BoardEffect Portal – Quick Resource
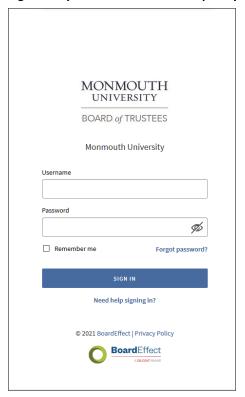
Accessing BoardEffect
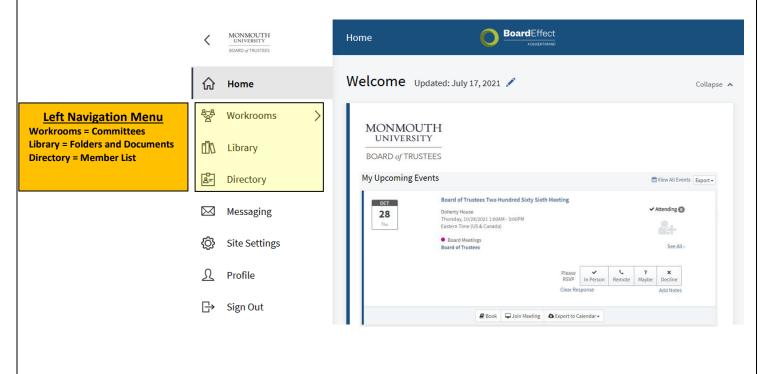
1. Enter the following URL
   https://monmouth.boardeffect.com/login
2. Login with your Username and Temporary Password.

3. The first time you log in, you will be required to change your password.
4. Enter your new Password. Click on Reset Password.

Welcome Page– The Home dashboard provides quick access to all areas within the Board portal. Select the **Workrooms** menu to find your *Committees*. Select the **Library** menu option to view documents and additional resources. **Meetings will be listed under My Upcoming Events.**
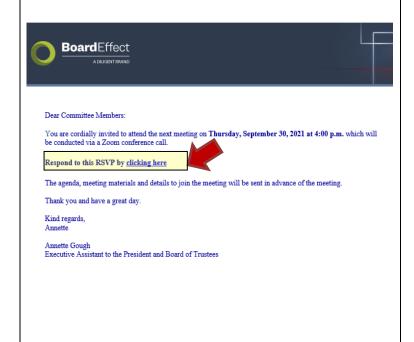
Left Navigation Menu
Workrooms = Committees
Library = Folders and Documents
Directory = Member List

My Upcoming Events– Select the **Meeting Title** to view Meeting Details. If the Book is available it will show the Book Icon at the bottom. You can also update RSVP responses below.

Select the **Book Icon** to **View** or **Download** the Book.

Meeting Invitation - RSVP Process

5. Prior to your meetings, you will receive an email inviting you to the meetings as noted below. This will contain meeting/event information. *Please RSVP by selecting *clicking here*.

Logout

6. **Sign out of BoardEffect.**