

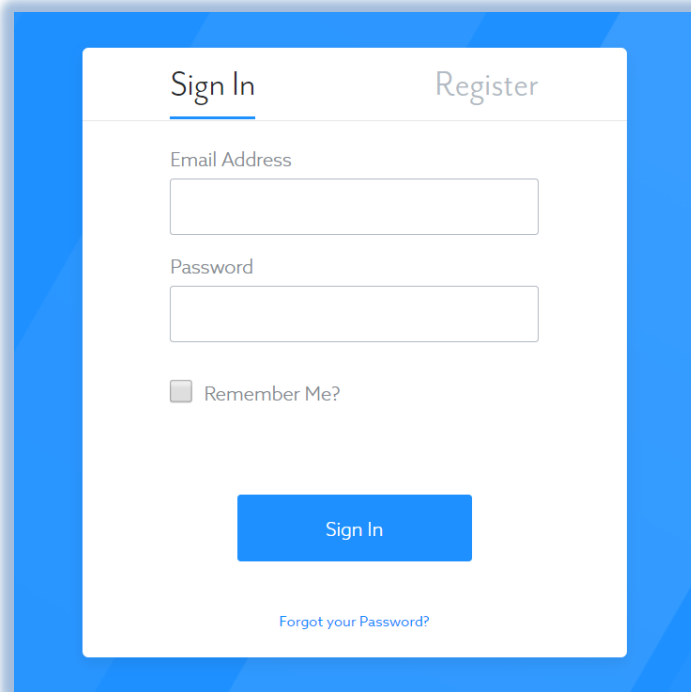
Table of Contents

Accessing the Application Portal	1
Registering your Account	2
Logging In.....	3
Forgot your Password.....	4
Changing your Password	5
Signing Out	5
Creating a new Application	6

Accessing the Application Portal

The Application Portal is hosted by Neighborly Software and is accessible available via any internet connected device. The recommended browser is Google Chrome, but will work with any modern web browser (i.e. Internet Explorer v10+, FireFox, Safari).

Application Portal Link: <https://portal.neighborlysoftware.com/jhu/Participant/Login>

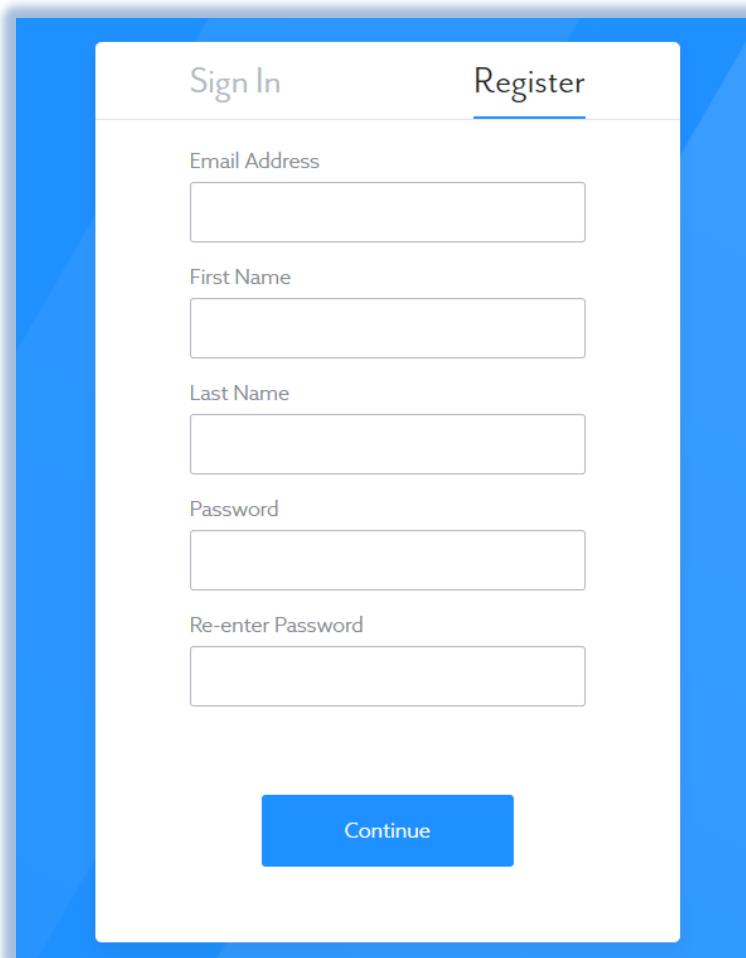


The screenshot shows a web form for signing in. At the top, there are two tabs: "Sign In" (which is selected and underlined) and "Register". Below the tabs, there are two input fields: "Email Address" and "Password". Under the "Password" field, there is a checkbox labeled "Remember Me?". At the bottom of the form, there is a blue button labeled "Sign In" and a link labeled "Forgot your Password?".

