



How to Utilize the Power of Engage User Instructional Guide

What is Engage?

Engage is a community platform where Facility Management Professionals and Associates can connect and network with other IFMA members. With groups for chapters, councils, and communities, the Engage discussion platform provides instant interaction with life-minded professionals:

- Post questions
- Share documents
- Exchange ideas

Be a part of the conversation! Continue below to find out how

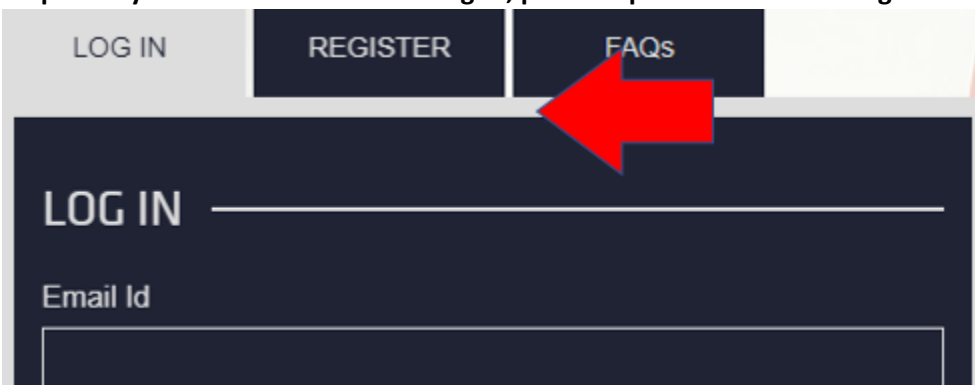
How to access engage:

Step 1 - Go to the Engage website (<https://engage.ifma.org/home>)

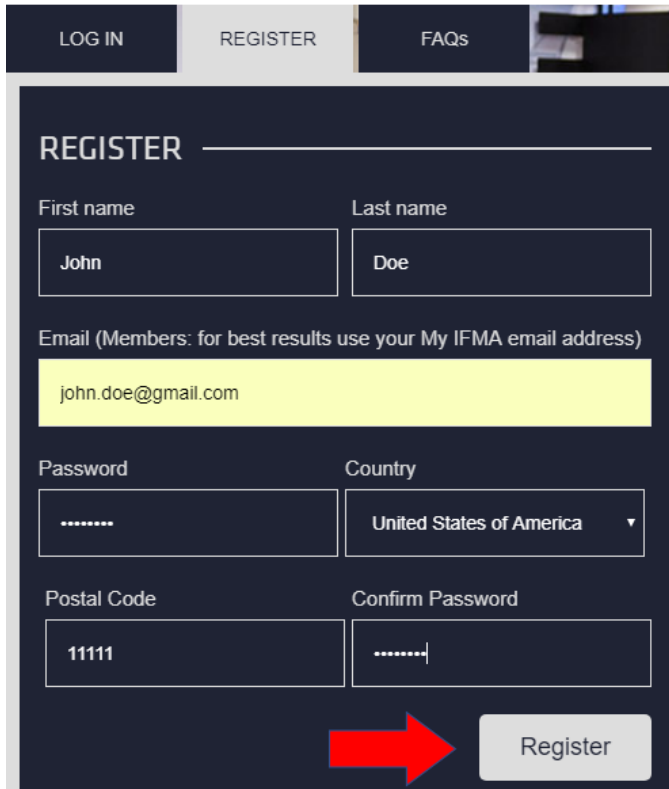
Step 2 – Sign In



Step 3 – If you have a Leader Portal log-in, please input it here under ‘Log in’



Step 3.1 – If you have not yet registered, select ‘Register’ & complete the required information.



LOG IN REGISTER FAQs

REGISTER

First name Last name

John Doe

Email (Members: for best results use your My IFMA email address)

john.doe@gmail.com

Password Country

..... United States of America

Postal Code Confirm Password

11111

Register

Step 3.2 – A verification email will be sent to your email address from login@ifma.org

Email for verification has been sent to your provided email id, check email for further instructions

Step 3.3 – Click on the link in the verification email.

