know so we can keep your profile up to date.



CALENDAR

List of annual events, workshops and
networking opportunities

Calendar

Plan ahead with our integrated calendar. See upcoming events, workshops, and networking opportunities, all in one place. We will also send you outlook diary placeholders to your preferred email address.



GUIDELINES

Conditions of membership including
protocols and disclaimers

Guidelines

Read through our Membership Terms and Conditions, WhatsApp Disclaimer and Protocols. You can also access our useful how-to guides to help you navigate our member resources.