Registering your Account

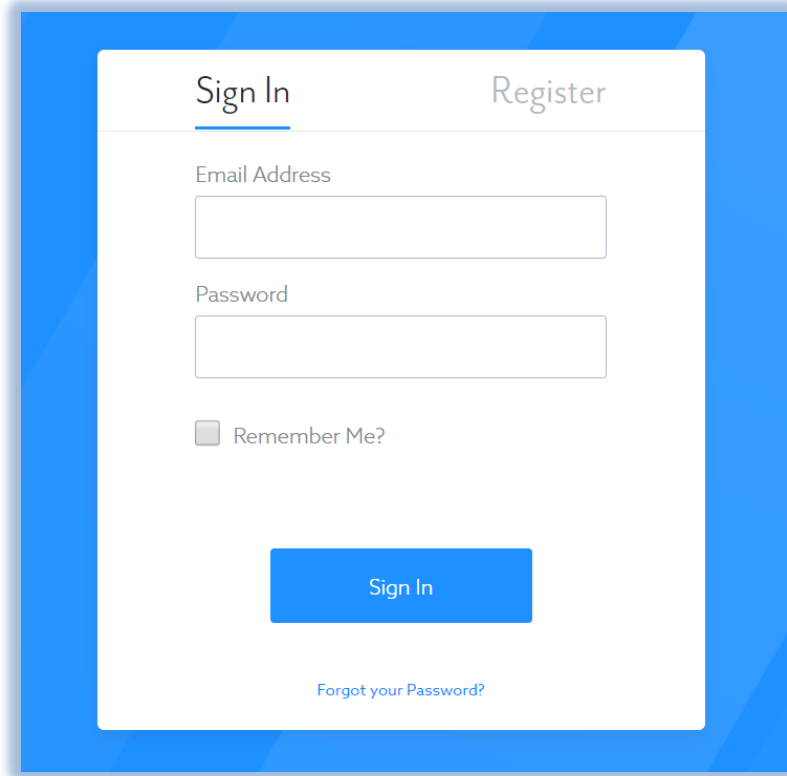
When you access the Portal for the first time, you'll need to Register your account by clicking on the Register link. The registration process will create a user name (which is your email address) and password that will be used for future logins. The email address you choose will also be used for system emails/notifications, so it is recommended to use your work email address. For security purposes, the system will validate that you own the registered email address by sending an email with a validation link.

Note: If you do not receive the system email within 2 minutes, check your spam or bulk mail folder. If the email appears in that folder, you should right click on the email to indicate "Not Junk" or "Not Spam" to ensure you receive any other system notifications.

A screenshot of a web registration form. At the top, there are two tabs: "Sign In" and "Register". The "Register" tab is selected and underlined. Below the tabs are five input fields: "Email Address", "First Name", "Last Name", "Password", and "Re-enter Password". Each field is a simple rectangular box. At the bottom of the form is a blue button with the text "Continue" in white.

Logging In

Once your account has been registered, you may login (using the same link above) by entering the email address and password used during registration. By checking “Remember Me?”, your web browser will remember your email address for future logins (depending on browser and security settings).

A screenshot of a web application's login interface. The interface is contained within a white rectangular box with rounded corners, set against a blue background. At the top of the box, there are two tabs: "Sign In" (which is underlined) and "Register". Below the tabs, there are two input fields: "Email Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me?". At the bottom of the form is a blue button with the text "Sign In". Below the button is a link that says "Forgot your Password?".

