



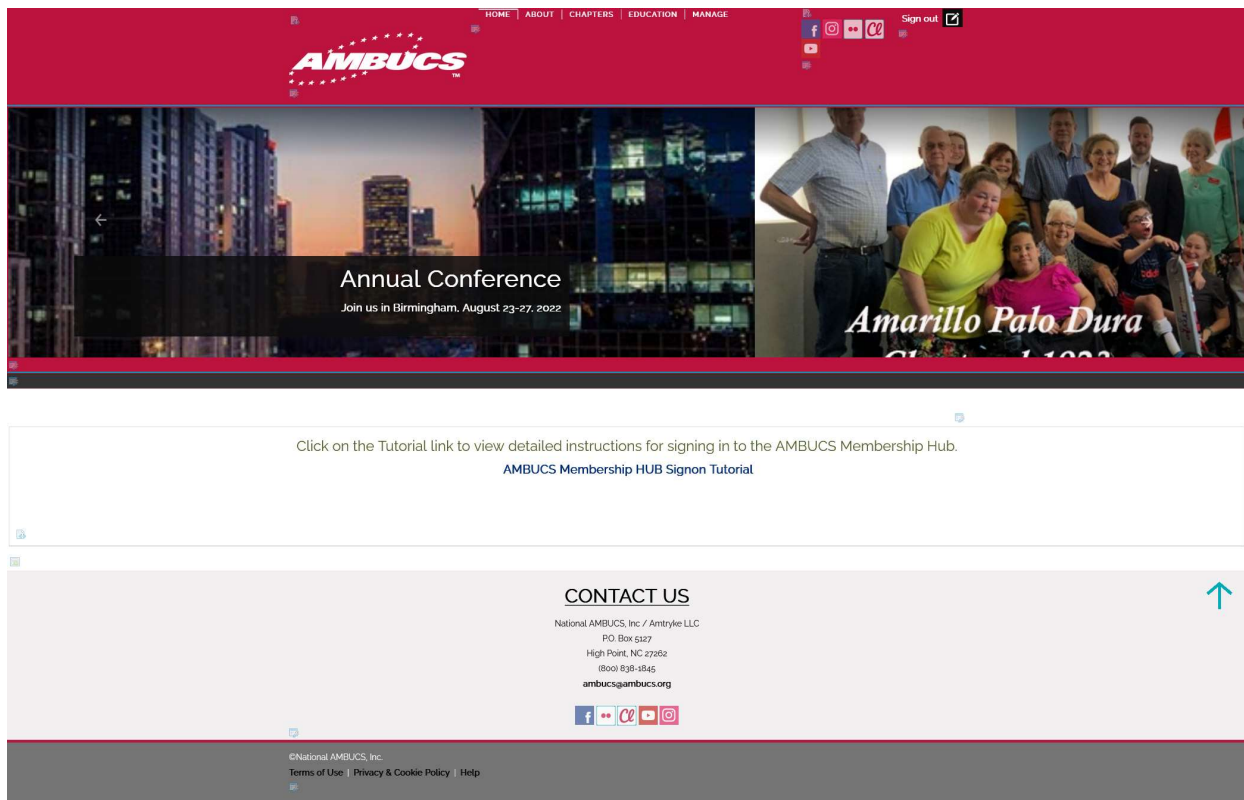
AMBUCS MEMBERSHIP HUB

Site Access for AMBUCS Members

This document is meant to educate AMBUCS members on accessing the AMBUCS Membership HUB via secure credentials.

Support note: Issues with accessing the portal via the Sign In page or with the portal in general should be reported via email to membershiphubsupport@ambucs.org. This email account is specific to portal issues and is monitored by the portal support team. Issue feedback and status updates will be communicated via this email account.

Access the HUB using the Welcome page URL: <https://ambucs.imiscloud.com/AMBUCSMemberWIP1>





The Welcome page is the starting point for Membership HUB access. This page includes a link to the Sign-In page at the top right corner along with a link to a tutorial on first time system access for new users. The Welcome page also includes a rotating banner of images that will feature AMBUCS chapters, members, and events/activities so keep an eye on that page to see if you or your chapter may be featured. It is recommended that frequent HUB users bookmark either the Welcome page or the Sign-In page in their web browser. The current public facing website ambucs.org is not going away. That will remain our public facing site. There will be a switch over of member resource content to the HUB over time.

