



Dear Service Provider-

Thank you for your tremendous work. Your dedication to helping veterans is setting an example for organizations around the country. I'm excited to tell you about the National Association of Veteran-Serving Organizations today and how you and your organization will join us for the purpose of connecting, collaborating and coordinating efforts with others.

**WHAT:** We are working to build the largest and most comprehensive learning environment for veteran serving organizations; connecting you to like-minded professionals around the nation.

**WHY:** Just as your work has had a significant impact on changing the long-term outcomes of veterans, we are working to bring those lessons and practices to all communities across the nation. NAVSO represents an intentional effort to harness the collective best practices of like-minded professionals serving veterans and military families to ensure everyone becomes more effective and efficient in delivering measurable programs and services. What part of that don't you want for your organization and the clients you serve? Many foundations and donors tell us this is what they are looking for in the veteran nonprofit community: collective, integrated efforts that are more effective, more efficient, and offer a better return on investment (impact). If they're paying attention to these goals, shouldn't you be as well?

**HOW:** In addition to dozens of academic articles in an easy to use and searchable Library, NAVSO has a curated newsfeed, an online Forum for engaging with others working to serve veterans from around the country and our latest tool: Grant Map which gives you access to incredible donor data. Our goal is that these resources will foster communication between veteran-serving organizations and lead to your success.

Over the next twelve months we will continue to build on this platform and are excited to invite you to join us at [www.navso.org](http://www.navso.org). On the following page, you will find an overview of the steps necessary to log on to the platform. If you have any questions, please don't hesitate to reach out to our team: [info@navso.org](mailto:info@navso.org) or [support@navso.org](mailto:support@navso.org).

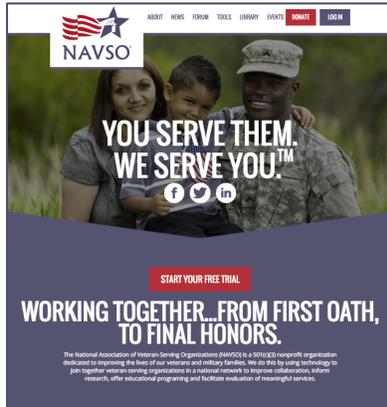
We're looking forward to collaborating, innovating, and, with your assistance, improving the way veterans around the country are served. Log in today and be an active voice in our Forum discussions!

Regards,

Chris Ford  
CEO, NAVSO  
703-594-7940

# User Account Creation Process

**STEP 1:** Go to [www.navso.org](http://www.navso.org) and click the “Start your free trial button”



**STEP 2:** Fill out your information and click “Create New Account”

The image shows the "USER ACCOUNT" creation page on the NAVSO website. It has the same navigation menu as the homepage. The main heading is "USER ACCOUNT". There are three links: "Create new account", "Log in", and "Request new password". Below this is a "SIGN UP FOR UPDATES" section with a note: "Not yet ready to start your free trial subscription, but interested in staying connected with NAVSO? Sign up for email updates below." There are input fields for "First Name", "Last Name", and "Email Address". Below these is a "SIGN ME UP" button. To the right of the "SIGN ME UP" button is a "CONNECT WITH NAVSO" section with social media icons for Facebook, Twitter, and LinkedIn. Below the "SIGN ME UP" button is a "TOPICS" section with links for "Benefits" and "Careers". At the bottom of the form is a "CREATE NEW ACCOUNT" button.

**STEP 3:** Check your email for a confirmation email and click the link

Thank you for registering at National Association of Veteran Serving Organizations browser:  
<http://www.navso.org/user/reset/8893/1449007172/zSN6jcvY>  
This link can only be used once to log in and will lead you to a page to set your password.  
After setting your password, you will be able to log in at <http://www.navso.org>  
username: Jane Doe1  
password: Your password  
-- National Association of Veteran Serving Organizations team

**STEP 4:** After clicking the link in your confirmation email, click “Log in” and set your account password

The image shows the password reset form on the NAVSO website. It has the same navigation menu. The main heading is "E-mail address (please use your work email address for this account)". There is an input field for the email address with the value "jane.doe@email.org". Below this is a "Password" section with a "Password strength:" indicator. There are two input fields for the password, one for the current password and one for the new password. Below these is a "Confirm password" section with a "Passwords match: yes" indicator. There is a "To make your password stronger:" section with a list of suggestions: "Add lowercase letters", "Add uppercase letters", and "Add numbers". Below this is a "To change the current user password, enter the new password in both fields." section. There is a "Private messages" section with a "Enable private messages" checkbox and a "Receive email notification for incoming private messages" checkbox. There is a "Picture" section with an "Upload picture" button and a "No file chosen" message. Below this is a "First Name" input field with the value "Jane", a "Last Name" input field with the value "Doe", and an "Employer" dropdown menu with the value "Veterans Legal Institute". There is a "Where do you currently work?" section with a "SAVE" button circled in red.

**STEP 5:** Verify all the information is correct and click “Save”

The image shows the password reset form on the NAVSO website, identical to the previous image. The "SAVE" button at the bottom is circled in red.

**Optional Step:** Register for our “How to Navigate NAVSO” webinar where we walk users through the website in a live training event.\* Register at [www.navso.org/events](http://www.navso.org/events)

\*Subject to availability