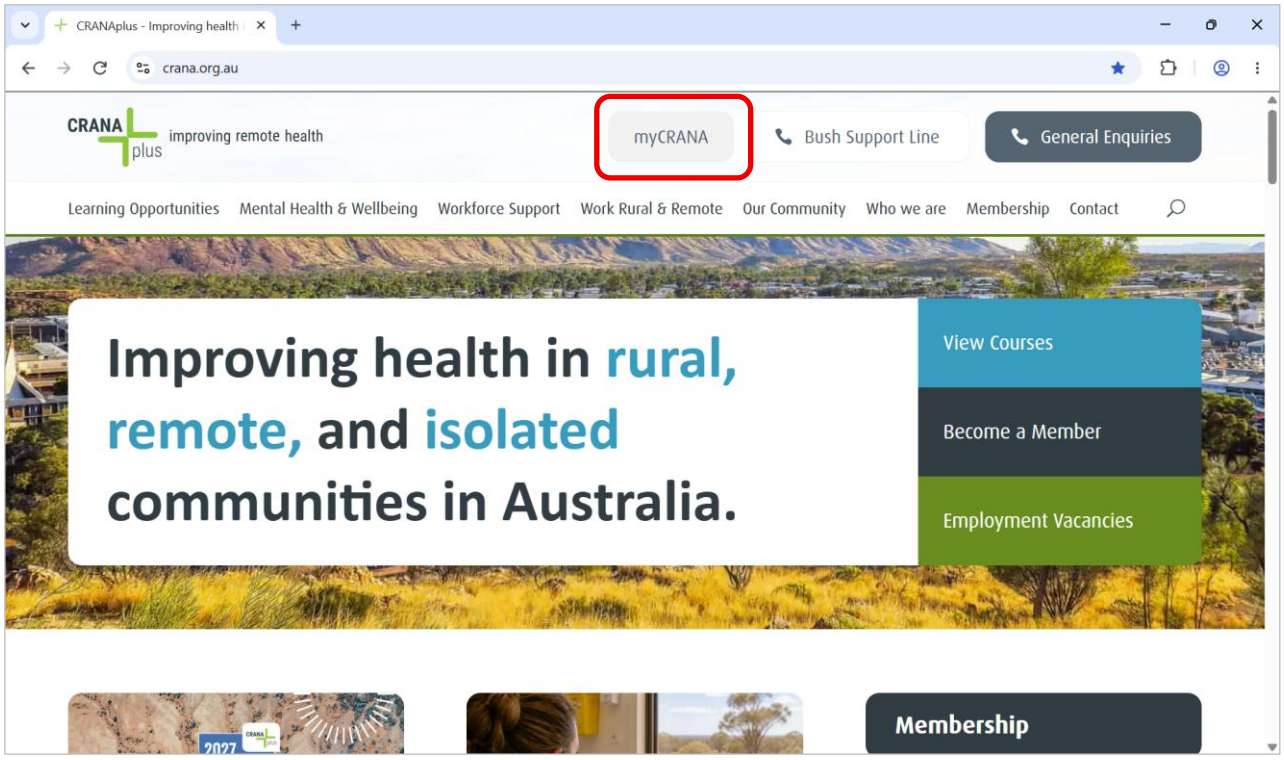
How to Manage your CRANAplus Membership & Create a myCRANA ID

myCRANA is the central hub for the information and tools you need to engage with CRANAplus. To access the myCRANA portal and your Membership information, you need a **myCRANA ID**.

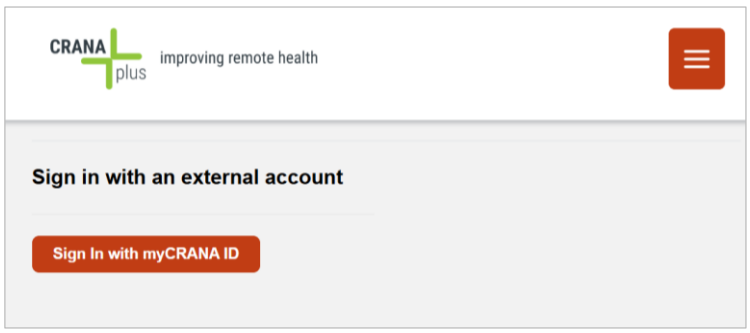
If you're a new Member, you'll need to create a myCRANA ID. If you already have one, simply sign in to access your Membership account.