Enter your account credentials using the Sign-In URL:

https://ambucs.imiscloud.com/AMBUCSMemberWIP1/Shared_Content/Sign_In.aspx

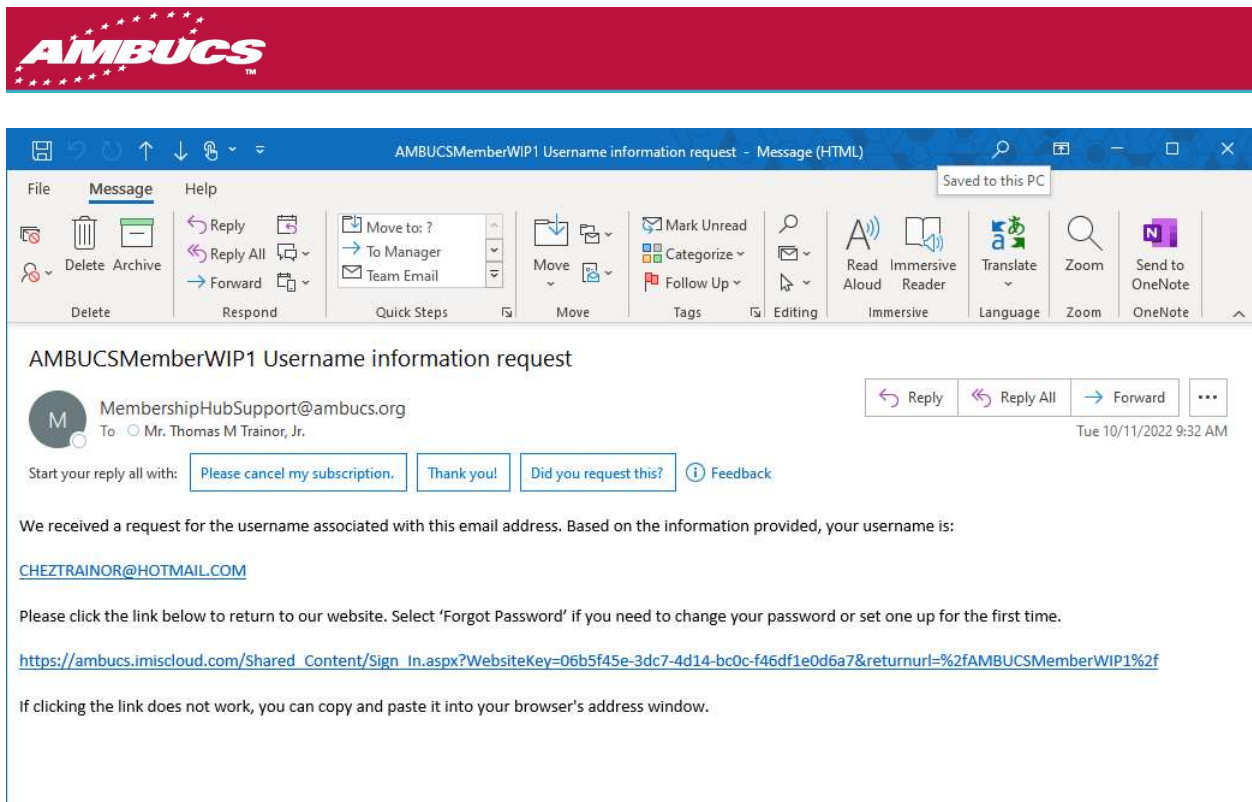
A screenshot of a web browser displaying the AMBUCS Sign In page. The browser's address bar shows the URL: https://ambucsstaging.imiscloud.com/AMBUCSMemberWIP1/Shared_Content/Sign_In.aspx. The page has a red header with the AMBUCS logo on the left and navigation links (HOME, ABOUT, CHAPTERS, EDUCATION) and a "Sign in" link on the right. The main content area is white and contains a "Sign In" heading, followed by input fields for "Username" and "Password", a green "Sign In" button, and links for "Forgot username?" and "Forgot password?". The footer is light gray and contains the heading "CONTACT US" and contact information for National AMBUCS, Inc / Amtryke LLC, including a P.O. Box, address, phone number, and email.