Sign In Register

Email Address

Password

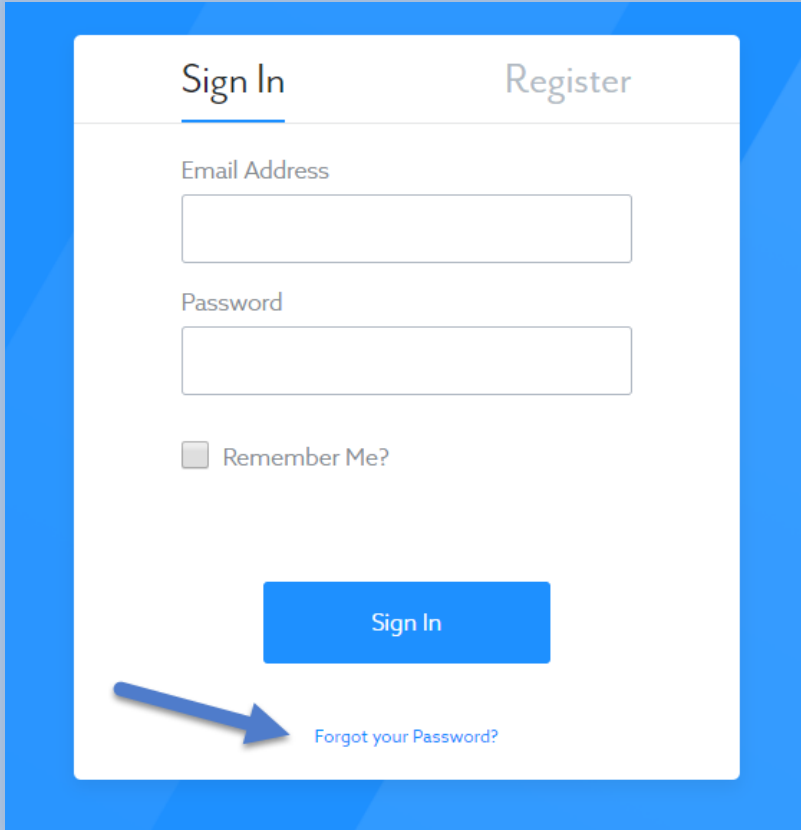
Remember Me?

Sign In

[Forgot your Password?](#)


Forgot your Password

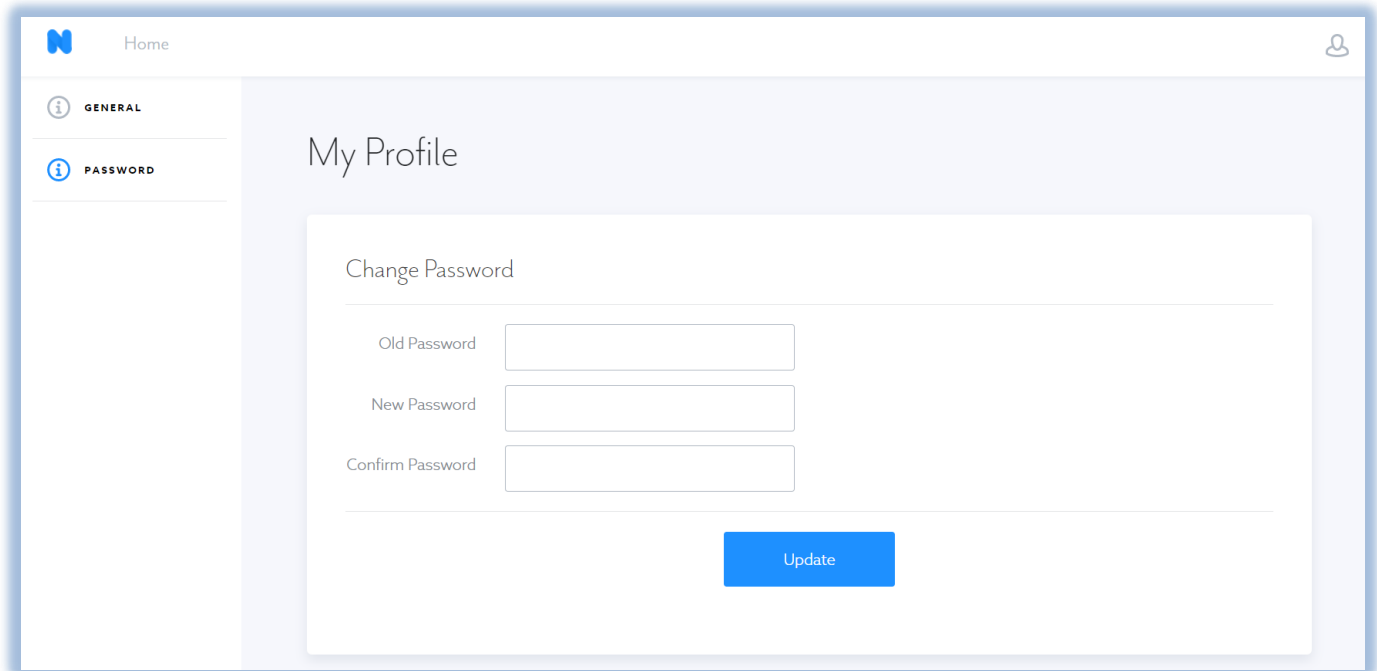
If you forget your password, click on the link that says “Forgot your Password?” and follow the prompts to create a new password. For security purposes, the system will send an email to the registered email address with a link to reset your password.



