

NARFE AMS Federation Officer Access if a Chapter Officer Also

1/14/2020

by Dorothy Creswell, Chair, NARFE Configuration Advisory Board

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Each field position (chapters and federations) in NARFE has a set of access rights. These rights are summarized in the NARFE Chapter and Federation Officers Manual (F-10, 01/18) in Appendix I.

There are some known access issues at this writing, but in most cases all rights have carried forward into the AMS.

In the NARFE Association Management System, officers with positions in both the federation and their chapter must go through additional steps to get access to their chapter data and functions. The process is outlined below.

Go to www.narfe.org and login using your email address and secure password. After logging in, you should see a series of rectangular tabs at the top:



Click Officer Portal, which takes federation officers to their federation.



The rectangular and oval buttons shown above are to perform federation level functions, not chapter functions with the exception of the Federation Chapter List.



To access your chapter, click the rectangular “Federation Chapter List” Button. A list of all chapters in your federation is displayed.

Locate the row for your chapter and click on it. You will be redirected to your chapter’s dashboard.

Note: You could also click on the statistical tile for your chapter shown on the federation dashboard, but for most chapters this means scrolling down several screens.

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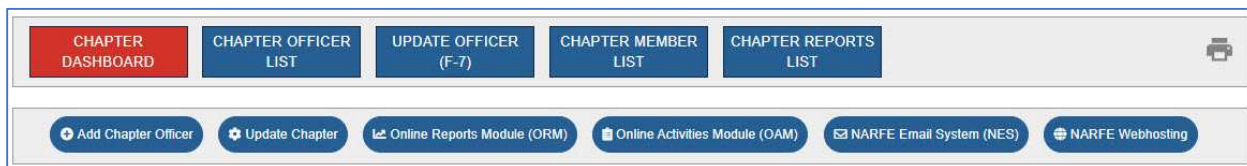
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When you arrive at your chapter dashboard, you need to click the rectangular chapter dashboard button to reveal the oval special function buttons.

The oval buttons are shown in the sample screen below.



After you click the chapter dashboard button, you will see up to six oval special function buttons depending on your position in the chapter. The example above is for a key chapter officer, such as the Secretary.

Legacy Systems

Four of the special oval buttons redirect you to one of four NARFE legacy systems that are not currently included in the AMS. Today they all take you to the same page, but it is highly recommended you get in the habit of selected the correct button. At some point in the future, each system will be replaced with updated software.

If you have never accessed a system before, such as the Online Reports Module (ORM), you may need to create a new login. Go ahead and do it. For the ORM, if it asks for a Chapter Code enter the four-digit chapter number including any leading zeros, such as “0672”.

Note, until these systems are converted, some portions may be out of date. For example, for NARFE webhosting, the “Contact Us” display is accessing the Online Activities Module (OAM) officer data which ceased to be updated after May 30, 2019.