

# How to Become a CORE Member

Go to <https://corealberta.ca/> and click on [sign up](#) for a free membership.



Complete the Email Address and Username fields to create your profile.

## SIGN UP WITH EMAIL

A welcome message with further instructions will be sent to your email address after you successfully enter your email address and a username.

Email address \*

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username \*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

If you believe that you may have previously signed up for a membership, you can click on [log in](#) and try logging in.

Have an account already? [Log in](#)

This will take you to the log in screen.

## LOG IN WITH USERNAME OR EMAIL

Username or email address \*

Enter your CORE Alberta username or email.

Password \*

[Forgot password?](#)

Don't have an account yet? [Sign up](#)

If you don't remember your password, you can click on [Forgot password?](#) You can type in the username or email address that you believe you have used and click submit.

You can also email [healthyaging@calgaryunitedway.org](mailto:healthyaging@calgaryunitedway.org) if you can't remember your username or email address. Please provide your name so that the Healthy Aging team can assist you.

### RESET PASSWORD WITH USERNAME OR EMAIL

Username or email address \*

Password reset instructions will be sent to your registered email address.

Don't have an account yet? [Sign up](#)

SUBMIT

Going back to the account set-up, you can enter an Invite Code under your email address and username if you have been provided with one that allows you to join a specific group.

If you do not know what this is, you can skip this field and move on to the Profile section.

Invite Code

If you have an invitation code for a group, enter it here to be added to the group.

Profiles help us get to know each other on CORE but you can share as much information as you are comfortable with. As most CORE users are other professionals in the seniors-serving sector, we recommend putting your First and Last Names in which are required fields. Profile images are not required.

### Profile

#### NAMES AND PROFILE IMAGE

First name \*

Last name \*

Profile image



Browse... No file selected.

 [Upload requirements](#) • For best results, use an image that is centred or is square.

The Organization field is required; however, including your Role allows others to know what you do as well.

#### ROLE AND ORGANIZATION

Role

Organization \*

The next part of your profile helps us to locate you for statistical purposes or contact you if necessary. Most members will use their organization's contact information for these fields.

**PHONE NUMBER AND LOCATION**

Phone number

Address

Country  
 

Street address

City  Province  Postal code

The next section allows you to more fully share about your work and your interest in CORE Alberta.

**SELF INTRODUCTION, EXPERTISE AND INTERESTS**

Self introduction\*

Expertise  
 

Separate multiple values by a comma.

Interests  
 

Separate multiple values by a comma.

After completing these fields, you will need to answer an authentication question. Click on CREATE NEW ACCOUNT.

**CAPTCHA**

Math question\*  $11 + 9 =$

Solve this simple math problem and enter the result. E.g. for  $1+3$ , enter 4.

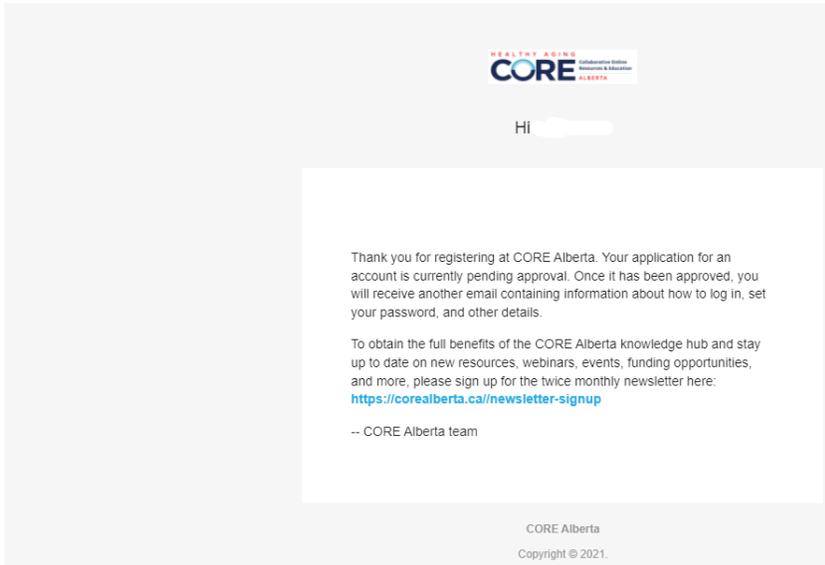
[CREATE NEW ACCOUNT](#)

Please check the email account that you used to sign up for your membership. An email like the following should appear in your inbox. You can also check your spam filters in case this email lands in your junk mail.

Account details for [redacted] at CORE Alberta (pending admin approval)

CA CORE Alberta <admin@corealberta.ca>

To:

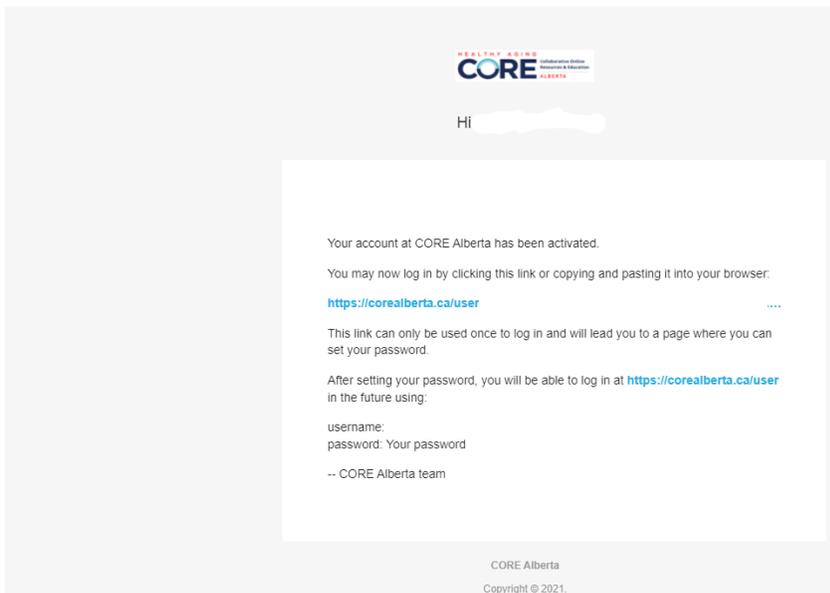


If your membership is approved, you will receive the following notification with a link to activate your account. Once you click on the link (the first one listed), you can set up the password for your new CORE account.

Account details for [redacted] at CORE Alberta (approved)

CA CORE Alberta <admin@corealberta.ca>

To:



Now you can log into your account when visiting <https://corealberta.ca> and clicking on [log in](#) through the upper right-hand corner.

After logging in, you will see the following menu options. If you are interested in reviewing your profile and making any changes, you can click on the icon with a person's head within a circle.



With this menu, you can view your groups, read messages from other members, and view alerts for your account.

To connect with other members, you can visit the guide on **How to Connect with Other CORE Members**.  
To learn about the “Add New” button, you can visit the guide on **How to Add, View, and Edit CORE Content**.  
To join a group, you can visit the guide on **How to Join a CORE Group**.