



Frequently Asked Questions: forensicnurses.org Accounts

I have an IAFN account, and this is the first time I am logging into the new portal.
How do I log in?

Everyone must create new login credentials when logging into the new member portal for the first time. Log into the portal [here](#), or by clicking on the “MY ACCOUNT” button at the top of the right-hand corner of forensicnurses.org. You will see this:

Research. Educate. Lead. INTERNATIONAL ASSOCIATION OF Forensic Nurses

Set Up an Account

Welcome to the new IAFN Portal! Everyone must first jump in and click 'Set Up an Account' to get started. Your old account will no longer work.

[Log In](#) [Set Up an Account](#)

By signing up, you agree to our terms of service and privacy policy.

SET UP >

1. Click the “Set Up an Account” option.
2. Enter your email address you use for your IAFN, new password, first and last name.
3. Click the “Set Up” button.



4. Enter your full name and click on the "Check for Existing Records " button.

Welcome!

We tried to find an individual in our database with your email address, but we couldn't. Sometimes people are in our system under an email from a former employer, or another personal account...so before we create a new account for you, we'd like to make sure you're not already in our database.

How does this work?

- First, you tell us your full name
- Then, we'll scan our system to see if you might already be in our database
- If so, we'll send a verification code to your email or mobile phone
- If not, we'll go ahead and create a brand new record for you in our database.

Enter your full name

CHECK FOR EXISTING RECORDS

LOGOUT & START OVER

5. Select your account and click the "Continue" button.

Any of these look familiar?

Below is a list of the individual records we think might belong to you. Select the first record that looks like it is yours. If no records appear to belong to you, select **None of the Above**.

Apple M

applemon*****@gmail.com

✓ THIS IS ME

None of the Above

It doesn't look like any of these records are mine. Let's create a brand new account.

SELECT

CONTINUE

GO BACK

6. Select the "Select verification code to email..." option and click on the "Send verification code" button.

Let's Verify Your Identity

In order to verify your identity, we need to send you a short code. How should we send the code?

- ☒ Send verification code to email: applemon*****@gmail.com
- ☐ I do not have access to any of these verification options

SEND VERIFICATION

GO BACK

Verification Code Sent!

Once you receive the code, please enter it below.

RESEND CODE

TRY ANOTHER IDENTITY

7. Open your email and click the verification link.



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ASSOCIATION OF
**Forensic
Nurses**

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Welcome to the IAFN Portal, Apple! [Inbox x](#)

hello@forensicnurses.org
to applemtuysa123



Thank you for signing up for Rhythm, the new portal for IAFN! Once you have verified your email, we will try to match your information to an existing contact in our database. If we cannot find you, we will ask you to provide some additional contact information to complete your registration. You will then be able to access the IAFN Portal.

From this portal, you will be able to join or renew your membership, register for events, shop the online store, and more.

Please verify your email address by clicking the following link:

[Verify](#)

If you are having any issues with your account, please don't hesitate to contact us by [replying to this mail](#).

Thank you.

Jennifer Pierce-Weeks, BSN, RN, SANE-A, SANE-P
Chief Executive Officer
International Association of Forensic Nurses (IAFN)

If you did not make this request, please contact us by replying to this mail.

8. You will be directed to your account page.



[HOME](#) [ACCOUNT](#) [EDUCATION](#) [MEMBERSHIP](#) [EVENTS](#) [CERTIFICATIONS](#)

Apple Mail [x](#)

Manage Your Account

CONTACT PROFILE

Welcome, Apple

applemtuysa123@gmail.com

[UPDATE PROFILE](#)

What Would You Like To Do?

