

Lions Clubs International MyLCI Guest Access Frequently Asked Questions

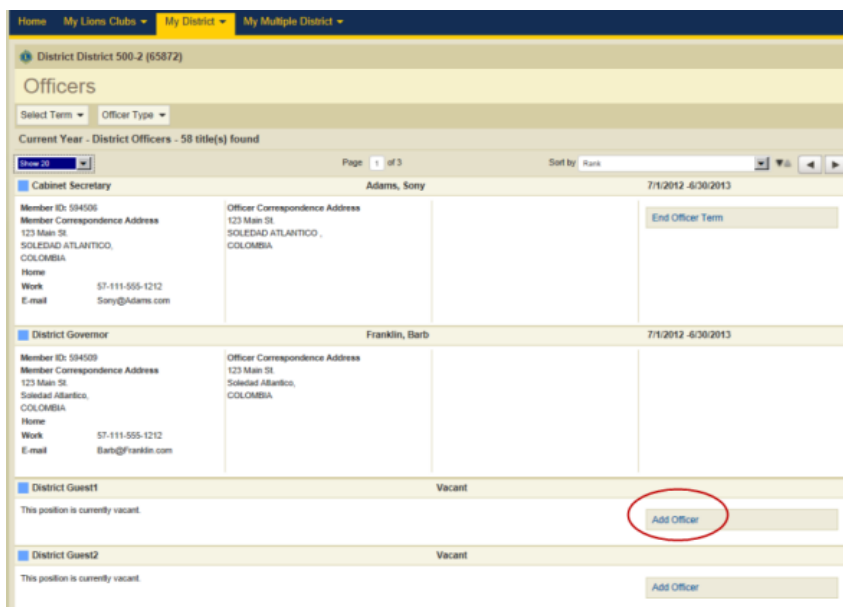


Frequently Asked Questions

Q: How do I assign a courtesy password?

A: Council Chairpersons and District Governors often want to make multiple district or district information available to a few additional Lions. In the past this was called “courtesy passwords” or “Extra Logins”. With MyLCI, the roles of the Multiple District Guest and District Guest have been created. Up to five (5) Guest roles can be assigned by either the Council Chairperson or District Governor.

To assign a person to the Guest role, start from either the My Multiple District menu or from the My District menu. Then select the Officers menu item. From the Officers Page scroll down until you see the rows for Multiple District Guest1, 2, 3, 4, or 5, or District Guest1, 2, 3, 4, or 5. Click the Add Officer link associated with the role you are assigning. From the next page click the Select Member button. Then type the member name or member number of the person you want to assign Guest access. Click Search and select the member. Back on the Assign Officer page, select the Save button to assign the officer. Then, from the Confirmation page, click Go back to Officers in the lower left-hand corner. The next day, the member will be able to register and create a user name and password to access MyLCI.



Lions Clubs International

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Q: How do I find the password for a "guest user"?

A: Once you have assigned a member to serve as a Multiple District or District Guest, you can simply notify them to register, the next day, to access MyLCI. They will need to provide their member number and follow the standard registration process. Once they have registered, they can login like any other MyLCI user. If they forget the user name or password they created, they can follow the procedures for forgotten user name or password.

Q: How do I provide GMT and GLT access to view district information?

A: Council Chairpersons and District Governors often want to provide access to the Multiple District or District Global Leadership or Global Membership chairperson. The Council Chairperson can assign a Multiple District Guest role to the Global Leadership or Global Membership chairperson. Similarly, the District Governor can assign a District Guest role to the Global Leadership or Global Membership chairperson.

To assign a person to the Guest role, start from either the My Multiple District menu or from the My District menu. Then select the Officers menu item. From the Officers Page scroll down until you see the rows for Multiple District Guest1, 2, 3, 4, or 5, or District Guest1, 2, 3, 4, or 5. Click the Add Officer link associated with the role you are assigning. From the next page click the Select Member button. Then type the member name or member number of the person you want to assign Guest access. Click Search and select the member. Back on the Assign Officer page, select the Save button to assign the officer. Then, from the Confirmation page, click Go back to Officers in the lower left-hand corner. The next day, the member will be able to register and create a user name and password to access MyLCI.