



Navigating the NAWO Portal – Primary Contacts

Welcome to our Portal User manual for primary contacts. This manual will outline how you can effectively navigate the new portal.

- Getting started..... 3
- Setting up your profile 3
- Editing/Setting up company profile..... 4
- Parent Companies and Subsidiaries 5
- Submitting an article for your profile 6
- Submitting a job listing 7
- Accessing resources 8
- Accounts Pages 9
- Account details: 10
 - Membership and Payment pages..... 11
 - Employee Membership..... 11
 - Manage My Jobs 13
 - View and edit profile/corporate profile 13
 - View bookings..... 14
 - NAWO Consulting services 14

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.

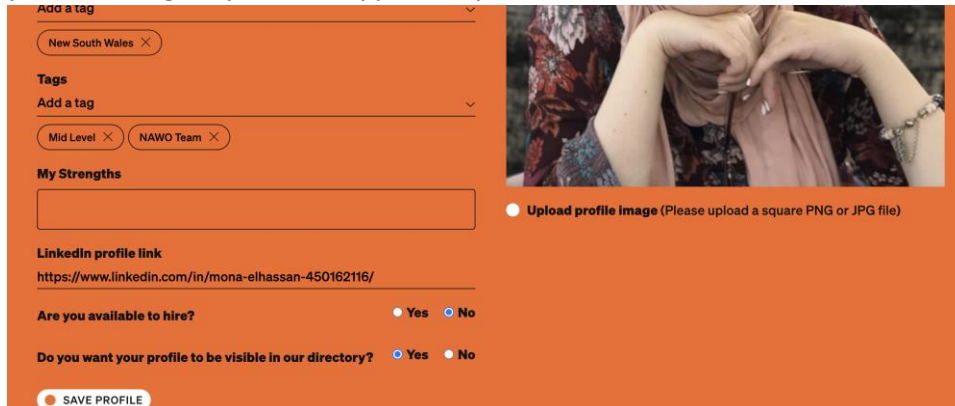
Follow these steps to do that:

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

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



5. When you’re done making changes, click on ‘save profile’

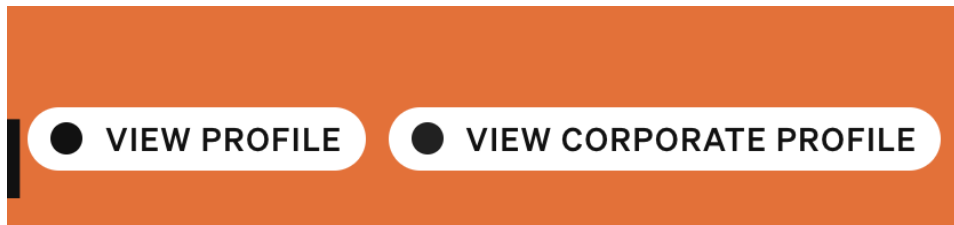
6. You can also choose to upload an image – png formats work best. When you click on ‘upload profile image’ that will open your local computer files for you to select an image of yourself. We recommend professional headshots!

Please note that the details of your personal profile, including whether you’re ‘available for hire’ will be visible to all other users if you choose to make ‘your profile visible in our directory’, including members of your team and supervisors.

