

Using ForeignAssistance.net

A quick guide to the guidance and learning materials on ForeignAssistance.net

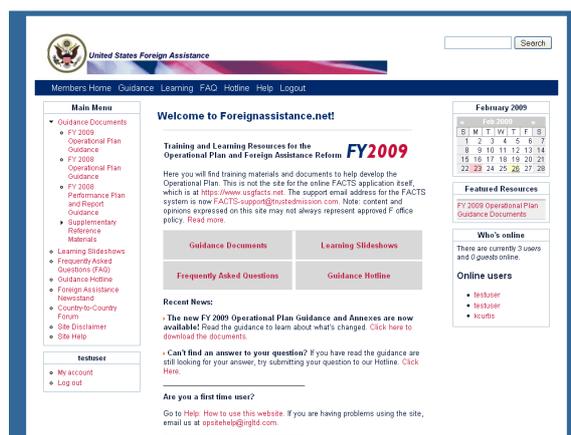
ForeignAssistance.net is a convenient collection of guidance and learning materials for the Operational Plan process, the Performance Plan and Report process, and Foreign Assistance reform. **If you have questions that this help document does not address, contact our team at opsitehelp@irglt.com.**

The key resources on the site include:

- ✓ A full library of up-to-date guidance documentation and annexes
- ✓ A collection of training and learning materials, including multimedia "audio learning slideshows" as well as regular PowerPoint documents for download
- ✓ A frequently asked questions (FAQ) list, providing key answers to common questions
- ✓ A hotline system that allows site users to submit questions that the other site resources didn't address, and get answers from our staff.
- ✓ Other valuable resources, including a section of materials for the general public, an archive of key newsletters, a forum where country offices can discuss successful practices.

How to access the ForeignAssistance.net site:

1. Go to <http://www.foreignassistance.net>
2. From the "Welcome Page," most users will want click the link to the password-protected "Site Members" section that has the site's core content.
3. You will be asked for your username and password. If you don't have one, see the section below on getting a password.
4. After logging in with your password, you will be taken to the site's home page, which provides links to all of the key site resources, including the central block of four resources: Guidance Documents, Learning Slideshows, FAQs, and the Guidance Hotline. Links to the resources other than those four can be found in the left-side column or in the blue horizontal bar of links across the top.



How do I get a password for the site?

1. As of the site's launch, any person that possesses a "state.gov" or "usaid.gov" email address can simply create their own user accounts on the site. To start the process of requesting an account, go to the Welcome Page at <http://www.foreignassistance.net>.

2. During the application process below, you will request an account, and then the system will send you an email with a link that
3. From that page, click on the "click here to create your account" link.
4. You will be asked to enter the following information. These required fields are marked with a star. Others are optional.
 - a. The username that you will use to log in (example: jmendoza)
 - b. The work email address that you currently use: (example: jmendoza@usaid.gov)
 - c. Your full name (example: Jane Mendoza)
 - d. Your office, mission, or organizational unit: (example: Colombo/PPS)
 - e. The country that you are located in. (example: Sri Lanka)
5. At the bottom, click the "Create New Account" button.
6. The next screen will have a blue box that tells you that an email has been sent to your email address that contains a link to allow you to finish the process of creating your account.
7. Check your email. You will soon get an email with the subject beginning "Your account details..."
8. Inside the email is a hyperlink to click on. If it is not clickable, copy the URL and paste it into your browser.
9. You will be taken to a web page called "Reset Password." The page tells you to click the button marked "Log In" to continue. Click "Log in."
10. The next page is where you set the settings for your personal account. For now, you only need to type your preferred password into the "Password" field and then type it again in the "Confirm password" field. **NOTE: Passwords must have at least six characters, and must contain upper case and lower case letters as well as number characters.**
11. Click "Submit" at the bottom of the page.
12. You will be taken to your newly created "Personal Information" page on the site.
13. Click on the "Members Home" link at the top and you are done!

Questions? Problems? Email our team at opsitehelp@irgltd.com.