



Navigating the NAWO Portal – All Users

Welcome to our Portal User manual for all users. This manual will outline how you can effectively navigate the new portal. Alternatively, you can watch all our tutorial videos [here](#).

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Getting started

The first step to accessing the portal is resetting your password.

In our portal preparation, we migrated most of our users from the old portal to the new one, which means that many people can already access our system, simply by changing their passwords. If changing passwords does not work, it may mean that you were not in our old system – please email us at info@nawo.org.au or ask your NAWO primary for an update.

Follow these steps to do that:

1. Go to the NAWO website nawo.org.au
2. Click on portal – that takes you to the portal page
3. Click on lost password
4. Use the email that you initially used to sign up with NAWO, and click on 'get new password'
5. Check your email and follow the link provided to set your new password
6. Save your new password and then use it to sign into the portal

You can always watch a video here: <https://youtu.be/GhJQiHs3t5Q>

If password reset does not work or your profile does not exist in our system – please email us at info@nawo.org.au. Alternatively, if you work for one of our members, ask your primary to help you sign up via our magic link.

Setting up your profile

1. Go to nawo.org.au and click on 'Portal'
2. You will be prompted to sign in, use your email and password to sign in. If you have trouble signing in, email us at info@nawo.org.au so we can assist you with access
3. On the upper right-hand side of your screen, you'll see a menu of items. Click on 'profile'
4. You'll be taken to your personal profile page. When you click on 'edit profile', you'll be able to make the changes that you want, including adding tags, your LinkedIn profile URL and whether you're looking for your next opportunity



The image shows a composite of two screenshots. On the left, a screenshot of a profile editing interface. It features a sidebar with 'Dashboard', 'Resources', 'Jobs', 'Members', 'Profile', and 'Account'. Below the sidebar, there are sections for 'Add a tag' (with 'New South Wales' listed), 'Tags' (with 'Mid Level' and 'NAWO Team' listed), 'My Strengths' (an empty input field), 'LinkedIn profile link' (with the URL 'https://www.linkedin.com/in/mona-elhassan-450162116/'), and two sets of availability checkboxes ('Are you available to hire?' and 'Do you want your profile to be visible in our directory?'). At the bottom is a 'SAVE PROFILE' button. On the right, a photograph of a person's hands forming a heart shape with their fingers.

Dashboard Resources Jobs Members Profile Account

Add a tag

New South Wales

Tags

Mid Level NAWO Team

My Strengths

LinkedIn profile link

https://www.linkedin.com/in/mona-elhassan-450162116/

Are you available to hire? Yes No

Do you want your profile to be visible in our directory? Yes No

SAVE PROFILE

5. When you're done making changes, click on 'Save profile'

6. You can also choose to upload an image – png formats work best. When you click on ‘upload profile image’ that will open your local computer files for you to select an image of yourself. We recommend professional headshots!

Parent Companies and Subsidiaries

In our current portal set up, a portal profile is associated with one membership subscription and one primary. So if you work with a subsidiary, it may list you as associated with the parent company instead. For example:

parent organisation name: Friendly Operations

Subsidiary name or name of your employer: Friendly Operations Packaging

If you or a team member from Friendly Operations Packaging signs up to the portal with the magic link or via a bulk upload, you may notice that your employer is listed as Friendly Operations.

This is a temporary set up arrangement that we are working on updating soon.

Submitting an article for your profile - for NAWO Volunteers and honorary members

Underneath our edit company profile section, there's a section where you can submit article ideas to us. This section is an opportunity for you to let us and your peers know what you're doing to move the needle forward on gender balance at all levels of operations.

This feature is available to primary contacts and members from our network that work with us in a greater capacity – like NAWO Board Members, Committee Members, Mentors and Mentees.

Submit article ideas

Creating a profile that zooms in on a particular topic you'd like to share with the NAWO community or a general conversation is a great way to engage with our community and show us how you are moving the needle forward on gender balance at all levels in operations.

The following prompts are meant to assist you in creating the foundations of an article/case study that populates your profile and show cases to your industry peers your sincere commitment to gender balance and the creation of highly dynamic, effective and inclusive work environments.

You can answer the prompts generally, or focus on a particular success story or topic. The prompts are in line with our Nine Levers for Gender Balance. We will then take your responses, create a profile, and liaise with you for approval before publishing it to your portal profile.

Lever 1, 3*: Are you committed to building highly diverse teams that accurately represent our society? What work are you doing to translate this commitment into your organisation's core values so that the expectation of diversity and inclusion is clearly understood by the entire team? Are the benefits of leveraging diversity understood by employees at every level?*

We have a few prompts and questions that you can fill out and submit. Your responses will come to the NAWO team, and we'll liaise with you to create a profile (in the form of an article or case study) which will display under your profile as an article. This could be an article with general information about your organisation, but it also could be a case study. We'll discuss this with you once we receive your responses.