1. To get started, with or without a myCRANA ID, open a browser and go to www.crana.org.au. Click the **myCRANA button** at the top of the window.



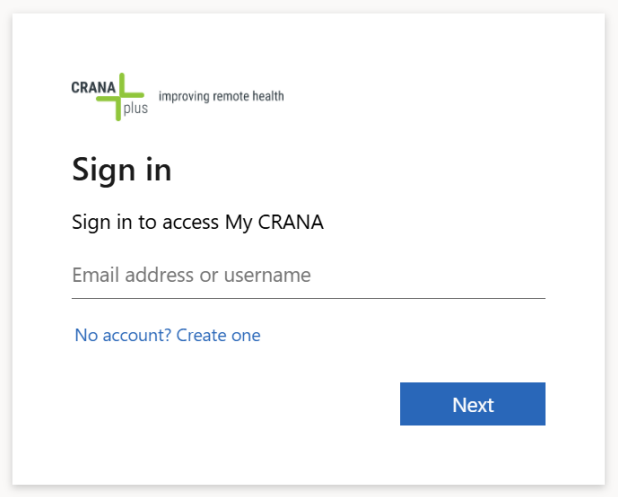
2. If you **have** a myCRANA ID, select the **Sign in with myCRANA ID** button.

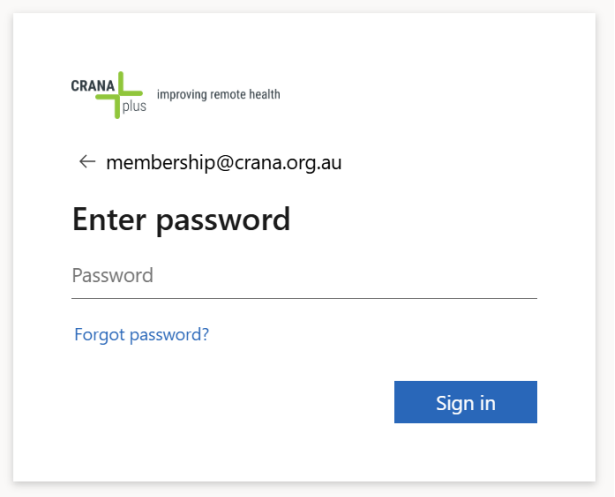
   If you **don't have** a myCRANA ID, go to step 4.



3. Enter your email address and select **Next**. Enter your password, select **Sign in**. Proceed to step 10.

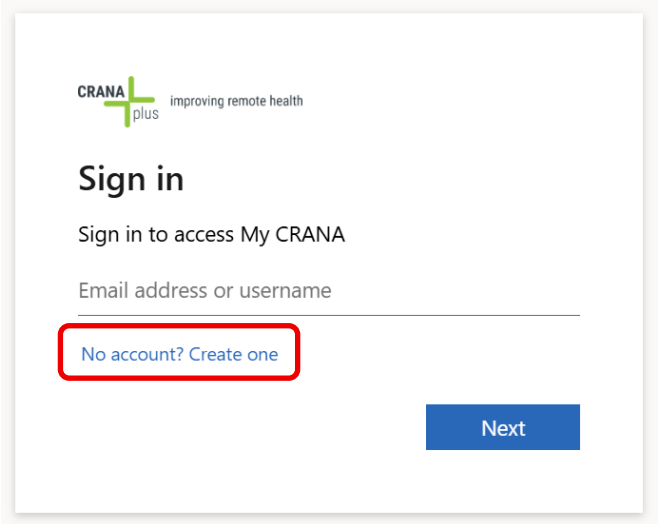
   If you *don't have* a myCRANA ID, see step 4.



