

Sons of Norway Leadership Video

How to log on to sofn.com

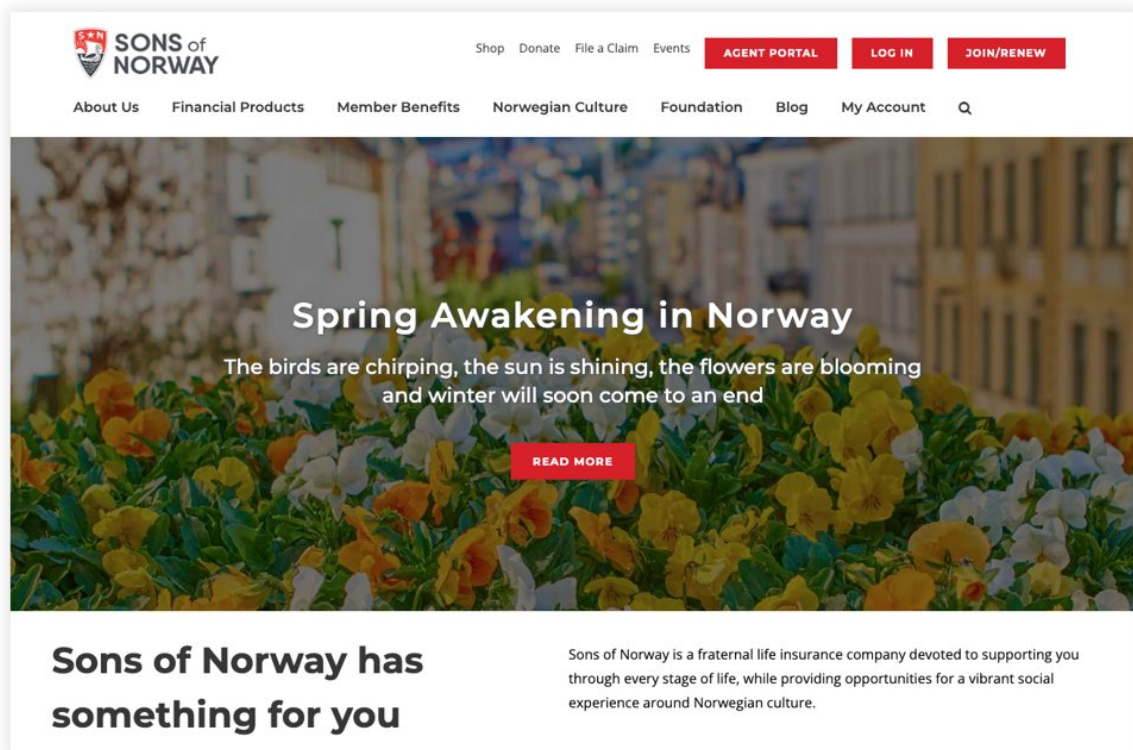


This document is an accompanying element for the Leadership Video “How to log on to sofn.com.”

This step-by-step document will help users log on to the Sons of Norway website and access a leader's Profile page.

First a note on the importance of the Profile page on Sons of Norway website. The Profile page is host to many documents and reports that leaders will need to operate a lodge. For example, Treasurers will need access to the D17 report and many positions will need to access the membership report.

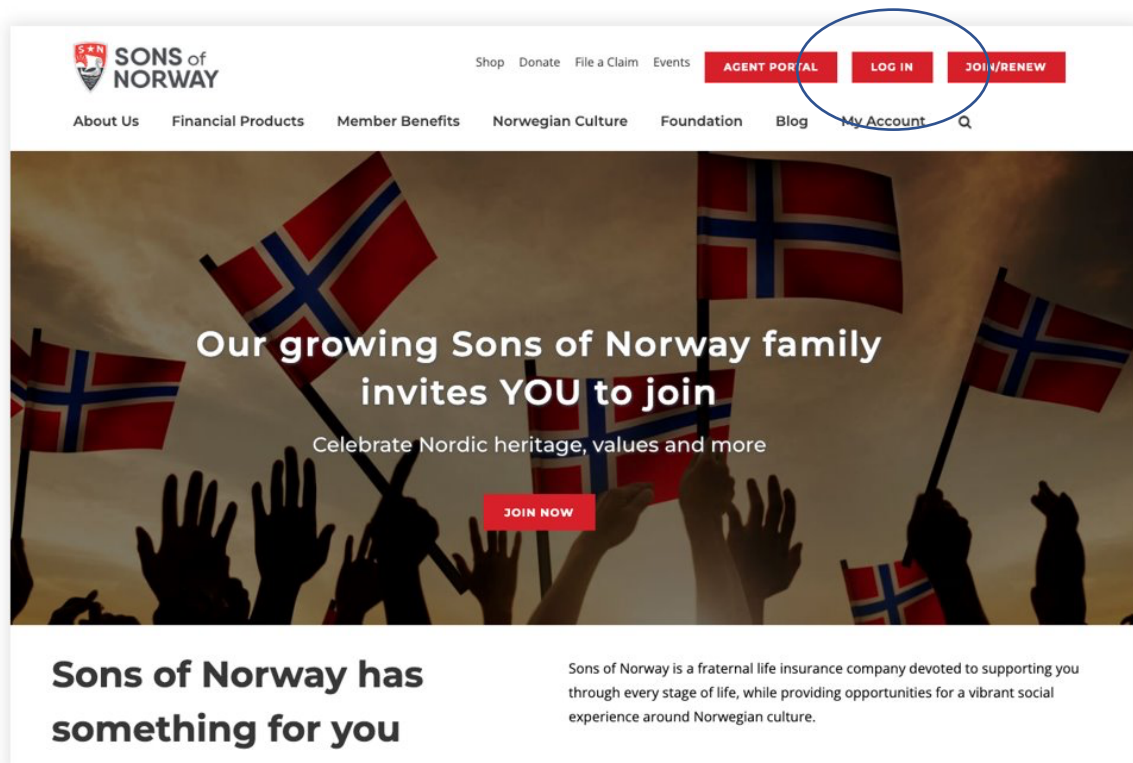
By the end of this document, you should be able to log on to the Sons of Norway website and access your Profile page.



