

User Quick Guide

WELCOME TO THE NEW MEMBERSHIP PORTAL - MyAELP

All members will now have individual logins for each of their colleagues.

If you are already listed as a contact, you will need to verify your email address, and set up your password.

If you are not yet listed as a contact, you can register yourself as a contact. You will need your organisations membership number.

If you are not sure if you are listed as a contact, you can try to either log in, or register, and you will either be able to proceed, or you will be directed to the other option.

IF YOU ARE ALREADY LISTED AS A CONTACT

1. The first time you use the portal, please go to the log in area, and enter your email address.
2. Please request a password reset.
3. Check your emails for the password reset, and follow the instructions.

ADDING YOURSELF AS A CONTACT OF YOUR ORGANISATION

If you would like to add yourself as a contact to your organisation's membership, please click Register, and follow the instructions to 'register as a Contact'. You will need your Membership Number.

1. Click on Register.
2. Enter your email address.
3. Search your Organisation Name or Post Code, and select from the list.
4. Input your Membership Number.
5. Fill in your details.
You can also add additional contacts at this stage.
6. Click Register.
You will be asked to confirm that you don't want to add any other users.
7. You will receive a verification email, then you will be able to log in.

AVAILABLE ON THE PORTAL

MEMBER EVENTS & WEBINARS

You will be able to book yourself and colleagues onto our Member-Exclusive Sector Forums, Special Interest Groups and Webinars.

MODEL CONTRACTS AND ONLINE ASSESSOR TRAINING COURSE

AELP Full Members have access to Model Contracts and an Online Assessor Training Course via our partnership portals.

MEMBER NEWS

As well as receiving our newsletters by email, you will be able to view and download them on our portal, as well as any other member-exclusive news

YOUR PROFILE

In your profile area, you will be able to

- Update your personal details.
- Amend your marketing preferences.
- Change your password.
- View your bookings.
- Upload a company logo.
- Update users who have left or re-joined the organisation.
- Upload a profile image.