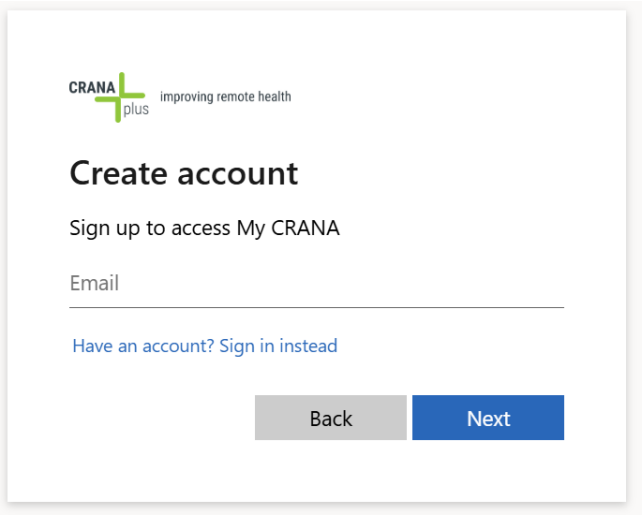


   To reset your password, select **Forgot password** and be prompted to verify your identity by selecting 'Email code to your email address' and following the instructions.

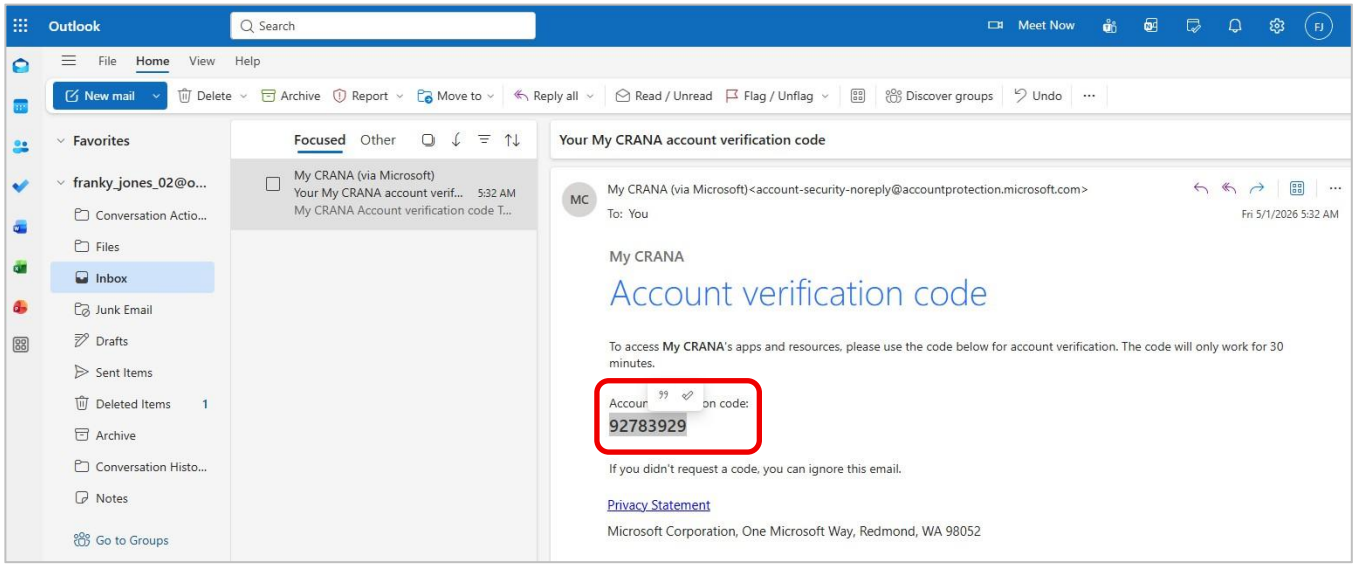
4. If you don't have a myCRANA ID, you can create now by selecting **No account? Create One**.