The screenshot shows a login interface with two tabs: "Sign In" (active) and "Register". Below the tabs are two input fields: "Email Address" and "Password". A checkbox labeled "Remember Me?" is positioned below the password field. A blue "Sign In" button is centered below the form. At the bottom of the form, there is a link that says "Forgot your Password?". A blue arrow points to this link from the left.


Changing your Password

To change your password, log into the Application Portal. Click on the  icon on the top right corner of the screen, and select “My Profile”. Then select the Password option on the left side of the screen. For security purposes, you will be required to enter your Old Password before selecting a New Password.



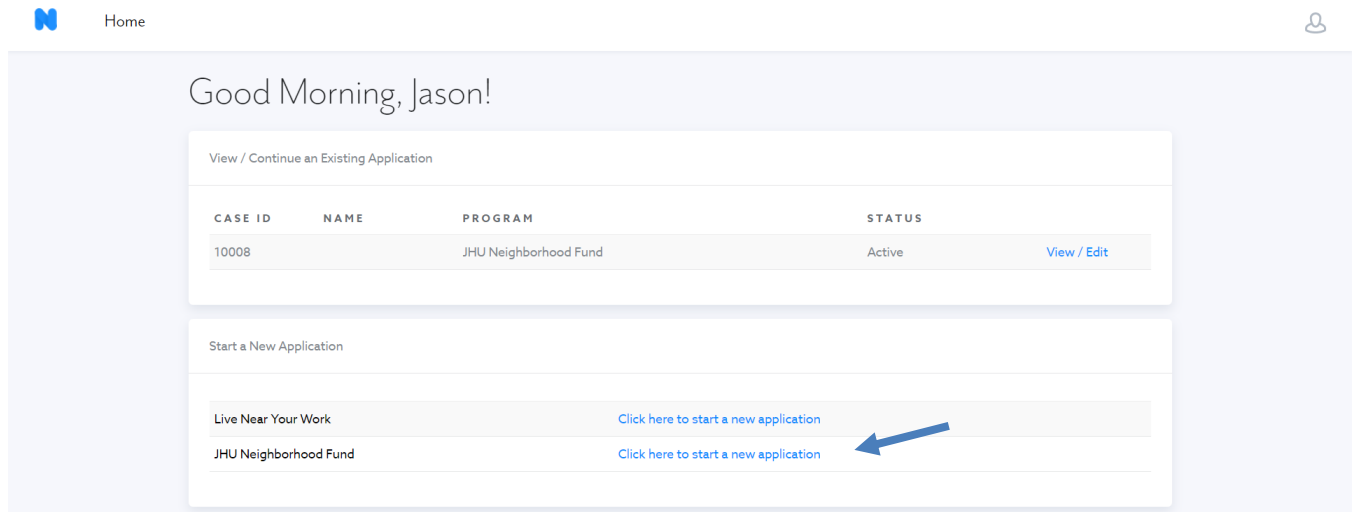
The screenshot displays the 'My Profile' page. On the left, there is a navigation menu with 'GENERAL' and 'PASSWORD' options. The 'PASSWORD' option is selected. The main content area is titled 'My Profile' and contains a 'Change Password' form. The form has three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below the form is a blue 'Update' button. The top right corner of the page features a user profile icon.