Log on to the Sons of Norway website at:

sofn.com or **sonsofnorway.com**.

Both addresses take you to the same spot. This is what the website looks like today. From here anyone – members and non-members – can explore the website. When a member logs in to the website, there are other areas that become accessible, for instance, Viking magazine archives.



To access the members only level of the website, click on the “Log in” button in the upper right corner of the screen. It is one of the three red, rectangular buttons “Agent Portal,” “Log In” and “Join/Renew.” This is another view of the website, this time with the Norwegian flags and hands in the air. Look for the oval circling the log in button in the screen shot above.

When you click the Log In button, it will take you to the Log In screen, seen above.

If you know your username and password, enter that here.

If you have signed in previously and *need a reminder* of your username or password look just beneath the red “Log in” bar for help. Use the “Email my username” or “Change my password” links.

If you have **never** logged in to the system before you will need to activate your username and password so click on the last line “**First Time Portal User**” at the bottom of the box and follow the instructions to establish your credentials.

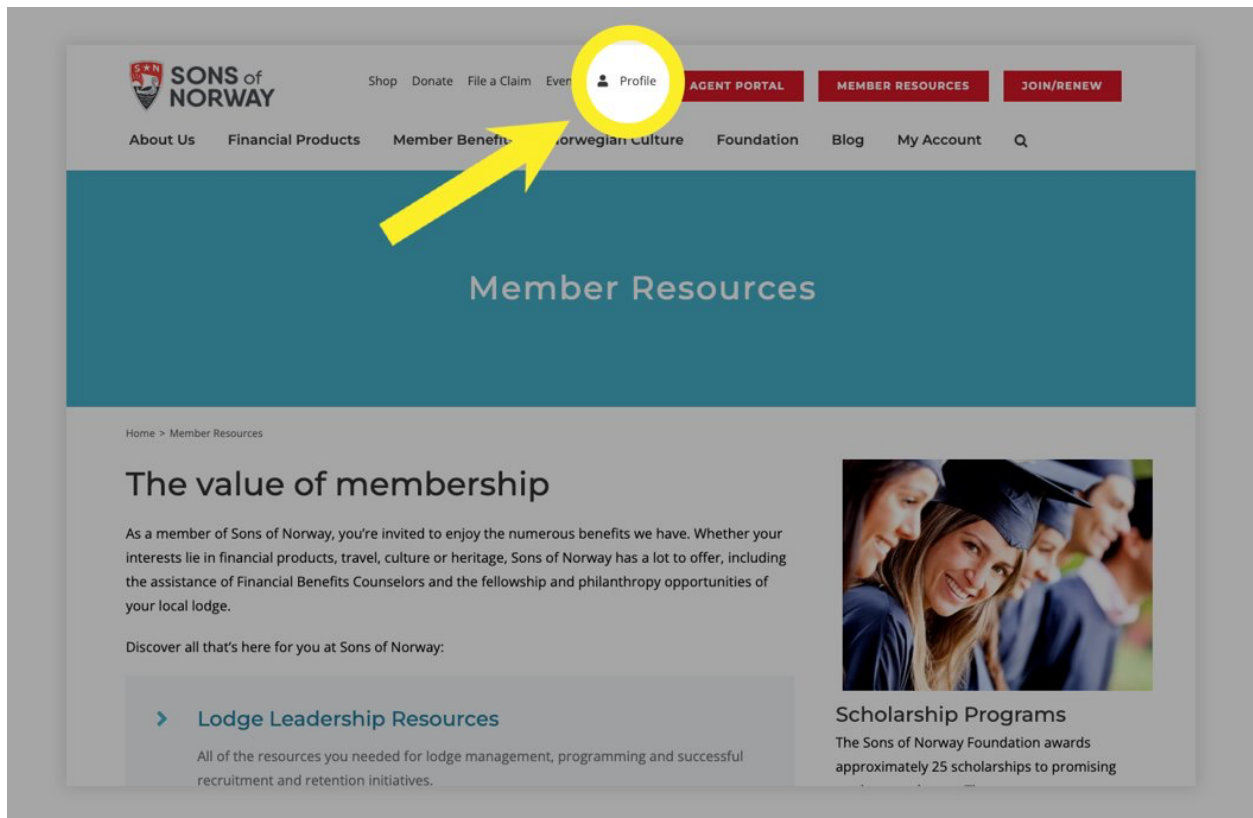
Be sure to note your username and password to make your return to the site a cinch.

