Student Membership Registration System Manual

BPA Membership System
Student Portal Instructions

IMPORTANT: Within the Membership System, any fields that are in RED are Required Fields

Login Instructions

How to Login as a Student:

Additional Links

Student Member Login

To have your password reset, please contact your Chapter Advisor

Membership Id:

User Name

Password:

Password

Login

Forgot Password

> *Note: When you login for the first time to the student portal, you will use your member id and the password provided by your chapter advisor*

Note: In this portal you will be able to update your email address (only you can see your actual email), your demographic information, and your gender.

You can also add your BPA History. This could be any conferences that you attend and/or accolades that you received from BPA.

Should you have any questions or need help, please check with your Local Chapter Advisor or contact National BPA at membership@bpa.org.

1. Type the appropriate **"Membership URL"**, provided by BPA National, into your Web Browser (Chrome Recommended)
2. Click on the "**Student Member Login**" button
3. Your Local Chapter Advisor should have provided you with your "**Membership ID**" and "**Password**"
4. Enter your "**Membership ID**" in the "**Membership ID**" field
5. Enter your "**Password**" into the "**Password**" field (If you happen to forget your password, please contact your Chapter Advisor)
6. Click on the "**Login**" button

Login Instructions Continued

First Time Student Login Instructions:

When you login for the first time, you will be asked to enter a new password

Please enter a new password below to proceed

Password:

| Password |

Update Password

1. Enter a new password into the "**Password**" field
2. Click on the "**Update Password**" button
3. Make sure your name is at the top of the screen on the next screen next to "**Welcome**"

Welcome S   A

| Home | Edit Information | History | Torch Awards | Conferences | Recommendations | Quick Links | BPA Practice Test Engine | Change My Password | Logout |

Home

Welcome Student Members of BPA!

Student Information Sharing Policy

National BPA does not share any contact information of any student member.

The chapter advisor has the ability to email the student member but will not have access to see the actual email address.

Student demographic data is used for reporting purposes only.

The T-Shirt field is an optional field that when completed will populate into conference registration through this system. National BPA does not provide t-shirts as part of membership.

Any questions can be directed to BPA Inc. at bpamembership@bpa.org.

For help please click on the ? icon.

Membership System Navigation

Action Buttons are located throughout the Membership System and when clicked on, these buttons allow you to perform membership related actions

Search   When you see a **"Search"** field on a screen, this will allow you to search the information listed in the columns on that screen to filter your data on the screen

Show____ Entries   When you see a **"Show____ Entries"** field on a screen, this will allow to set the number of entries on a screen

Sort Columns   Click on the Column that you want to sort the information by on the screen

Home	Edit Information	History	Torch Awards	Conferences	Recommendations	Quick Links	BPA Practice Test Engine	Change My Password	Logout

Action Buttons:

Home Action Button: When you click on the **"Home"** button, it will return you to the Main Page

Edit Information Action Button: When you click on the **"Edit Information"** button, you will have the ability of editing your current information

History Action Button: Allows you to view your **Service History**, **Membership Date**, **Conferences** add **Transfer History**

Torch Awards Action Button: View your status information for Torch Awards. Shows each category and the number of points required, pending, approved, and needed

Conferences Action Button: View your event results from National Conference

Recommendations Action Button:

Quick Links Action Button:

BPA Practice Test Engine Action Button: If your chapter advisor has enrolled you in practice testing and paid the invoice, you can click on the "**Go to AnswerWrite**" button

Change My Password Action Button: When you click on the **"Change My Password"** button, it allows you to change your password

Logout Action Button: When you click on the "**Logout**" button, it will log you out of the Membership system

Edit Information Tab and Screens

How to Edit Information:

1. Click on the "**Edit Information**" button
2. Required fields are red
3. Verify your first and last name are correct under the "**Information**" accordion
4. Review the **required fields** and change if necessary
5. If you enter your email address, your chapter advisor will be able to email you but will not be able to see the email address
6. Click on the "**Addresses**" accordion
7. Enter or Verify your "**Primary Address**" (not required)
8. Click on the "**Save**" button

Information				
Prefix:	**First Name:** Ra	**Middle Name:**	**Last Name:**	**Suffix:**
Email: Email		**Cell Phone:** Cell Phone	**Home Phone:** Home Phone	
Password: Password			**Gender:** Female	
Ethnicity:			**Date Of Birth:**	
Field Of Employment: Field Of Employment				

