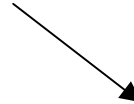


# Instructions for accessing the members' password protected area

Please, find enclosed the instructions for accessing the password protected area for SGfB members.

1. Open the website of the SGfB ([www.sgfb.ch](http://www.sgfb.ch)) in your browser (Internet Explorer, Firefox, Safari, etc.)
2. In the horizontal menu at the top of the page, click on <<Login>>.



The screenshot shows the SGfB website interface. At the top, a red navigation bar contains the links: Kontakt, Login, and Suche. Below this, the SGfB logo and name are displayed in multiple languages: Schweizerische Gesellschaft für Beratung, Swiss Association for Counselling, Association Suisse de Conseil, and Associazione Svizzera di Consulenza. To the right, there are language selection options: Deutsch, Français, Italiano, and English. A vertical sidebar on the left lists various menu items: Home, About us, News, Becoming a member, Collective members, Active members of SGfB, I'm looking for advice, Further training, Links, and Downloads. The main content area features a heading 'Home' and 'Swiss Association for Counselling' with a printer icon. Below this, a bold statement reads: 'We set standards for counselling and warrant quality and professionalism.' The text continues with a paragraph about the association's goals and a link to more information. It then provides information for those seeking advice, for institutions offering training, and for individuals interested in becoming members. A final paragraph states that the association unites 20 organizations and over 215 active members. The page concludes with a warm welcome from the Executive Board, signed by Hedi Maria Bretscher-Zeier, President of SGfB. Contact information for the secretariat is provided at the bottom, including the address, phone number, and email.

3. Enter your username and password

Your username consists of the first letter of your first name and your last name (one word). Everything should be written in lower case. For example Tom Jones (tjones). The current password, valid for the current fiscal year is xxxxxxx (you have received your password per email. If you have forgotten it, you can ask for a new one by sending an email to [info@sgfb.ch](mailto:info@sgfb.ch)).

The screenshot shows the top navigation bar with links for Kontakt, Login, and Suche. The SGfB logo and name are on the left, with multilingual options (Deutsch, Français, Italiano, English) on the right. A vertical menu on the left lists: Home, About us, News, Becoming a member, Collective members, Active members of SGfB, I'm looking for advice, Further training, and Links. The main content area is titled 'Login' and contains a form with fields for Username and Password, a 'Remember me' checkbox, a 'Lost Password?' link, and a 'Login' button.

4. Now you are logged in. In the login-in area members can download several documents and graphics for your personal and business promotional activities.

4. To logout you can simply click on [Logout](#) in the horizontal menu at the top of the page.

This screenshot shows the website after login. The top navigation bar is the same. The vertical menu is also present. The main content area now displays 'Login' and a message: 'You are currently Logged in to the private area of this site'. To the right of the message is an image of a key. Below the message is a 'Logout' button. A red arrow points from the 'Logout' button in the previous screenshot to this one. A red arrow also points from the 'Logout' button to the 'nach oben' link below it.