This sign-in page is the secure gateway for HUB access. Account credentials – username and password – are used for this access. Member account provisioning will be an automated process. First time access for members will be via the member’s primary email address on record with the AMBUCS Resource Center. If you are unsure what email address that may be, this will be the address at which you receive National AMBUCS communications.

First, you will want to validate your username in the system. This is usually your email address but it is a good idea to confirm first and to ensure that the system has provisioned a username for your account before proceeding. Click the ‘Forgot username?’ link on the sign in page. The following page will display.

At the Username Request page, enter your email address and click Submit. The HUB will send you an email that will include your username in the system. You may need to check your spam/junk mail folder for the email and adjust settings so that future automated HUB emails are directed to your email client Inbox.



Next, new users will need to acquire a password by clicking the 'Forgot password?' link on the sign in page. The following page will display.

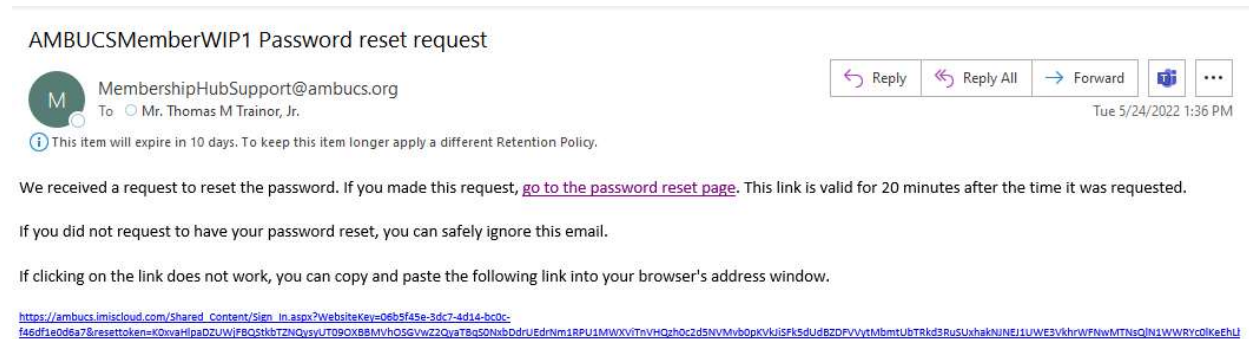
The screenshot shows the 'Password request' page. The header is red with the AMBUCS logo and navigation links: HOME, ABOUT, CHAPTERS, EDUCATION, and a 'Sign in' link. The main content area is titled 'Password request' and contains the text: 'Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.' Below this is a form with a 'Username' field and a 'Forgot username?' link. The 'Submit' button is green, and the 'Cancel' button is blue. Below the form is a 'CONTACT US' section with the following information: National AMBUCS, Inc / Amtryke LLC, P.O. Box 5127, High Point, NC 27262, (800) 838-1845, and ambucs@ambucs.org. There are also social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram. The footer contains the copyright notice: ©National AMBUCS, Inc. and links to Terms of Use, Privacy & Cookie Policy, and Help.

At the Password Request page, enter your Username, which will be your email address, and click Submit. The HUB will send you an email that will include a link to the Password Reset page.




You may need to check your spam/junk mail folder for the email and adjust settings so that future automated HUB emails are directed to your email client Inbox.

The email you receive will look like this:




The embedded link for the password reset page in the email will only be valid for 20 minutes. From the Password Reset page you will be able to change the password for your account. The password must be at least 7 characters long and contain both letters and numbers and at least one upper case letter. If the new password does not conform to these validation rules, you will receive an error message when attempting to save. The new password and confirm new password fields must match or you will receive an error message when attempting to save.