Addresses

Save

History Tab and Screens

1. Click on the **"History"** tab. Here you will find **"Service History"**, **Membership History"**, **"Conference History"**, and **"Transfer History"**
2. To add **"Service History"**, click on the "**Create History**" button

<div>Back</div>

History

Date | **Conference Attended / Community Service / Competitive Event Placement**

Service Date | Subject

Details

Details

<div>Save</div>

3. "**Membership**" will show your Membership History

Membership

Show [10 ▾] entries

Date	↓↑	Description
10/25/2022		Membership
11/09/2021		Membership
12/01/2020		Membership

4. "**Conferences**" will show your National Conference History

Conferences

Show [10 ▾] entries

Date	↓↑	Conference Attended
04/26/2021 - 05/09/2021		2021 National Leadership Conference

5. "**Transfer History**" will show any transfers you have done (transfers to other chapters)

Transfer History

There is currently no transfer history

Torch Awards Tab and Screens

Torch Awards: recognize members for completing activities that enhance their professionalism, leadership, and skills that will be valuable in future careers.

To participate in Torch Awards, members complete activities in seven Torch categories and document them in an online Torch résumé, which becomes a valuable record of leadership and service activities.
Members can achieve four levels of recognition—from the chapter level to the national level—by earning the required points in each category and submitting the résumé by the appropriate deadline.

The Torch Awards button will show an **overview** of requirements and what is needed to earn that award. It also has an overview of your progress, and you can download the "**Torch Awards Handbook**" by clicking on the Torch Awards Handbook link

Torch Awards Handbook

| Overview | Your Torch Resume | Add Activity |

Total points: 830
Total approved points: 475
Total time: 0 hours & 0 minutes

☀ Unsubmitted   🔒 Submitted   ★ Approved   ⓘ Rejected

Executive
Status: Submitted   🔒

Category	Required	Pending	Approved	Needed
100 - Leadership	10	50	70	0
200 - Service	10	50	60	0
300 - Cooperation	10	45	65	0
400 - Knowledge	10	50	70	0
500 - Friendship	10	60	70	0
600 - Love, Hope, Faith	10	50	70	0
700 - Patriotism	10	50	70	0

Diplomat
Status: Submitted   🔒

Category	Required	Pending	Approved	Needed
100 - Leadership	30	50	70	0
200 - Service	30	50	60	0
300 - Cooperation	30	45	65	0
400 - Knowledge	30	50	70	0
500 - Friendship	30	60	70	0
600 - Love, Hope, Faith	30	50	70	0
700 - Patriotism	30	50	70	0

Statesman
Status: Approved   ★

Category	Required	Pending	Approved	Needed
100 - Leadership	50	50	70	0
200 - Service	50	50	60	0
300 - Cooperation	50	45	65	0
400 - Knowledge	50	50	70	0
500 - Friendship	50	60	70	0
600 - Love, Hope, Faith	50	50	70	0
700 - Patriotism	50	50	70	0

Ambassador
Status: Rejected | View Notes   ⓘ

Category	Required	Pending	Approved	Needed
100 - Leadership	70	50	70	0
200 - Service	70	50	60	0
300 - Cooperation	70	45	65	0
400 - Knowledge	70	50	70	0
500 - Friendship	70	60	70	0
600 - Love, Hope, Faith	70	50	70	0
700 - Patriotism	70	50	70	0

Submit

Torch Awards Tab and Screens Continued

Category Completions

Category	Possible Points	Available Points	Pending Points	Approved Points	Executive Points Req.	Diplomat Points Req.	Statesman Points Req.	Ambassador Points Req.
Leadership 100s	905	855	50	70	10	30	50	70
Service 200s	600	550	50	60	10	30	50	70
Cooperation 300s	540	495	45	65	10	30	50	70
Knowledge 400s	560	510	50	70	10	30	50	70
Friendship 500s	435	375	60	70	10	30	50	70
Love, Hope, Faith 600s	535	485	50	70	10	30	50	70
Patriotism 700s	570	520	50	70	10	30	50	70

1. Click on the **"Your Torch Resume"** Tab

Overview	Your Torch Resume	Add Activity

Leadership 100s

Available Points: 855 | Possible Points: 905 | Pending Points: 50 | Approved Points: 70

Service 200s

Available Points: 550 | Possible Points: 600 | Pending Points: 50 | Approved Points: 60

2. Click on one of the accordions *Leadership 100s, Service 200s..et

Leadership 100s

Code	Description	Points	Activity Date	View	Status	Edit	Delete
102	Participate in or attend a BPA professional growth activity (this does not include a chapter informational session) (identify the topic, presenter, and involvement)	10	03/03/2022	👁	Submitted	✏	✖
103	Serve as part of organized student government such as a class representative or alternate, Student Senate representative or class officer for a year's term	10	09/01/2021	👁	Approved		✖