PAYMENT CENTER
Make an online payment

FINANCIAL SUMMARY
View invoices & payments

YOUR ORDERS
Track order information

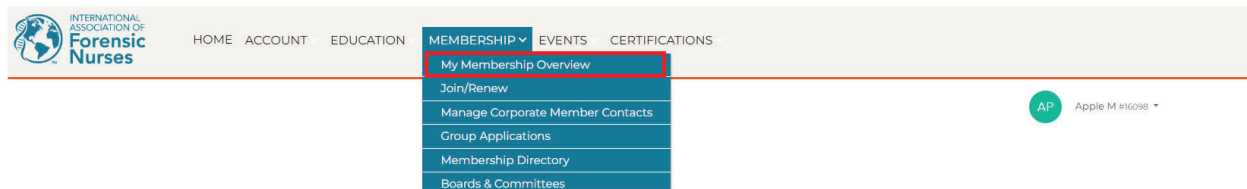
YOUR COUPON CODES
Individual & organization coupons

YOUR DIGITAL LIBRARY
View your digital library



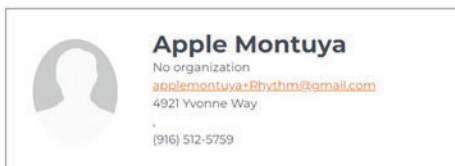
I have an account, but I'm not a member. How can I join IAFN once I'm logged into my account?

1. Navigate to "My Membership Overview" under the "Membership" tab.



2. If you have identified yourself as a registered nurse in your account profile, Select the "Join Now RNs! – Join Now" option on the right side of the page and complete the membership form.
3. If you are not a registered nurse, select the "Join Now – Non-Nursing Colleagues" option on the right side of the page.

Membership Overview



Membership Status:
Non-Member

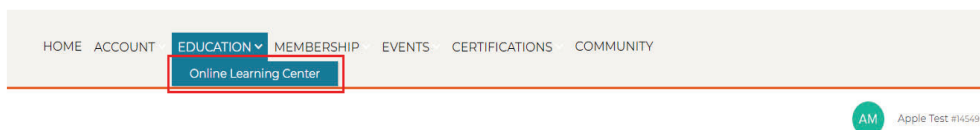




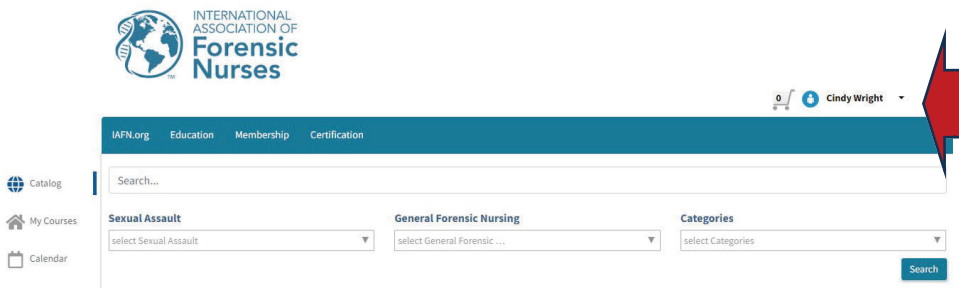
How do I buy and access my courses?

Note: You must have an account to buy and/or access our online learning center. If you do not have an account, [set up an account here](#).

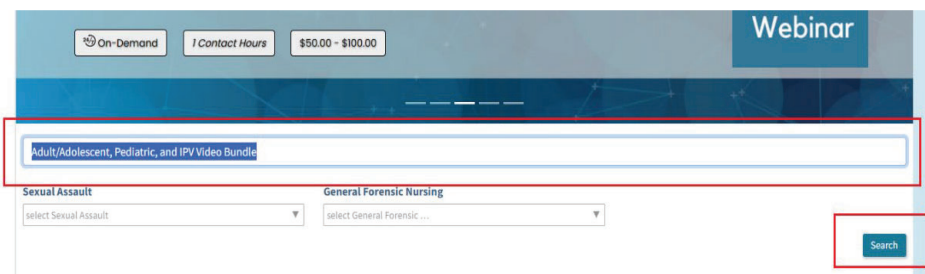
1. Log into the IAFN portal - <https://myonline.forensicnurses.org/profile/myAccount>
2. Navigate to the online learning page under the Education tab.