You can also watch this video: <https://youtu.be/emExLZ1q-cE>

Editing/Setting up company profile

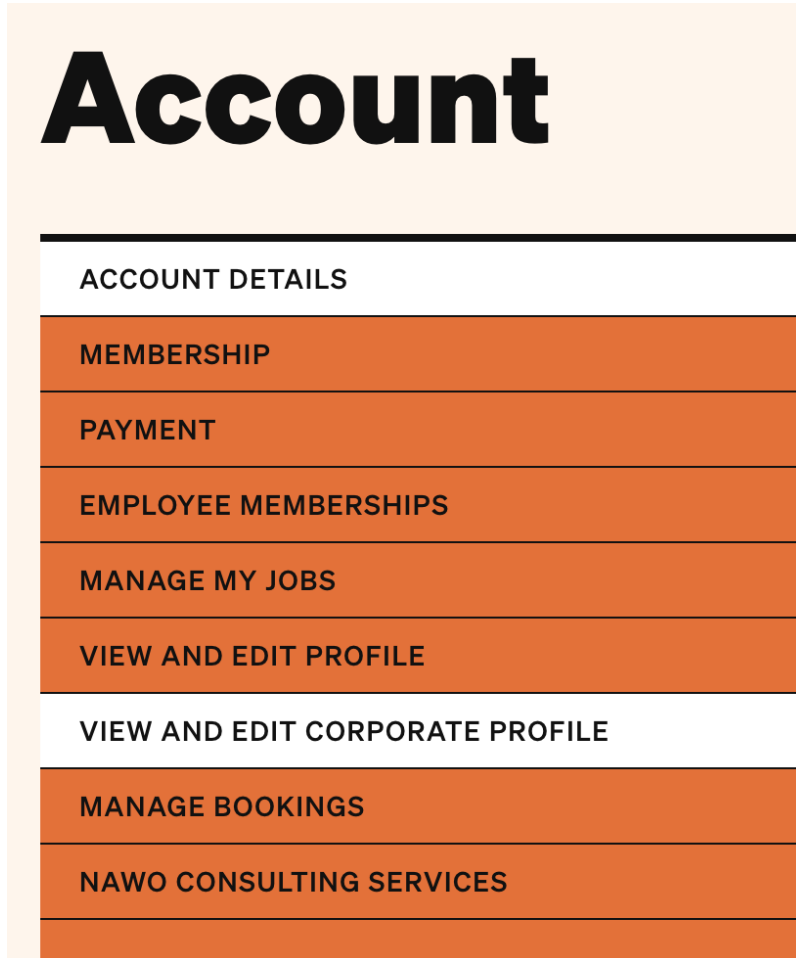
1. Primary contacts can edit their personal page and their corporate profile. There are two places where you can access this feature. On your personal profile, you can select ‘view corporate profile’



2. Once you’re taken to the corporate page, you can select ‘Edit profile’ and make the changes that you like. You can also access this page via accounts. You can select account from the top right hand menu bar



3. Then click on 'view and edit corporate profile' from the left-hand side menu



4. Here you can also make the changes you like and add an image. We recommend a logo image or an image of your team. Consider consulting with your marketing team about the most appropriate image for your profile. Please note that the details of your corporate profile will be visible to all other users if you choose to make 'your profile visible in our directory', including members of your team and industry peers.

You can also watch <https://youtu.be/LmTsRGLOHhg>

Parent Companies and Subsidiaries

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

Your parent organisation name: Friendly Operations

Subsidiary name: Friendly Operations Packaging

If a team member from Friendly Operations Packaging signs up to the portal with the magic link or via a bulk upload, they may notice that their 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

Underneath our Edit Corporate 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.

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.

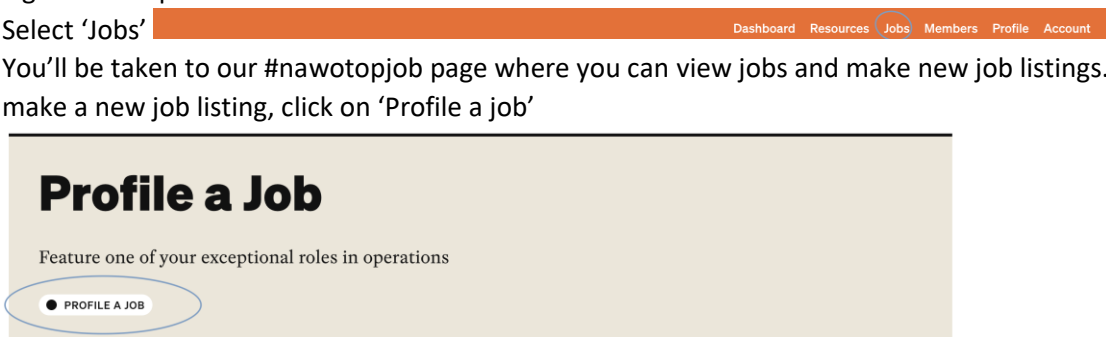
NAWO has editorial control over the article after submission, NAWO reserves the right to edit or not approve content submitted.

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.