Lever 4*: How are you fostering positive company culture values on a day basis and tackling sensitive and often subtle biases like racial and gender based prejudice as well as ageism and ableism so that there are no barriers to anyone in your organisation having a fulfilling career, advancing through the ranks, and feeling like they're part of the team?*

Lever 5*: How are you ensuring these positive and inclusive company values are bolstered by your organisation's policies and processes. Have you made any important policy changes that you'd like to share?*

Lever 6*: How are you ensuring that you attract a diverse talent pool including more women and gender diverse people? Does your succession planning process have a built in lens that identifies and challenges potential bias? Has your organization completed a pay gap audit and resolved any gaps? *

Lever 7, 8*: What do your parental leave policies look like and do they offer both parents the opportunity to both be present with their children and confidently return to the workforce knowing their parenting needs will be met and won't be a barrier to career progression?*

Once you have liaised with your team and completed the prompts, click on 'Submit Article Idea'

Lever 9*: What are your policies on flexibility? How do you provide flexibility for team members in operational roles? Are your shift structures enabling flexibility?*

Additional*: Do you have Please fill out this field. or significant achievement that you've accomplished for your team that you'd like to share with the NAWO network? Other ideas for an article? Share with us!*

Once you've submitted your article ideas, a member from the NAWO team will be in touch soon to discuss with you further.

NAWO has editorial control over the article after submission, NAWO reserves the right to edit or not approve content submitted.

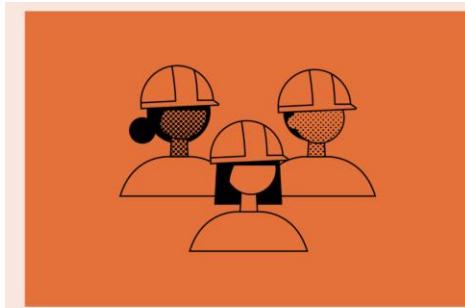
Submit Article Idea

The more detailed the responses are the better. We take the information and develop it into an article, and that makes the process a bit easier and more streamlined. We will then develop the article and then send a draft to you, and once you're happy with that, we will publish it on your page.

Viewing members and jobs

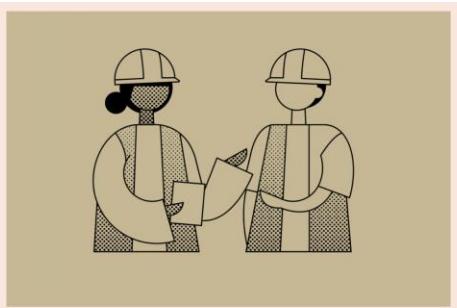
We've added two new directories to the portal – the member directory and the #nawotopjob directory.

To view all our members, you can visit the member directory by clicking on 'Members' in the second tool bar in the portal or by scrolling down the page and clicking on 'View member directory'

**MEMBER DIRECTORY**

View all our corporate and individual members and their profiles.

 [VIEW MEMBER DIRECTORY](#)
<http://production.nawo.org.au/portal/member-directory>

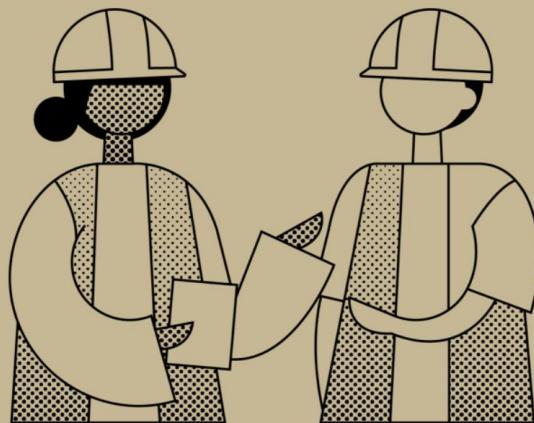
**FEATURE A #NAWOTOPJOB**

Feature a #nawotopjob to our community

[VIEW JOB DIRECTORY](#) [PROFILE MY JOB](#)

Similarly, you can explore #nawotopjobs and learn about roles within other organisations by clicking 'Job' in the second tool bar in the portal or by scrolling down the page and clicking on 'view job directory'.

Dashboard Resources **Jobs** Members Profile Account

**FEATURE A #NAWOTOPJOB**

Feature a #nawotopjob to our community

[VIEW JOB DIRECTORY](#) [PROFILE MY JOB](#)

Accessing resources

The resources page on the new website hasn't changed much. To view our members resources the first step is to:

1. Make sure you're signed in. You can sign in with your username (email) and password.
2. Click on 'portal'
3. On the upper right-hand side of your screen, you'll see a menu of items. Click on 'resources'



4. You'll be taken to a page with all our resources. You'll see a number of filters on the left-hand side of the page. You can use these to narrow down your search.