3. Click on the **"Add Activity"** tab
4. Click on one of the accordions *Leadership 100s, Service 200s..et

Leadership 100s

Code	Description	Points	Max Usage	# already submitted	
101	Serve as a BPA chapter committee chair (identify the committee)	10	2	0	❯
102	Participate in or attend a BPA professional growth activity (this does not include a chapter informational session) (identify the topic, presenter, and involvement)	10	2	1	❯
103	Serve as part of organized student government such as a class representative or alternate, Student Senate representative or class officer for a year's term	10	1	1	Max # already submitted
104	Campaign as a BPA local officer candidate for the first or second time (identify the office)	10	2	2	Max # already submitted

Torch Awards Tab and Screens Continued

5. To add an activity, Click on the arrow **>**

Leadership

101

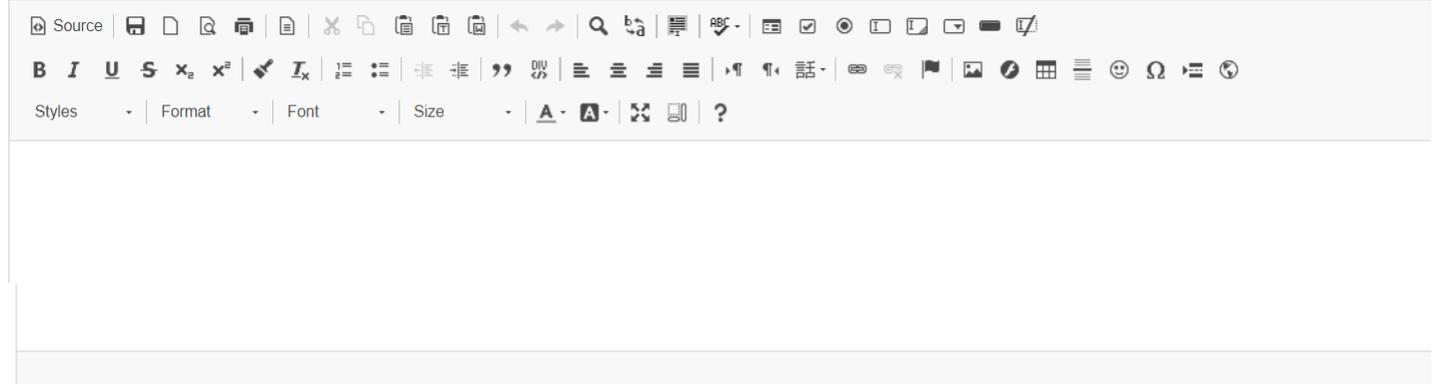Serve as a BPA chapter committee chair (identify the committee)

Activity Date

| Activity Date |

File (Photos and Documents, 20MB max size)

| Choose File | No file chosen

Description

[Source editor toolbar]

Back   Submit and view next activity

| Chapters | Requests | State Staff and Permissions | Rates and Settings | Conferences | Accounting | Reports | Quick Links | Notifications | Resources | E-Store | Surveys |

Back   Refresh   New Mass Email

History

Show 10 entries   Search:

Sent By	From	Subject	Sent	Details
null null	o21@gmail.com	o21@gmail.com	06/02/2020 4:33 PM	👁

Showing 1 to 1 of 1 entries   Previous 1 Next

1. Click on the **"View"** icon located on the right-hand side of the Email entry
2. Click on the **"Back"** button to return to the Main Chapter screen

Conferences Tab and Screens

If you participated at a National Conference, you can review results here.

1. Click on the appropriate accordion to view results. If there is nothing to click on and you feel there should be, please notify your Chapter Advisor

Recommendations Tab and Screens

To view your National Conference results

| Recommendations | Quick Links | BPA Practice Test Engine | Change My Password | Logout |

Add Recommendation

Add recommendation

Subject

Select

Recommendation

Rationale

Does this replace a current policy or procedure?

Don't Know

If this recommendation is adopted, would it require a similar change to other events?

Select

State

Select

Email

Representing

Select

Attachment

Choose Files No file chosen

Max file size 50MB.

Submit

Quick Links Tab and Screens

Links

BPA Practice Test Engine Tab and Screens

To take practice exams

Change My Password Tab and Screens

Change Password

Change Password for 00034632 user account   ✕

New Password: Confirm Password:

Close   Confirm