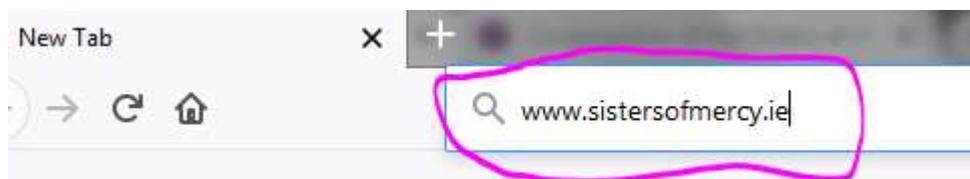


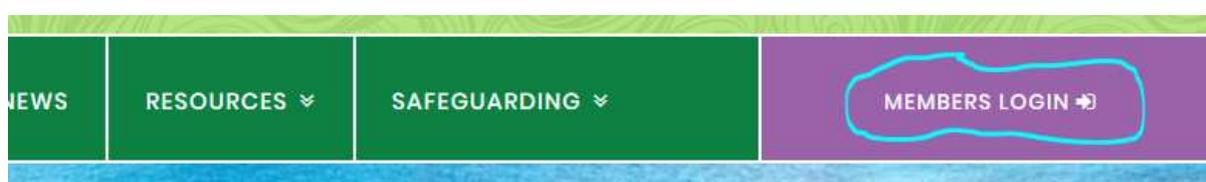
## How To Log In To The Members Area For Computers/Laptops

Type [www.sistersofmercy.ie](http://www.sistersofmercy.ie) in your **Google** bar (as per the picture below in the space circled in pink).



Which will bring you to the Congregational website.

Click on the **Members Login** as shown below (circled in blue):



This will bring you to the following page:

Members Login

Username or Email Address:

Password:

I have read and agree with the [User Agreement Statement](#)

I have read and agree with the [Privacy Statement](#)

Remember Me

The Members Area is accessible to members of the Congregation of the Sisters of Mercy.

Enter your email address in the **Username or Email Address** box. Enter your password into the **Password** box. If you cannot remember or do not have a password, please contact Denise at [denisebrennan@csm.ie](mailto:denisebrennan@csm.ie). If you want to see what you are typing in the Password section, click on the eye in the Password box and you will see what you are typing instead of dots. **It is very important that you put ticks in the boxes for User Agreement Statement and Privacy Statement as in the picture above.** If the ticks are not in these boxes the system will not allow you to move forward. If you want your password to be remembered, put a tick in the box beside **Remember Me**. Then click **Log In**.

You will know if you are in the **Members Area** as **Members Login** will change to **Edit Profile** and **Logout** as in the picture below (as circled in pink).

If the **Members Login** section changes to **Edit Profile** and **Logout** (as in picture below) this means you are logged into the website.



### Error Messages

If you see the error message below (circled in pink) telling you **Unknown Email Address**. It means that you have entered the wrong email address. You may have changed your email address but it hasn't been updated in the system or a typo has been made. To proceed, re-enter your details in the correct boxes and tick the **User Agreement Statement** and **Privacy Statement** boxes. Also put a tick in the **Remember Me** box if you wish the system to remember you.



This message above (circled in pink) may also say the **Password you have entered for the email address/user name is incorrect**. If you get this message you have entered a different password to what is in the system or made a typo. Re-enter your email address and check your password is correct. If you want to see what you are typing in the **Password** section, click on the eye in the **Password** box and you will see what you are typing instead of dots.

The message above (circled in pink) may also say **You must accept the Privacy Statement conditions**. If you get this message you have forgotten to enter a tick in one or both of the **Privacy Statement**

and **User Agreement Statement** boxes. Re-enter you email address, password and ensure that you tick the two Statement boxes.

### **Looking Around The Website**

The picture below shows the menu which is available at the top of the screen. You can click on these titles and see what items are available in each section. This menu can be seen by Sisters and members of the public.



The menu (pictured below) is available on the left hand side of the screen. You can click on these titles and see what items are available in each section. This menu can only be seen by Sisters.