3. Once the system has redirected you to the online learning center, verify that you're logged in by checking for your name in the top right-hand corner.



4. Browse the catalog and/or search for a course on a particular topic or by specific title to find a course. Below is an example of a search for "Adult/Adolescent, Pediatric, and IPV Video Bundle".



5. From the search results, select the course you desire.



IAFN.org Education Membership Certification

Adult/Adolescent, Pediatric, and IPV Video Bundle

Search Result for: Adult/Adolescent, Pediatric, a ...

★ Featured Courses Sort By

Sexual Assault
Select Sexual Assault

General Forensic Nursing
Select General Forensic Nursing

Online Learning - Adult/Adolescent, Pediatric, and IPV Video Bundle ♥
On-Demand No Credit
★★★★★

Child Labor Trafficking: Essentials for the Pediatric Forensic Nurse ♥
On-Demand 1 Contact Hours available
Webinar ★★★★★ (1)

6. On the course page, click the "Add to Cart" button. Then, you will be redirected to the Cart page.

Catalog / Online Learning - Adult/Adolescent, Pediatric, and ...

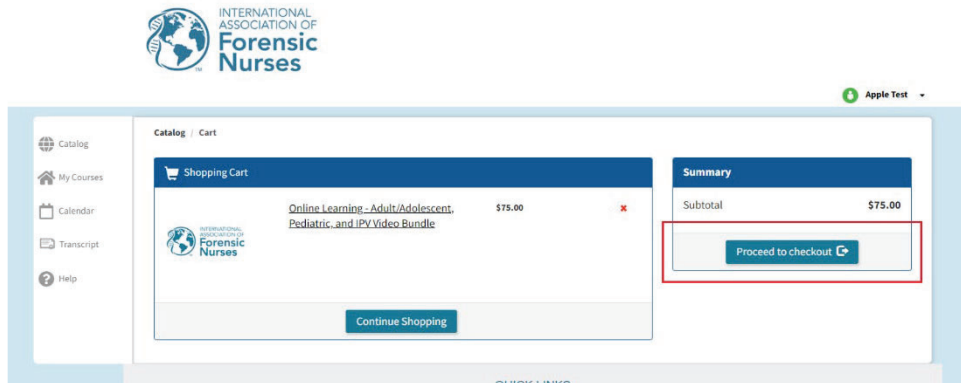
Online Learning - Adult/Adolescent, Pediatric, and IPV Video Bundle ♥

Summary	
Availability:	On-Demand
Cost:	\$75.00
Credit Offered:	No Credit Offered

Add to Cart



7. On the Cart page, if you click the "Proceed to Checkout" button, the system will redirect you to the checkout page. If you click the "Continue Shopping" button, the system will redirect you to the catalog; continue selecting courses and adding them to the cart until you are done. Then click the "Proceed to Checkout" button, and the system will redirect you to the checkout page.



8. On the checkout page, enter a coupon code if you have one and your payment details. Click the "NEXT" button to proceed to the next page.

Amount Due Now: \$85.00

APPLY COUPON CODE

Your Credit & Debit Cards

Name on card

Expires on

+

Add a credit or debit card

Your Checking Accounts

+

Add a bank account



9. Review your order details. Click the "Process Order" button if everything is accurate.

Checkout

Heads up! Your order is not yet complete! Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
Online Learning - Adult/Adolescent, Pediatric, and IPV Video Bundle	1	\$75.00	\$0.00

Subtotal: \$0.00

Shipping: \$0.00

Taxes: \$0.00

Less Discounts: -\$75.00

Total: \$0.00

Payment Method:
No payment is required.