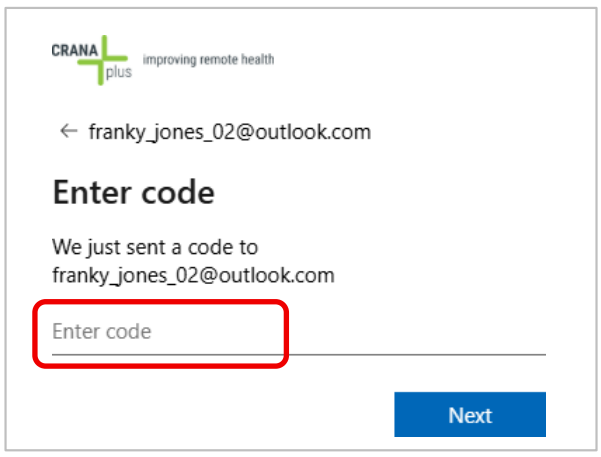


5. Enter your email address and click **Next.**

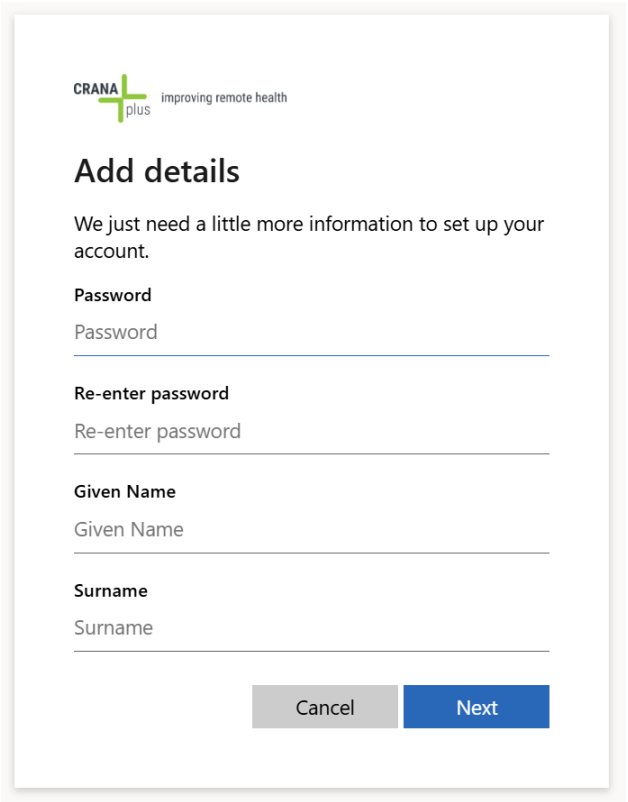


6. Verify your email account. Check your email and enter the Account Verification Code where prompted and select **Next**. If you did not receive a code, check your junk or spam folders.



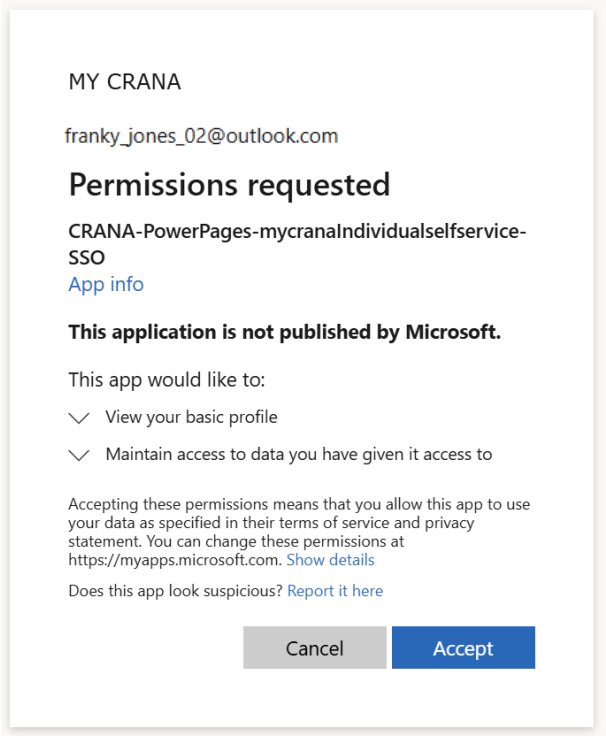


7. Add details – Create a secure password and add your first name (given name) and last name (surname). Select **Next**.



The password must: have a minimum of 8 characters; contain characters from at least 3 out of: lowercase characters, uppercase characters, numbers, symbols; and not be weak or commonly used.

