

## MPUG.com Quick Reference Guide

[www.mpug.com](http://www.mpug.com)

### How do I join MPUG as a paid member?

1. Navigate to [www.mpug.com](http://www.mpug.com).
2. Click on the *Join* link on the home page or under the membership menu item.
3. Complete the online application and payment.
4. You will instantly have access to all MPUG member benefits.
  - Free Member In Person Events
  - Free WebNLearns
  - Online Knowledge Library
  - Online Career Center
  - Chapter Sites
  - Discussion Forum
  - Many other member benefits!

### How do I register for events?

1. Navigate to [www.mpug.com](http://www.mpug.com).
2. The upcoming events calendar is located in the bottom right hand corner of the home page.
3. Click on the event you are interested in attending.
4. A link to register and get more information will be available when the event is displayed.

### How do I access the MPUG member's site?

1. Navigate to [www.mpug.com](http://www.mpug.com).
2. Click on *Sign In* at the top of the page

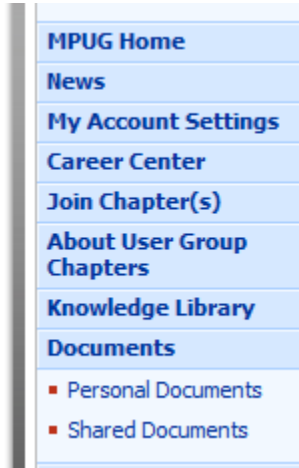


3. Your user name is generally your first initial followed by your last name
4. Click on the *Forgot Password* link if you need to retrieve your password.
5. Contact [info@mpug.com](mailto:info@mpug.com) if you need any assistance.

### How do I join a chapter?

1. Login as and MPUG member.
2. You will be taken to your *My Site*.
3. From this page you join/add up to 25 chapter pages to your *My Site*.

4. Click on *Join Chapters* from the side menu



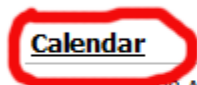
5. You can now select all of the chapters you are interested in joining.
6. The chapters you selected will show up on your *My Site* allowing you to navigate to the chapter site in the future directly from your *My Site*.
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### How do I receive email alerts for upcoming chapter meetings?

1. Login as and MPUG member.
2. You will be taken to your *My Site*.
3. Navigate to the chapter page that you are interested in receiving email alerts from.
4. Click on the *Calendar* heading.

**Please note that you must pre-register for all events**

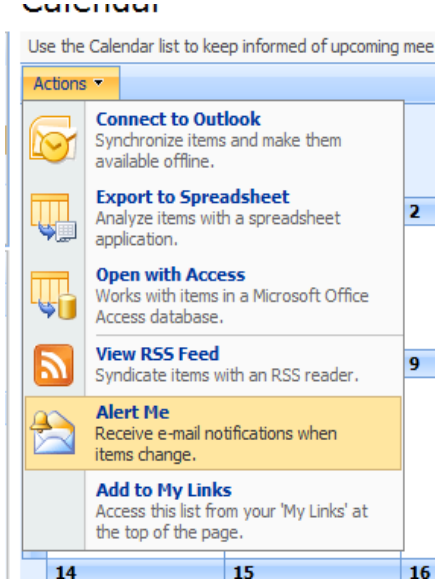


5/20/2008 8:00 AM

MPUG Phoenix - Saturday Workshop - Back to School Special: MS Project Fundamentals (4 PDU's)  
Back to school special! 4 PDU's for just \$40! Sponsored by AGIS Consulting and MPUG Phoenix!

Presented by Spencer Lamoreaux from AGIS Consulting ([www.agisusa.com](http://www.agisusa.com))

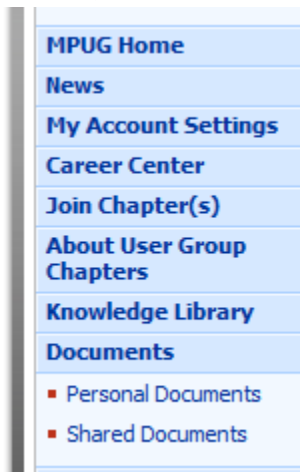
- Go to the Actions tab and click on Alert Me.



- You will be taken to a screen to sign-up for email calendar alerts from this chapter.

## How do I access the MPUG Knowledge Library and Career Center?

- Login as and MPUG member.
- You will be taken to your *My Site*.
- On the right menu you will see links to the Knowledge Library and Career Center.



- You can also access these resources by navigating to the MPUG home page after you login. You will see these items listed in the top website navigation.