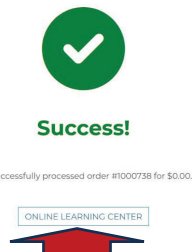
Payment Amount:
\$0.00

PROCESS ORDER

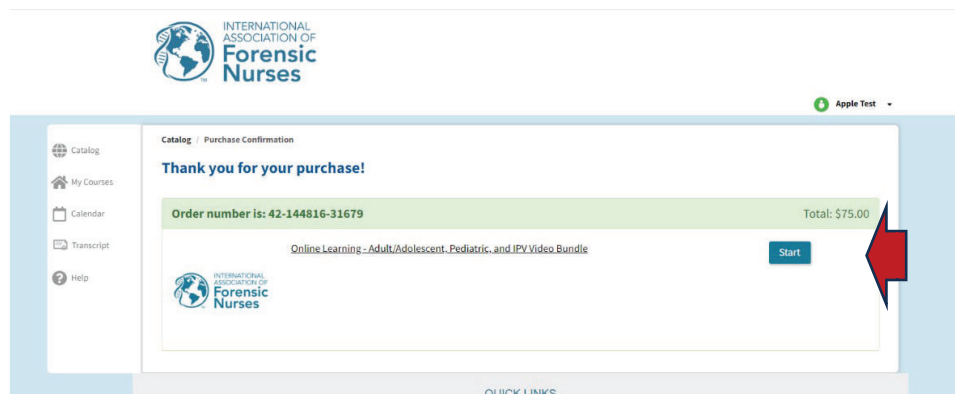
CHANGE PAYMENT INFO

10. Once your order is processed, you will see a "Success!" screen. Click the "Online Learning Center" button to proceed.

Checkout



11. You will be directed back to the Online Learning Center, and you will see a "Thank you for your purchase!" message. You should now see the "Start" button next to the course title.



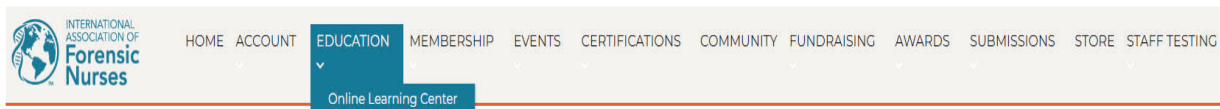


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**Forensic
Nurses**

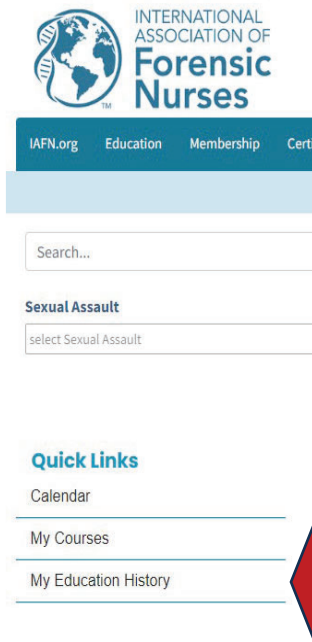
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Where can I find my course history and the CE I earned before IAFN switched its portals?

1. Navigate to the “Online Learning Center.”

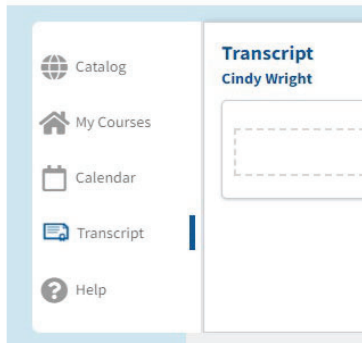


2. Click on “My Education History.”





3. Your transcript will be available here.

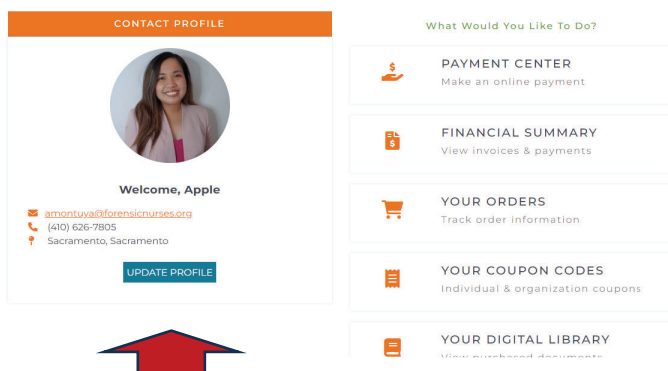


How do I update my contact information?