Submitting a job listing

As a primary you have the ability to use our #nawotopjob feature to showcase a role within your organisation(s). You can do that:

1. Sign into the portal
2. Select 'Jobs'
3. You'll be taken to our #nawotopjob page where you can view jobs and make new job listings. To make a new job listing, click on 'Profile a job'



4. You'll be taken to our job profile creation page where you can fill out various aspects of the role, including close date, a link to an external page and the job level. Once you've filled out these details, click 'Submit Job Listing'
5. You might like to give our members a bit more information, especially in regard to why working in your organisation would be a great career choice, especially for diverse talent. You can do that by filling in the prompts underneath the job listing detail section

KEY JOB FEATURES

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.

What flexibility and career growth opportunities are on offer with this role?

How are the responsibilities in this role related to the overarching vision of the organisation and where will this candidate be positioned within the team?

What skills, training, and professional development opportunities are available to potential candidates?

What does the team mean to the organisation and what has the organisation been doing to develop inclusive leadership capability?

Highlight if this role and your company encourage curiosity, agility, learning from mistakes, being bold and taking risks, as well as cultivating an ally to historically marginalised and underrepresented people and leading courageously.

6. Once you fill out these prompts and submit, your responses will be visible to our network. There is no review process with NAWO for this feature so please take a moment, and consult with your marketing and HR team about responses that showcase your organisation's values.

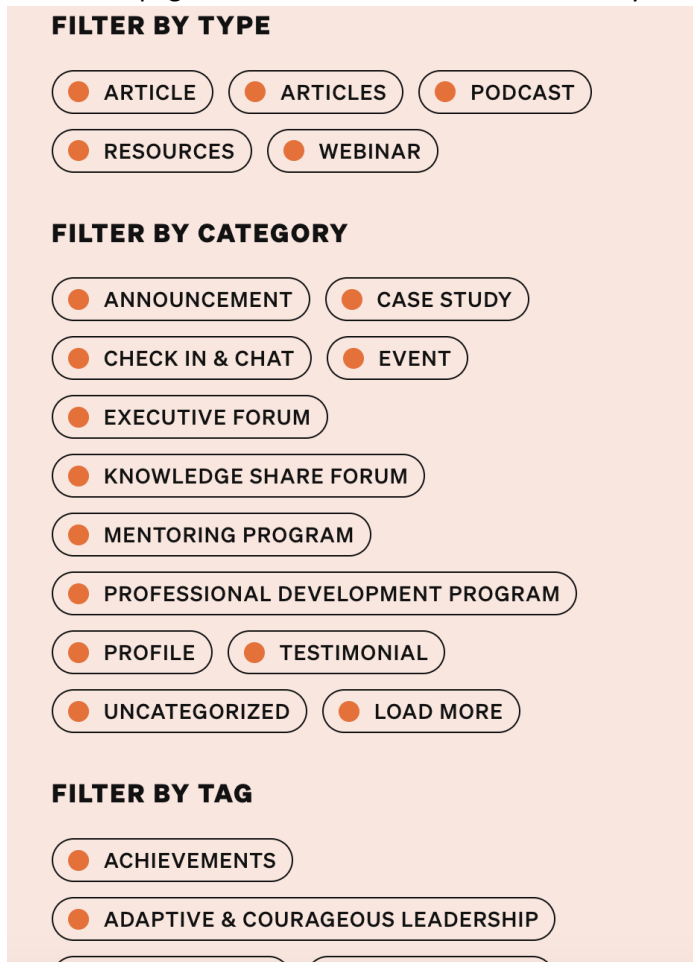
Accessing resources

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'

Dashboard Resources Jobs Members Profile Account

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.



Accounts Pages

As primaries, the Account section of the portal tells you information about your membership and the people that are subscribed to our portal. 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

ACCOUNT DETAILS
MEMBERSHIP
PAYMENT
EMPLOYEE MEMBERSHIPS
MANAGE MY JOBS
VIEW AND EDIT PROFILE
VIEW AND EDIT CORPORATE PROFILE
MANAGE BOOKINGS
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. These account details are only visible to you and the NAWO team. The details here are linked to our database and allows us to stay informed about changes to your corporate address or employee membership count (the number of team members in our system).

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

SAVE PROFILE

CHANGE PASSWORD

Membership and Payment pages

The Membership view gives you information about your membership.