[HOME](#) | [ABOUT](#) | [CHAPTERS](#) | [EDUCATION](#)

[Sign in](#)



Sign In

Please create a new password and click submit. You can then sign in using your new password.

* New password

* Confirm new password






The password must be at least 7 characters long and contain both letters (at least one upper case) and numbers.

Submit


Cancel

CONTACT US

National AMBUCS, Inc / Amtryke LLC
P.O. Box 5127
High Point, NC 27262
(800) 838-1845
ambucs@ambucs.org



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After a successful save of the new password, you will be directed back to the sign-in page. From there, you should be able to enter your username and your new password for access to the HUB. After successful login to the HUB, the user will then be directed to their member page. Here's an example:

Welcome to the AMBUCS Membership HUB!

We'll take a moment here to cover common parts of pages within the portal:

- Page headers include the AMBUCS logo, top site navigation quick links, and a Sign In/Out link.
- Page footers include a 'Contact Us' link that opens an online contact form; the National AMBUCS organization address; and social media links.

The layout of the member page is as follows:

- Left pane – member's full name as on record; member picture (editable); My Chapters; My Communities; My Committees.
- Right pane – Badges (Big Hat, Life Member); Events.
- Content (central window) – Announcements; Recent Activity; Member Addresses (editable); Change your Password link.

Additional details on each of these items and how they can be edited, if allowable, will be forthcoming in other training materials.

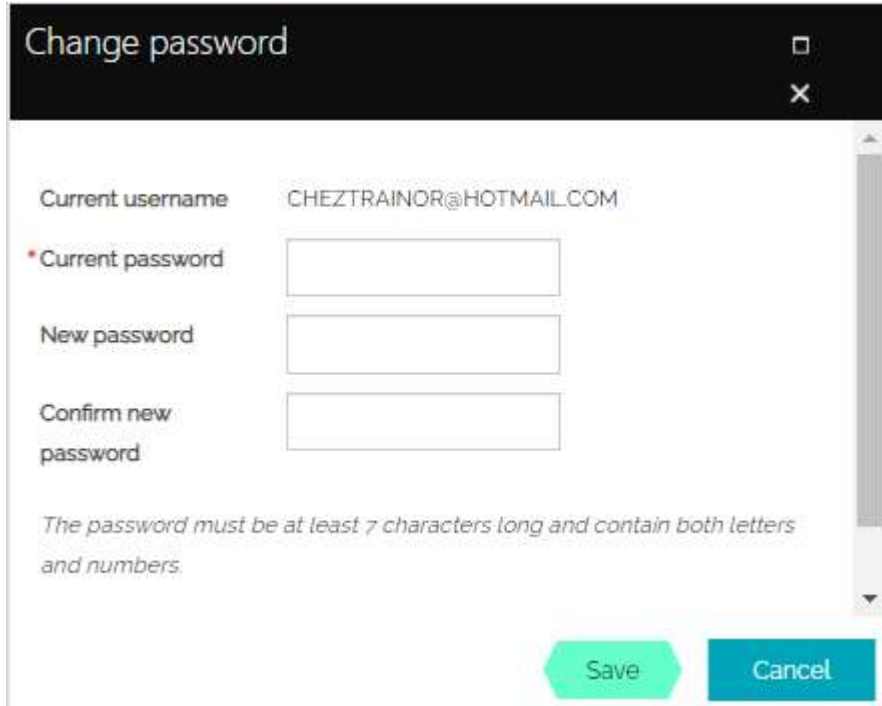
From a portal access standpoint, an important feature on this page is the 'Change your password' link in the central content window:

Change your password

Current username is: CHEZTRAINOR@HOTMAIL.COM

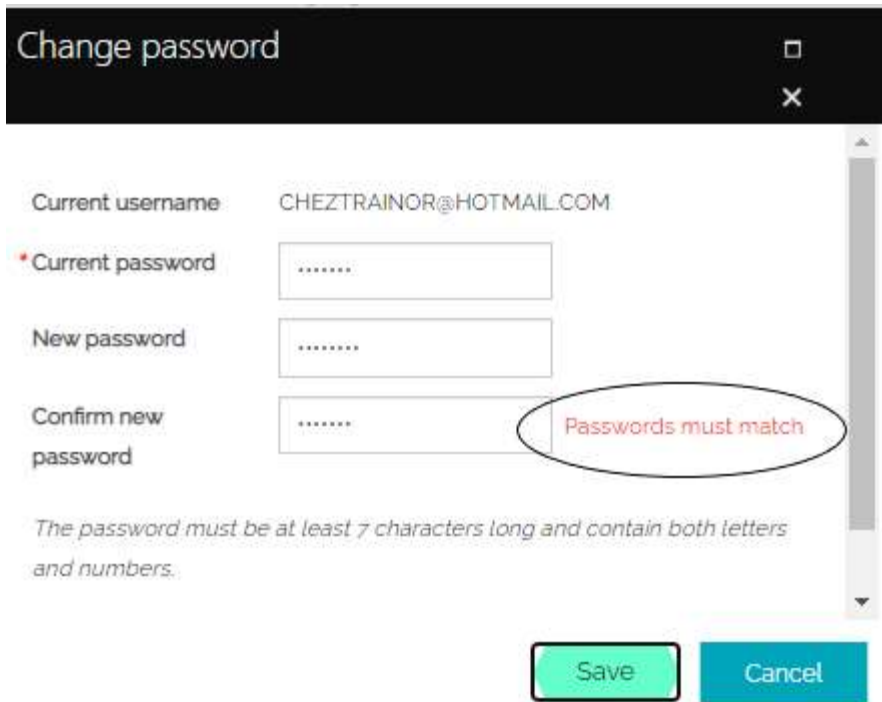
[Change password](#)

Clicking the Change password link will bring forward a Change password panel:



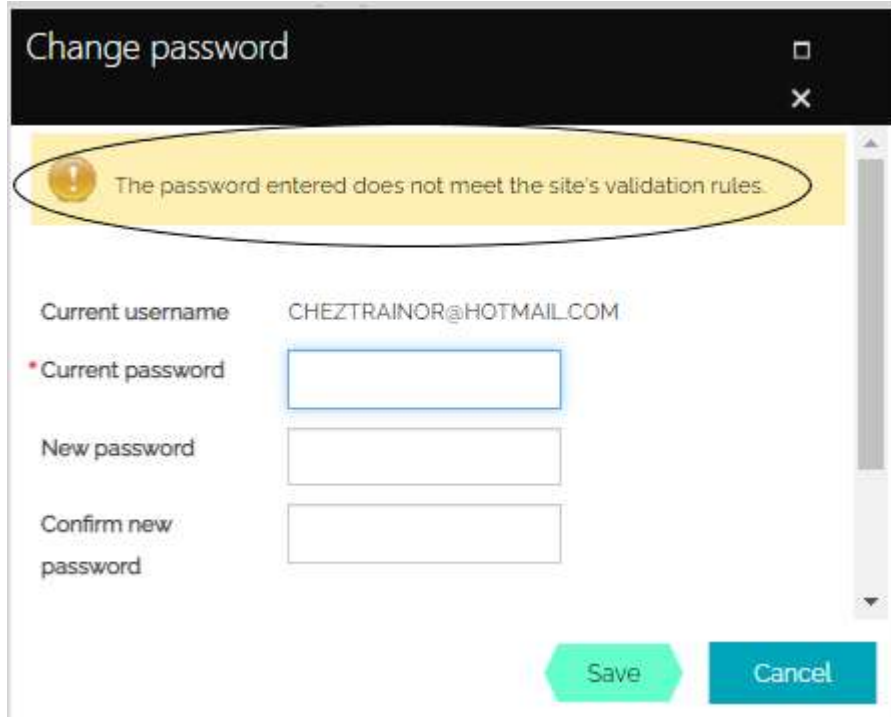
A screenshot of a 'Change password' dialog box. The title bar is black with 'Change password' in white text and a close button (X) on the right. The dialog has a white background. It contains the following fields: 'Current username' with the value 'CHEZTRAINOR@HOTMAIL.COM', 'Current password' (empty), 'New password' (empty), and 'Confirm new password' (empty). Below these fields is a note: 'The password must be at least 7 characters long and contain both letters and numbers.' At the bottom are two buttons: 'Save' (green) and 'Cancel' (blue).