1. Log into the portal [here](https://forensicnurses.org), or by clicking on the "LOGIN" button at the top of the right-hand corner of forensicnurses.org.
2. You should be redirected to your profile page. Click the "Update Profile" button.

AM Apple B. Montoya #166480232

Manage Your Account





3. Update each field of information that needs to be changed in your profile, then click the "Save Changes" button.

Manage My Profile

Basic Info	
First Name Apple	Last Name Montuya
Email Address * amontuya@forensicnurses.org	Email Address2
☐ Email Opt Out	Opt in to Receive Text Messages No

Work Information	
Organization: Select an organization	Job Title:
Work Address: 	Work Phone Number:

4. You will be directed back to your profile page, and a "Success" message will be displayed on top of the page.



Manage Your Account

CONTACT PROFILE



Welcome, Apple

amontuya@forensicnurses.org
(410) 626-7805
Sacramento, Sacramento

[UPDATE PROFILE](#)

What Would You Like To Do?

[PAYMENT CENTER](#)
Make an online payment

[FINANCIAL SUMMARY](#)
View invoices & payments

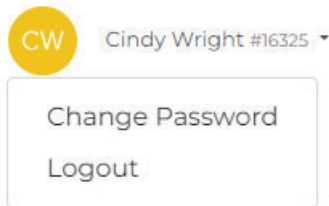
[YOUR ORDERS](#)
Track order information

[YOUR COUPON CODES](#)
Individual & organization coupons



How do I reset my password?

1. After you have logged in, click the drop-down arrow to the right of your name and ID number. Select “Change Password.”



2. In the new window, enter your password information. Select “Change Password” to save your new password.



Change My Password

Current Password: *

New Password: *

Confirm Password: *





What is my local Chapter and how do I join?

Local chapters are a way to network with local IAFN members via regional meetings educational programs, and other opportunity to connect with peers to discuss local issues. If you do not see a chapter in your area and would like to start one, contact us at

membership@forensicnurses.org.

You can join a chapter anytime. If you are already a member of IAFN, click on “Add a Chapter” from your membership overview. If you are becoming an IAFN member, you will have the option to join a chapter during your membership purchase and account setup.

Membership Overview

Apple B. Montuya
International Association of Forensic Nurses
amontuya@forensicnurses.org
4921 Yvonne Way
Sacramento, CA 95823
(410) 626-7805

Membership Type:
Regular Member 1 Year
Regular 1 Year Membership Bundle S-10

Expiration:
6/24/50 (in 27 years)

Membership Status:
Active

Your Section :
Fall SANE-A/P Study Group 2024

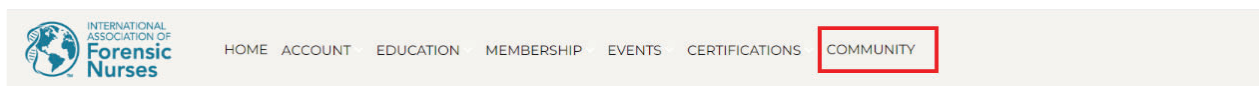
What Would You Like To Do?

- Update my Profile
- Update your Communities
- Add a Chapter
- Member Directory Settings
- Review/Update My Membership Info
- Set up Auto Renewal
- Print Membership ID Card
- Go Home

How do I access the online community?

Collaborate with your peers in an exclusive members-only online forensic nursing community, the world's largest! (If you are not yet a member, read more about how to become one [here](#).)

From forensicnurses.org, select the “Community” button.





How do I subscribe to the Journal of Forensic Nursing (JFN)?

All memberships include an online subscription to the Journal of Forensic Nursing! We also offer a print version of the JFN to our members for an additional \$29 per year.