FILTER BY TYPE

ARTICLE
ARTICLES
PODCAST

RESOURCES
WEBINAR

FILTER BY CATEGORY

ANNOUNCEMENT
CASE STUDY

CHECK IN & CHAT
EVENT

EXECUTIVE FORUM

KNOWLEDGE SHARE FORUM

MENTORING PROGRAM

PROFESSIONAL DEVELOPMENT PROGRAM

PROFILE
TESTIMONIAL

UNCATEGORIZED
LOAD MORE

FILTER BY TAG

ACHIEVEMENTS

ADAPTIVE & COURAGEOUS LEADERSHIP

Accounts Pages

The account section of the portal tells you information about your membership. To access it:

1. Make sure you're signed in. You can sign in with your username (email) and password.
2. Click on 'portal'
3. On the upper right-hand side of your screen, you'll see a menu of items. Click on 'Account'

4. There are a number of different views in our account section and we will dive into each one

The screenshot shows a vertical navigation menu on the left with the following items: ACCOUNT DETAILS, MEMBERSHIP, PAYMENT, VIEW AND EDIT PROFILE, and VIEW BOOKINGS. Below this is a horizontal banner for 'NAWO CONSULTING SERVICES'.

Account details

On the account details view, you can change some of your details and your password. It is important to note that as a primary, the address you input here is the address of your organisation, not your personal address.

If you want to change your details, simply fill in the fields where you want to make changes and click on 'save profile'

The screenshot shows two orange buttons: 'SAVE PROFILE' and 'CHANGE PASSWORD'.

Membership and Payment pages

The membership view gives you information about your membership.

The screenshot shows the 'Account' page with a sidebar containing 'ACCOUNT DETAILS', 'MEMBERSHIP', 'PAYMENT', 'VIEW AND EDIT PROFILE', 'MANAGE BOOKINGS', and 'NAWO CONSULTING SERVICES'. The main content area displays membership details:

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.
Corporate	Sub Account	Yes	--	--
	Expires: January			
	31,2025			

It lets you know when your subscription will expire and if your account is active. Portal access is free and part of your NAWO membership.

The payment page shows your payment details if you purchased an individual membership.

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.
Individual Membership ch_3OCVYQJloC6K...	None \$99 / Year	Yes	November 15, 2023	

ch_3OCVYQJloC6K... Expires: November 16, 2024

CONTACT US ABOUT MEMBERSHIP RENEWAL

DATE	TOTAL	MEMBERSHIP	METHOD	STATUS	INVOICE
November 15, 2023	\$99.00	Individual Membership	Manual	Complete	ch_3OCVYQJloC6K3!

If you're a team member and part of corporate membership, then you won't have any information stored in the payment section.

[View and edit profile](#)

From your accounts page, you can access your personal and corporate profile. By clicking on 'view and edit profile', you're taken to your personal profile page. There you can click on 'edit profile' to make changes to your personal profile or click on 'view corporate profile' to head to the corporate profile and make changes.

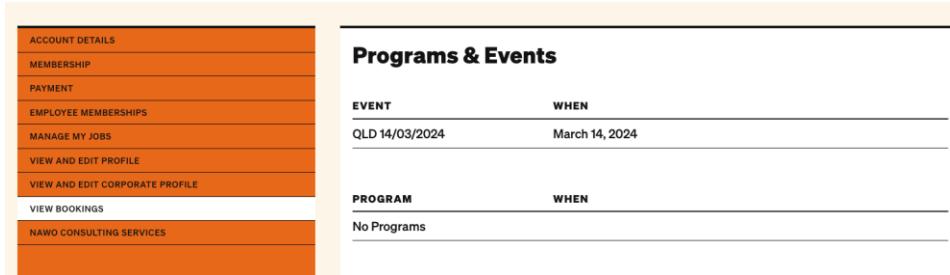


The image shows a personal profile page for an account. The email address 'melhassan@nawo.org.au' is prominently displayed at the top. Below it are several profile details: 'Job Title' (Content creator), 'Workplace' (Titi Testing), 'Member since' (2023), 'Industry' (Agriculture), 'Location' (New South Wales), and 'Tags' (Mid Level, NAWO Team). To the right of these details is a large, high-quality portrait photo of a woman wearing a pink hijab, resting her chin on her hand. At the top right of the profile area are two buttons: 'EDIT PROFILE' and 'VIEW CORPORATE PROFILE'.

Similarly, if you click on 'view and edit corporate profile' in the accounts section on the portal, you'll be taken to the corporate profile page, where you can make changes.

View bookings

In this section you can view the booking you've made in our system. It is great for remembering what you've signed up for!



The screenshot shows a user interface for managing bookings. On the left, a sidebar with an orange header 'ACCOUNT DETAILS' lists several options: MEMBERSHIP, PAYMENT, EMPLOYEE MEMBERSHIPS, MANAGE MY JOBS, VIEW AND EDIT PROFILE, VIEW AND EDIT CORPORATE PROFILE, VIEW BOOKINGS, and NAWO CONSULTING SERVICES. The 'VIEW BOOKINGS' option is highlighted. The main content area is titled 'Programs & Events'. It contains two tables. The first table, 'EVENT', has one row: 'QLD 14/03/2024' under 'WHEN'. The second table, 'PROGRAM', has one row: 'No Programs'.

EVENT	WHEN
QLD 14/03/2024	March 14, 2024

PROGRAM	WHEN
No Programs	

NAWO Consulting services

In this section of accounts – you can contact us to let us know that you'd like us to consult for you. Simply fill in the box with your enquiry and other details like the ideal time to call you and click on 'submit'.

You can also watch this video https://youtu.be/FpSycu8Wv_A. You can also watch all our tutorial videos [here](#).