ACCOUNT DETAILS	ERROR: You have a problem with one or more of your subscriptions. To prevent any lapses in your subscriptions please visit your Subscriptions page to update them.
MEMBERSHIP	
PAYMENT	
EMPLOYEE MEMBERSHIPS	
MANAGE MY JOBS	

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.
Corporate mp-txn-6580e6da...	None Free for a Year Expires: December 20, 2024	Yes	December 19, 2023	SUB ACCOUNT

It lets you know when your subscription will expire and if your account is active. You can also click on 'sub-accounts' which will take you to our 'Employee Memberships' view which will tell you about your employees. Your membership shows you card details if you used a card to pay for your membership.

The payment page displays similar information to the membership page and informs users of the type of membership and when the membership commenced.

DATE	TOTAL	MEMBERSHIP	METHOD	STATUS	INVOICE
December 19, 2023	Free	Corporate	Manual	Complete	mp-txn-6580e6da6c9da

Employee Membership

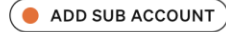
On this page, you can view the list of the team members that are signed up to our portal and you can invite new team members to sign up. You can do this in 3 ways:

- Option 1: If a team member is already in our system, you can look them up and add them to your list of sub accounts. They may already be in the system because they may have previously had an individual membership with us or were with another organisation. To add them, you'll need to use their username.**
- Options 2: Manually add the name, email and other details of the new team member and then select to 'send new members the welcome email' to learn about the membership and benefits.

Then click Submit.

Corporate account for Mel .

0 of 30 Sub Accounts Used

 ADD SUB ACCOUNT

Existing Username
Begin Typing Name

- OR -


Username	Email
<hr/>	<hr/>

First Name	Last Name
<hr/>	<hr/>

Send NEW members the welcome email

 SUBMIT

- Option 3** Send them the sign up URL or what we call the magic link so they can sign themselves up. You can use the same link to send to as many team members as you'd like to sign up

SIGNUP URL
People signing up with this link will be automatically added to your account
<https://production.nawo.org.au/register/corporate-2/?ca=539af41d6505dd132c5e7d0a3349721> 

- Option 4:** Or upload a CSV file of the names and email addresses of the team members you want to sign on. You can select to send members a password reset link, which allows them to select a new password or send them the welcome email which includes information about the membership and it's benefits.

Import Sub Accounts via CSV
(Maximum 200 Sub Accounts per CSV file)

- Send NEW members a password reset link (does not email existing members)
 Send NEW members the welcome email if they haven't received it already for the membership.

 NO FILE CHOSEN

 UPLOAD CSV

The exact format of the CSV file must be as follows:

username	email	first_name	last_name	role
vidal.pouros	annie.gottlieb@example.net	Marguerite	Deckow	mp-corporate-member
odea.osinski	zена.schroeder@example.net	Stephen	Jaskolski	mp-corporate-member
herbert.bashirian	eduardo.barton@example.org	Bradley	Balistreri	mp-corporate-member
vince.grimes	kamille_larson@example.org	Kameron	Murphy	mp-corporate-member
sibyl_waters	oliver@example.org	Conrad	Wunsch	mp-corporate-member
kevin	alan_schamberger@example.net	Geovanni	Schuppe	mp-corporate-member
betty.mohr	marilie.hamill@example.com	Nat	Corwin	mp-corporate-member
sylvia.sawayn	destini@example.org	Earlene	Pacocha	mp-corporate-member
annetta	loren@example.com	Sean	O'Connell	mp-corporate-member
sylvan_armstrong	callie@example.org	Jeremy	Lehner	mp-corporate-member

Manage My Jobs

The Manage My Jobs page allows you to see your current and past #nawotopjobs.

From this page you can start creating a new job by clicking on ‘Profile a Job’. This will take you to our job submissions page, where you can start to build your #nawotopjob listing. Please refer to the ‘submit a job listing’ section of this manual for more information.

If you have current or active #nawotopjobs, you can click on ‘View and Edit Job’ to make changes to the listing. For example, if you’d like to extend the due date, you may do that in the edit job section.

You can also reactivate old listings by clicking on ‘activate listing’. This takes you to the same job edit page, where you will need to extend the due date to a later time so the #nawotopjob can be visible again in the directory.