1. In your portal, click the dropdown for “Membership” in the top menu bar and click the option for “Join/Renew.”

2. Select the membership renewal option of your choice or select Print Journal of Forensic Nursing and click next.
3. On the next screen, select the option for “Print Journal of Forensic Nursing” and click “Next.”



4. Scroll to the bottom of the screen and enter payment details. Select “Next” to be brought to the next screen.

☐ I want to pay for this order using two different payment methods

Your Credit & Debit Cards	Name on card	Expires on
+ Add a credit or debit card		

Your Checking Accounts
+ Add a bank account

⚠ No payment method selected. Please select a payment option to continue.

Membership Form (Individuals) 12.4.2023

5. Finish processing the order as usual and ensure details are correct.
6. Add JFN to any renewal or when joining IAFN by following the renewal process and ensuring you select the option for JFN as shown above.

If you are not yet a member, read more about how to become one [here](#).

If you are not a member, you may subscribe to the Journal of Forensic Nursing [here](#).



How do I change what emails I receive from IAFN?

1. In your portal, select the dropdown for “Account” and select “Manage Your Profile.”

The screenshot shows the top navigation bar of the IAFN portal. The 'ACCOUNT' dropdown menu is open, showing 'Manage Your Profile' and 'Corporate Profile' options. The user's name 'Christina Devine #17128' is displayed in the top right corner. Below the navigation bar, the 'Manage Your Account' section is visible, featuring a 'CONTACT PROFILE' tab and a 'What Would You Like To Do?' sidebar with options like 'PAYMENT CENTER', 'FINANCIAL SUMMARY', and 'YOUR ORDERS'.

2. Select “Update Profile” at the bottom of the screen.

Manage Your Account

This screenshot shows the 'Manage Your Account' page. The 'CONTACT PROFILE' tab is active. The user's name 'Welcome, Christina' is displayed. Below the name, the user's contact information is shown: 'Membership Manager', 'cprezent1@forensicnurses.org', and '603-0000'. The 'UPDATE PROFILE' button is highlighted with a red circle. The 'What Would You Like To Do?' sidebar on the right contains options like 'PAYMENT CENTER', 'FINANCIAL SUMMARY', 'YOUR ORDERS', 'YOUR COUPON CODES', and 'YOUR DIGITAL LIBRARY'.



3. Scroll to the bottom of this page to opt out of emails from IAFN or select the emails you would like to receive.

Which types of emails would you like to receive from us?

- ☒ Action Alerts
- ☒ Approved Third Party
- ☒ Certification News
- ☒ Conference News
- ☒ Education News
- ☒ General Correspondence
- ☒ IAFN Foundation
- ☒ Members Only - News and Benefits
- ☒ Membership
- ☒ Weekly Updates - Members Only

☐ I do not want to receive any emails; please unsubscribe me from all lists

☐ Select "no" to opt-out of text messages. Note: IAFN typically sends text messages about renewals and specific certification deadlines.

[SAVE CHANGES](#) [CANCEL](#)

4. Click "Save Changes" to see a green "Success" banner at the top of your profile page.



CD Christina Devine #17128

Manage Your Account

CONTACT PROFILE



What Would You Like To Do?

 **PAYMENT CENTER**
Make an online payment

 **FINANCIAL SUMMARY**
View invoices & payments

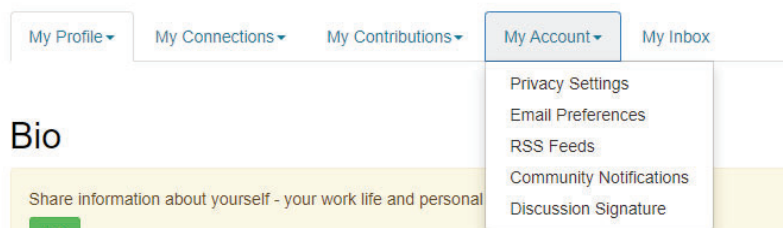


How do I update my email preferences in the member community?