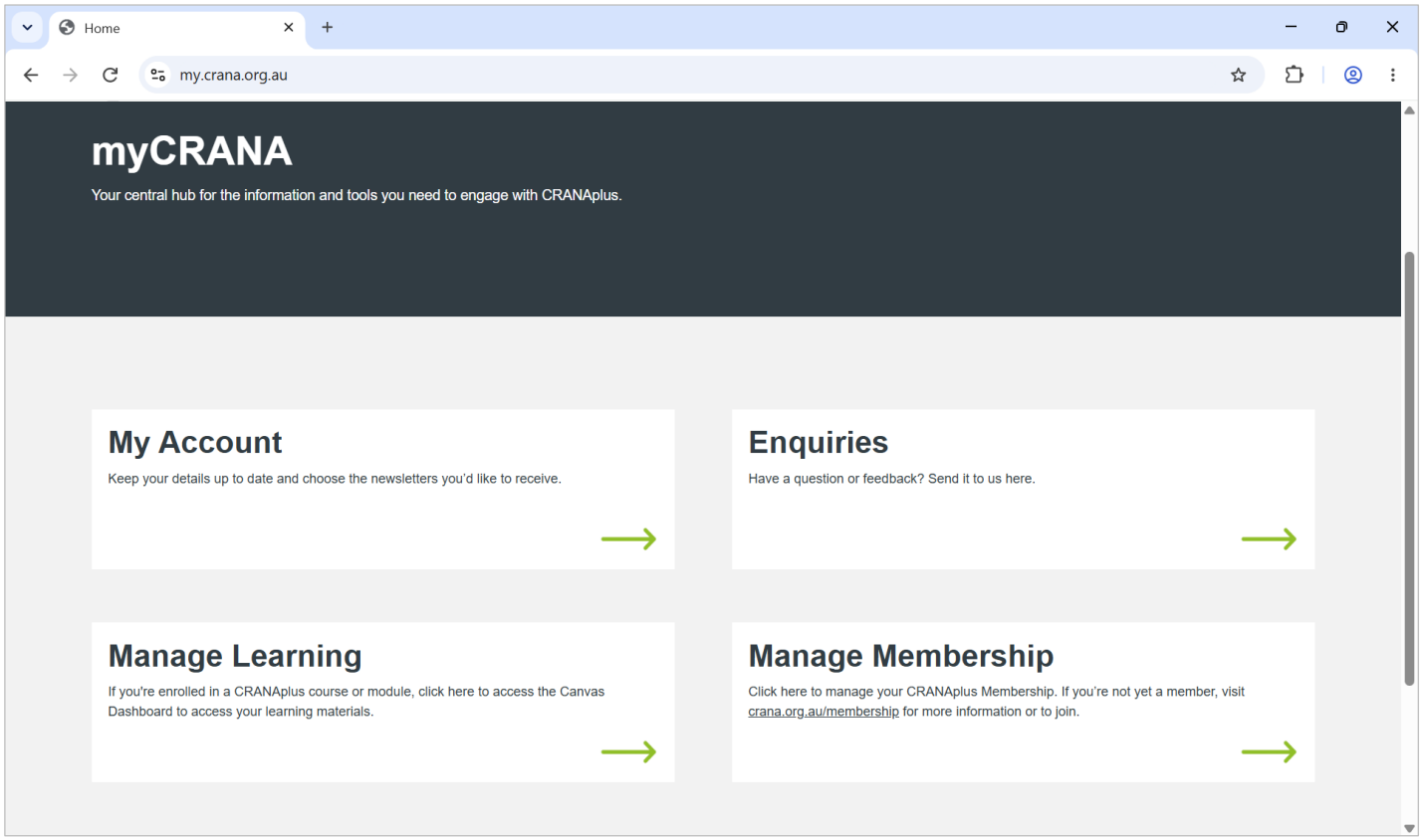
8. You will be prompted to accept the Microsoft permissions request. This allows the myCRANA system to securely verify your identity and link your login details. Select **Accept** or contact membership@crana.org.au if you have any questions or concerns.



9. Congratulations! You have been issued a unique myCRANA ID (a combination of 7 letters) that has been sent to your email inbox. You can now login to your myCRANA portal.

10. You have arrived at your myCRANA portal where you can:

    - update your personal details
    - manage courses you are enrolled in
    - submit questions or feedback to the CRANAplus team
    - update or change your Membership subscription



Thank you!

Thank you for supporting CRANAplus with your Membership. Learn more about your Membership Benefits and Learning Opportunities available to you, and feel free to contact us if you have any questions or concerns.

Contact

Greta Stevens
Membership Lead, CRANAplus
Email: membership@crana.org.au