View and edit profile/corporate profile

From your accounts page, you can access your personal and corporate profile. Your personal profile is your profile, where you can add personal information. Your corporate profile represents your

organisation – as a primary contact, you are the only employee that has access to this account. If you require assistance with setting the corporate profile up, the NAWO team will be able to help you.

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.



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

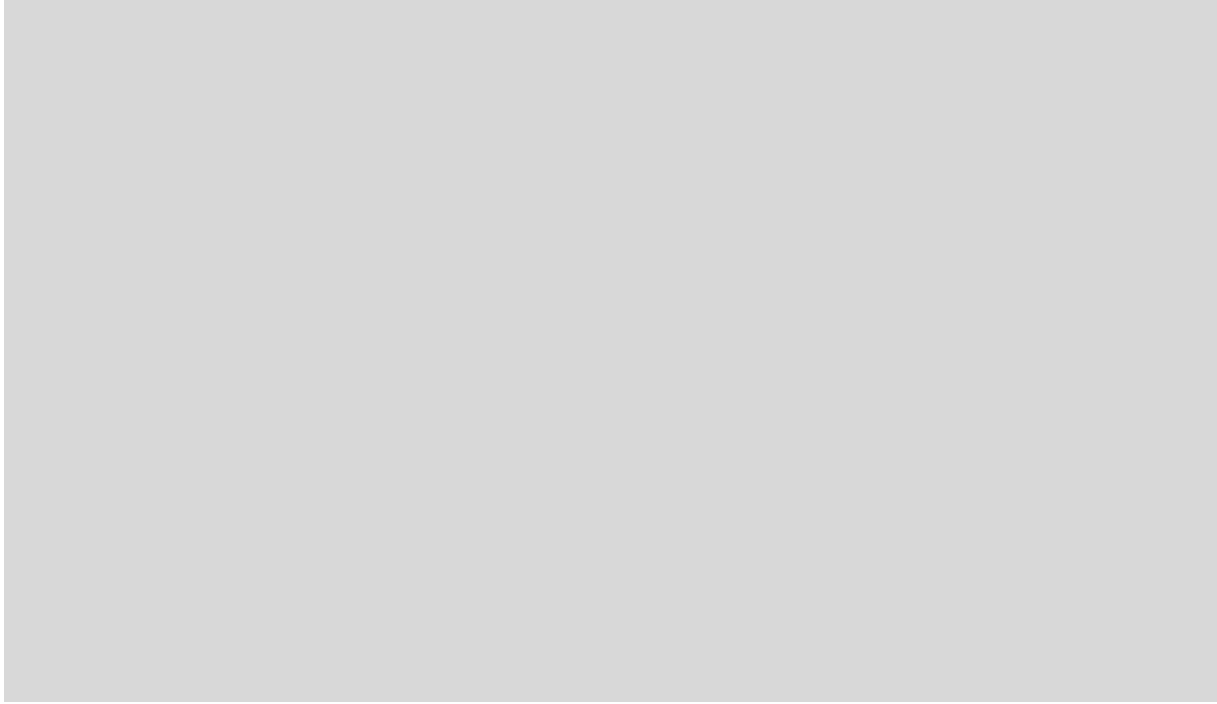
In this section you can view the booking you’ve made in our system. It is great for remembering what you’ve signed up for!

ACCOUNT DETAILS	<h3>Programs & Events</h3> <table border="1"><thead><tr><th>EVENT</th><th>WHEN</th></tr></thead><tbody><tr><td>QLD 14/03/2024</td><td>March 14, 2024</td></tr></tbody></table> <table border="1"><thead><tr><th>PROGRAM</th><th>WHEN</th></tr></thead><tbody><tr><td colspan="2">No Programs</td></tr></tbody></table>	EVENT	WHEN	QLD 14/03/2024	March 14, 2024	PROGRAM	WHEN	No Programs	
EVENT		WHEN							
QLD 14/03/2024		March 14, 2024							
PROGRAM		WHEN							
No Programs									
MEMBERSHIP									
PAYMENT									
EMPLOYEE MEMBERSHIPS									
MANAGE MY JOBS									
VIEW AND EDIT PROFILE									
VIEW AND EDIT CORPORATE PROFILE									
VIEW BOOKINGS									
NAWO CONSULTING SERVICES									

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 watch all our tutorial videos [here](#).