Signing Out

To sign out (aka log out) of the system, click on the  icon on the top right corner of the screen and select “Sign Out”. Please note that the system will automatically log you out after thirty minutes of inactivity.

Creating a new Application

To create a new application for the Johns Hopkins Neighborhood Fund, click on “Click here to start a new application” next to JH Neighborhood Fund. Follow the prompts to complete all steps of the Application process. Please note that you can ‘Save’ an application and return to the portal to continue the application later.



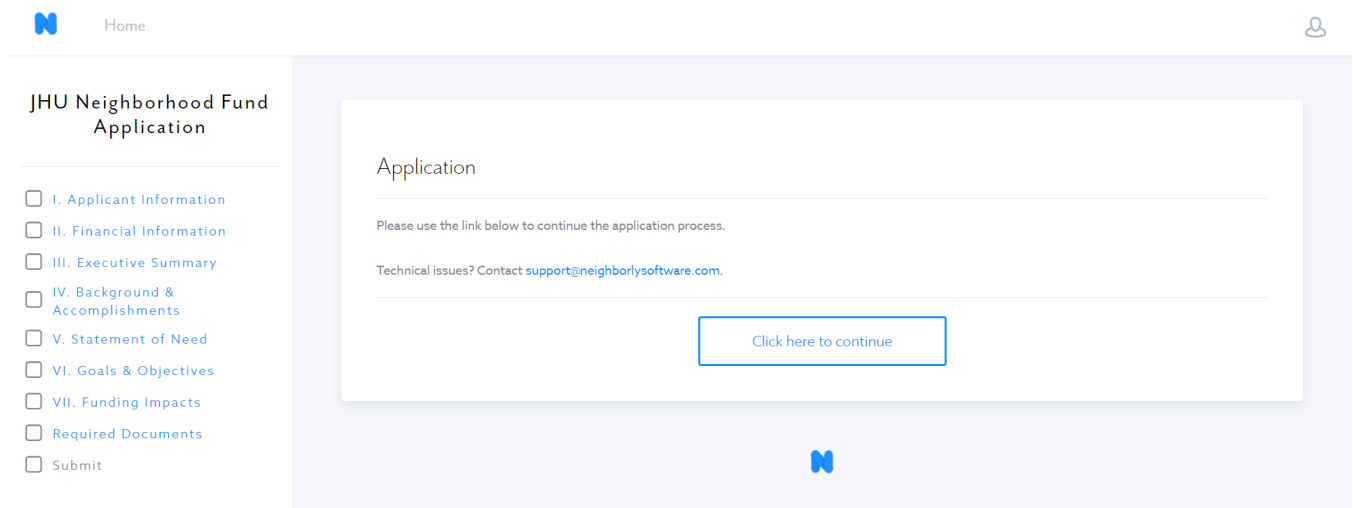
The screenshot shows the home page of the application portal. At the top left is a blue 'N' logo and the word 'Home'. At the top right is a user profile icon. The main content area is light blue and contains a greeting: "Good Morning, Jason!". Below the greeting is a white box titled "View / Continue an Existing Application" containing a table with the following data:

CASE ID	NAME	PROGRAM	STATUS	
10008		JHU Neighborhood Fund	Active	View / Edit

Below the table is another white box titled "Start a New Application" containing two rows:

Live Near Your Work	Click here to start a new application
JHU Neighborhood Fund	Click here to start a new application

A blue arrow points to the "Click here to start a new application" link for "JHU Neighborhood Fund".



The screenshot shows the application process page. At the top left is a blue 'N' logo and the word 'Home'. At the top right is a user profile icon. The main content area is light blue and contains a white box titled "Application". Inside the box, the text reads: "Please use the link below to continue the application process." and "Technical issues? Contact support@neighborlysoftware.com." Below the text is a blue button labeled "Click here to continue". On the left side of the page, there is a sidebar with the title "JHU Neighborhood Fund Application" and a list of steps, each with a checkbox:

- I. Applicant Information
- II. Financial Information
- III. Executive Summary
- IV. Background & Accomplishments
- V. Statement of Need
- VI. Goals & Objectives
- VII. Funding Impacts
- Required Documents
- Submit

A blue 'N' logo is centered at the bottom of the page.