

Consultation Portal Registration Walkthrough

A step-by-step guide

This guide sets out how to register on VGFN's consultation portal. This is where we publish all consultations for your feedback.

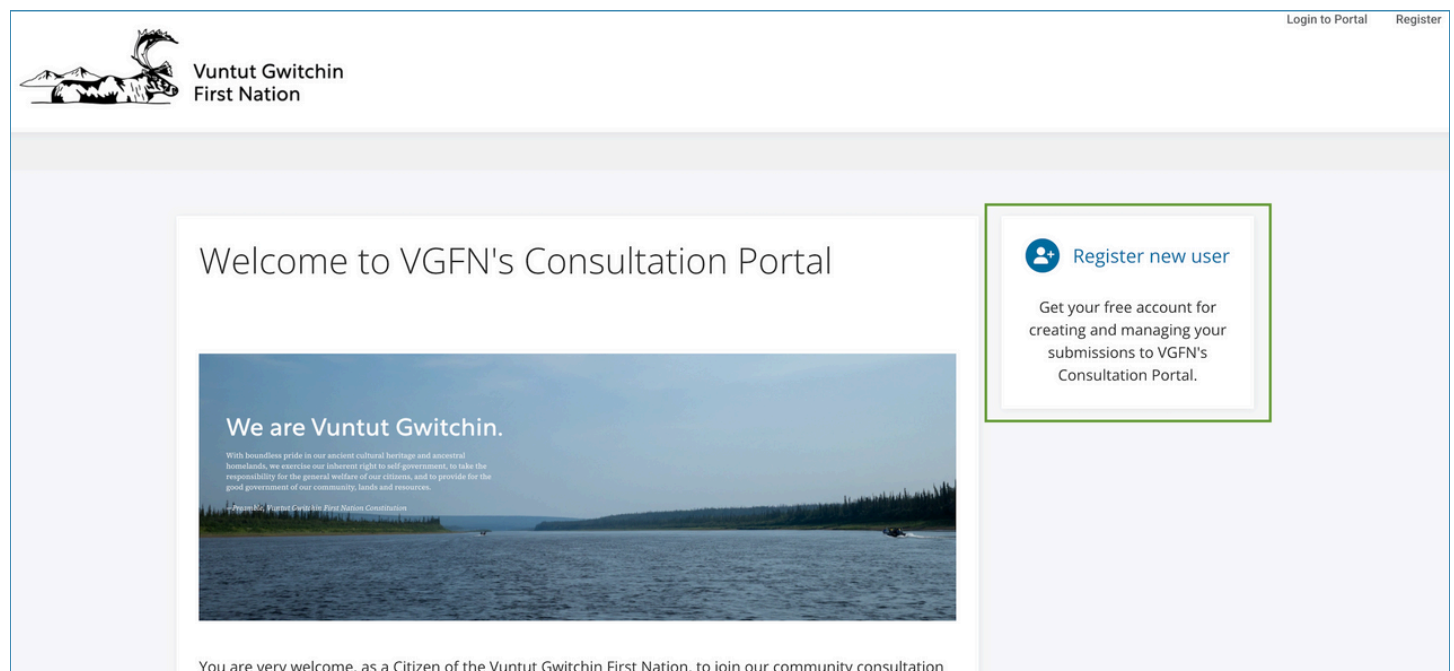
All registrations on the portal are reviewed by the VGFN team. When you register you will see a message to say that your registration is pending moderator approval. Once your registration as a VGFN member is accepted you will receive an email. You will then be able to login and give your feedback to any open consultations.

To start your registration please follow the steps below:

Step 1: Access the Consultation Portal


Open your web browser and navigate to the consultation portal's homepage at <https://consult.vgfn.ca>. Then select '**Register new user**' on the Home page.

Once you click the button, you will be redirected to the registration page.



Step 2: Select your Registration Type

Click on the 'Individual' box to register as an individual on the portal.




Vuntut Gwitchin
First Nation

[Home](#) > Choose Registration Type

Choose Registration Type

Let's get started with your new account! Please choose how you wish to register.



Individual

I am registering to submit on my own behalf.

[✓ REGISTER NOW](#)


Step 3: Fill Out the Registration Form

You will now see a form to complete and add your details. Complete the fields. Those with an asterix are required. A username can be an abbreviation of your name for example.

Register

[LOG IN](#) [FORGOT PASSWORD?](#)

All fields marked by symbol "*" are required and must be completed.



Main Information

First Name *

Last Name *

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

Step 4: Set a Password

At the end of the registration page you will be asked to set a password, and retype it.

If you wish to receive announcements and notifications relating to consultations, you can tick the consent boxes beside each. Read the Privacy Policy and tick the box to confirm you have read it. You can also read the 'Moderation Policy' and 'Terms and Conditions' here. Then click on 'Create New Account'.

The screenshot shows a registration form with the following sections:

- Password *** and **Confirm password *** fields with a note: "Provide a password for the new account in both fields."
- Consent** section with a checkmark icon and the text: "Please indicate your consent to the following communication options below. You can revoke your consent at any time on your account settings page after login."
 - ☐ **I consent to receiving announcements about consultations**
Please note that if you have made a submission to any consultation, you will receive essential communications such as confirmation emails, reports etc related to that consultation. You will also receive notification of further stages of the process as in the case of Planning consultations. This consent refers only to general announcements about upcoming consultations.
 - ☐ **I consent to receiving notifications about any new comments and support for my published submissions**
Comments notifications will only be received where I have indicated on my submission that comments are allowed.
- Create Account** section with a right arrow icon and a light blue box containing the text: "By pressing 'Create Account' you are indicating that you have also read and accept the [Terms and Conditions](#) and [Moderation Policy](#) of this platform."
- ☐ **I have read and accept the [Privacy Policy](#) ***
- CREATE NEW ACCOUNT** button

Step 5: Verify Your Email Address

You will then receive an email and see a message on the screen stating that your registration is pending approval. Once approved, you will receive an email with a link to activate your account.

Click on this link to verify your account and login. **It is valid for 24 hours.** You are now set up and can log in to the portal at any time to participate in VGFN consultations. Use the login link at the top of the screen.

If you do not click on the link within 24 hours, click on the 'Log in' link at the top right-hand corner of the portal. Select 'Forgot Password'. A new link to verify your account will be sent to you.