Hello John,

To verify your email, please click on following link and if your browser does not open it, please copy and paste it in your browser's address bar.

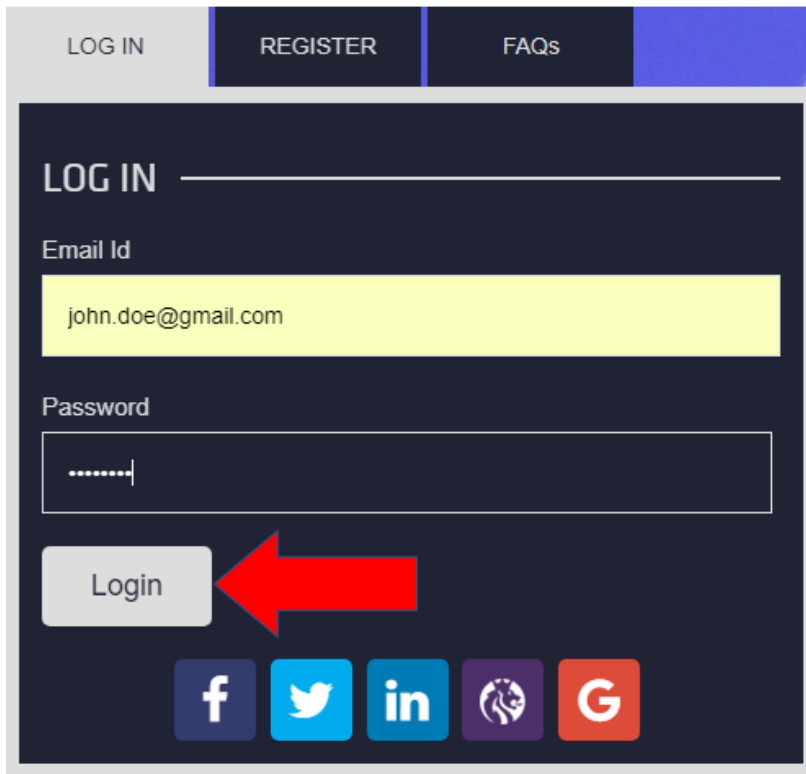
<https://my.ifma.org/login/?vtype=emailverification&vtoken=3bdfcad666114f2c871f7cd5b3b5cde0>

Regards

Step 3.4 – The link will take you back to the Login page on the member portal stating ‘Your email has been verified successfully’

Your email has been verified successfully

Step 3.5: Put in the email and password that you created in Step 3 and select Login.



LOG IN REGISTER FAQs

LOG IN

Email Id

john.doe@gmail.com

Password

.....

Login

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Navigating Engage:

Step 4 – Once you have logged in, return to the Engage website (<https://engage.ifma.org/home>). Your avatar should appear in the top right corner. If it does not, refresh your browser and/or log out and log back in.



Step 5 – Using the navigation bar, select “All Groups” under the Groups drop down.



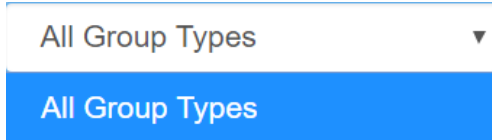
Step 6 – Locate your desired IFMA Component Group:

- By using the search function:



A search bar with a light gray input field containing the placeholder text "search" and a blue button with a white magnifying glass icon.

- Or sorting by specific criteria:



A dropdown menu with a white background and a blue border. The selected option is "All Group Types" with a small downward arrow on the right. Below the dropdown is a blue bar with the text "All Group Types" in white.

Join

Step 7 – Once you’ve found your desired group, join it! This will give you access to discussions, the group resource library, and upcoming events.

[Community Home](#) [Discussion](#) 8 [Library](#) 143 [Events](#) 0 [Members](#) 930