Member Activate

Please enter the following information so that we access the correct account:

Name and Member Number	

If you are a first-time portal user, this is the screen you'll go to for activation. You'll enter your first and last name along with your member number, so have that handy. You can get your member number from your membership card that was mailed to you. Complete additional fields as asked.



Now you should be logged into the Sons of Norway website. To log on to the Profile page, click on the word Profile (look for the little person icon just to the left of the three red rectangles or buttons). This will take you to your Profile page. This small step is key to getting to your Profile page and it was a recent change in the process, so thanks for taking note.

**SONS of
NORWAY**

MEMBER RESOURCES

LOG OUT

Officers

- Lodge Activity
- Lodge Officer Updates
- Membership Lists

Board

- Foundation Board of Governors
- International Board

Members

- Language Lessons
- Member Resources

Member Profile

Welcome to your profile page. Please use it to keep your information current and to navigate to the resources you need. If you don't find what your looking for here you can go back to the homepage and click on the search icon.
[click here to go back.](#)

Kari Nordmann

Contact Information

Edit

email@email.com

Edit

Home Address

1455 W LAKE ST

Edit

MINNEAPOLIS MN 55408-2648 US

Household Members

Seasonal Address

Edit

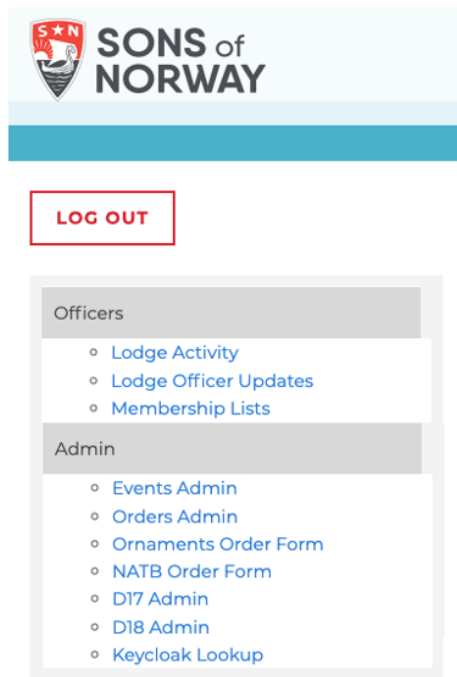
ADD A FAMILY MEMBER

RENEW

CHANGE MY PASSWORD

Financial Benefits Counselor

You should now be on the Profile page. Here you can review your contact information that is in the system on the right side of the screen. In the left hand column, in blue type, are the reports and documents helpful for lodge leaders.



Here's a close-up view of the menu on the Profile page. For this specific lodge officer, they can see two categories of information, Officers and Admin. See the "Lodge Officer Updates" under the top "Officers" section where officer changes can be made to the system? And under the "Admin" section, you can access items like the D17 or D18 report. Each leader has access to different content depending on their responsibilities.

Those are the basic steps to log into the website. If you are having issues signing in after these steps, here are a few more suggestions:

1. Be sure you have a unique email address. The system will not allow you to share the same email address with another Sons of Norway member, like a family member.
2. Double check that you are listed as a lodge/property officer in the system. Typically lodge/property secretaries update officers. If you aren't listed as an officer, you will not be able to access lodge leader content on the Profile page.

If you are able, please help fellow lodge leaders and members learn how to access the website. Remember, the best way to learn is to teach someone else! There is a wide range of information available on the website to utilize, from national anthem recordings to Viking archives. Dig in and enjoy the Norwegian culture and heritage!