1. In the online community, click on the drop-down to the right of your profile picture. Click the “Profile” button.



2. Click the “My Account” tab.





3. Click on “Email Preferences” and select “Yes” or “No” for each. *Note: You will always receive system emails such as membership renewals, course registrations, and invoices.*

Email Preferences

In addition to [community notifications](#), other messages are routinely sent to users. These messages -System, Community, Participation, and Promotional - will always be sent to your [profile inbox](#). By default, they are also emailed to your preferred email address. Select “no” below to opt-out of receiving certain emails per your preferences. You will always receive these messages in your profile inbox regardless of these settings.

Email notifications and communications will be delivered to the email address below.

[cwright@forensicnurses.org](#) [Change](#)

System Emails

Yes ☐

Emails required to confirm user participation. Users cannot opt-out of these emails.

Community Emails

Yes ☐

Emails typically sent from Community Admins or the Community Manager via automation rules (ex: moderation notifications, Component Manager emails). Some automation rules-based emails may be in other categories. By default, you receive Community emails from all your Communities unless you explicitly opt-out.

[Manage Opt-out List](#)

NOTE: Discussion and consolidated digest settings are on the [Community Notifications](#) page.

Participation Emails

Yes ☐

Emails reflecting one-on-one interactions (ex: reply to sender, contact requests, @mentions, real time notifications).

Promotional Emails

Yes ☐

Emails that promote the outcome of purchase (ex: purchase the book of an annual conference speaker).

Smart Newsletter

Yes ☐

Smart Newsletter is a periodic email that contains highly personalized content from community and other sources.

What is IAFN’s Refund Policy?

Read the detailed IAFN Return/Exchange Policy [here](#).



How do I view and/or print my invoice/receipt?

1. From the Member Portal, select the option for “Financial Summary” in the right-hand menu.

Manage Your Account

CONTACT PROFILE

What Would You Like To Do?

PAYMENT CENTER
Make an online payment

FINANCIAL SUMMARY
View invoices & payments

YOUR ORDERS
Track order information

YOUR COUPON CODES
Individual & organization coupons

2. Scroll to the bottom of the page and select the invoice number for which invoice you would like to view. Please note, a paid invoice is a receipt.

Account: Christina Devine

OPEN BALANCE	CREDIT BALANCE
\$0.00	\$0.00

Open Invoices

No open invoices found.

Recent Payments

No payments.

Recent Invoices

Date	Invoice	Total	Balance Due
12/1/23	Invoice #1000707	\$0.00	\$0.00
12/1/23	Invoice #1000708	\$0.00	\$0.00
12/1/23	Invoice #1000706	\$0.00	\$0.00



3. Once you have selected the Invoice you would like to view, you will see the following screen. To print the invoice, select “View Printable Invoice” in the top right corner.

View Invoice

[VIEW PRINTABLE INVOICE](#)

INVOICE

Invoice # 1000707
Date: 12/1/23
Due: 12/1/23

Bill To:
Christina Devine
International Association of Forensic Nurses
6755 Business Parkway
STE 303
Elkridge, MD 21075

Qty	Product Description	Unit Price	Total
1	Online Learning - Adult/Adolescent, Pediatric, and IPV Video Bundle	\$75.00	\$0.00
INVOICE TOTAL:			\$0.00

4. From here, you can print this screen or download it as a PDF; the steps for this differ depending on your computer system or browser.

**International Association of Forensic Nurses (IAFN)**
6755 Business Parkway Ste 303
Elkridge, MD 21075

INVOICE

Invoice # 1000707
Date: December, 01, 2023
Due: December, 01, 2023

Bill To:
Christina Devine
International Association of Forensic Nurses
6755 Business Parkway
STE 303 Elkridge, MD 21075

Qty	Product Description	Unit Price	Total
1	Online Learning - Adult/Adolescent, Pediatric, and IPV Video Bundle	\$75.00	\$0.00
INVOICE TOTAL:			\$0.00
AMOUNT PAID:			\$0.00
BALANCE DUE:			\$0.00