Use this panel to change your password. You must enter your current password and your new password in the appropriate text boxes and click the Save button. The new password and confirm new password fields must match or you will receive an error message when attempting to save.



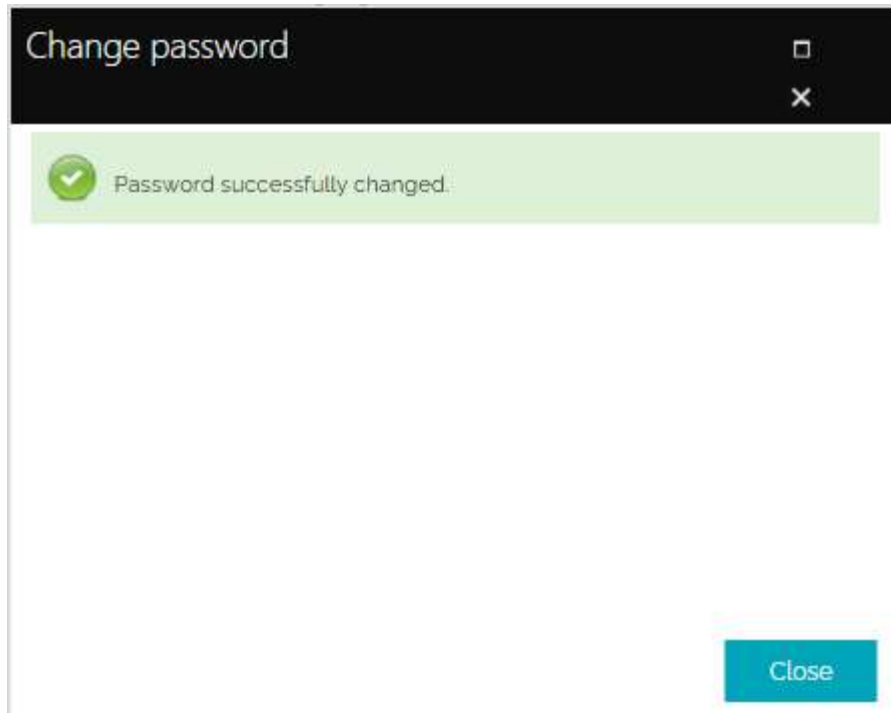
A screenshot of the 'Change password' dialog box, similar to the one above, but with the password fields filled with dots. A red error message 'Passwords must match' is displayed next to the 'Confirm new password' field, which is circled in red. The 'Save' button is highlighted with a green border. The 'Cancel' button is blue. The title bar and note are the same as in the previous image.

The password must be at least 7 characters long and contain both letters and numbers and at least one upper case letter. If the new password does not conform to these validation rules, you will receive an error message when attempting to save.



A screenshot of a 'Change password' dialog box. The title bar is black with the text 'Change password' in white. Below the title bar is a yellow error message box with a yellow warning icon and the text 'The password entered does not meet the site's validation rules.' Below the error message are three input fields: 'Current username' with the value 'CHEZTRAINOR@HOTMAIL.COM', 'Current password' (marked with a red asterisk), 'New password', and 'Confirm new password'. At the bottom right are two buttons: 'Save' (green) and 'Cancel' (blue).

Upon a successful password change you will receive a confirmation message.



A screenshot of a 'Change password' dialog box. The title bar is black with the text 'Change password' in white. Below the title bar is a green success message box with a green checkmark icon and the text 'Password successfully changed.' At the bottom right is a 'Close' button (blue).



At this point, you can click Close on the Change password panel and continue to use the portal. Subsequent logins to the portal will require use of the new password. Signing out of the portal can be done via the link in the top right corner of all page headers:

This concludes the Membership HUB Site Access for AMBUCS members guide. Additional training materials will cover other aspects of the HUB.