



## NATIONAL LEADERSHIP CONFERENCE STAR Events Online Orientation Direction

### ONLINE ORIENTATION INSTRUCTIONS | JUNE 15 DEADLINE

1. Have your members log into the [Student Portal](#) using their **credentials**
  - If you are unsure of your members credentials, they can be found on the **Members** Tab in the **Adviser Portal**
    - Username: Membership ID
    - Their password was emailed to the them when they first affiliated. If your student did not receive an email or forget their password, Chapter Advisers can change it by selecting the **Update Student Passwords** button in the **Adviser Portal**.

FCCLA PORTAL

CAMBRIDGE HIGH SCHOOL

Home State Admin FAQs Videos Logout Membership Information

Members Chapter Information Chapter Adviser(s) Meetings & Events Invoice(s) Resources Surveys Applications Chapter History Program Awards State Information E-Store Requests Chapter Notes

Add Chapter Members Add Existing Member Print Student Roster Print Membership Cards Email All Update Student Passwords Submit Affiliation

Select the red Check for Duplicate Members button before submitting your affiliation. Please use the Select All button or individually select students to be placed on an invoice.

Select All Check for Duplicate Members

Status	Select	Delete	Membership ID	View Student Portal	Resend Student Credentials	First Name	Last Name	Gender	Grade	Member Title	Submitted Date	Affiliation Date	Invoice Number	Edit	Transfer History
	<input type="checkbox"/>	<input type="checkbox"/>	1016727					Female	11	Chapter Member					
AFFILIATED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12805					Female	9	Chapter Member	03/08/2023	03/14/2023	137725		
AFFILIATED	<input type="checkbox"/>	<input type="checkbox"/>						Female	10	Chapter	10/06/2022	10/12/2022	128195		

2. Once your member has logged into the **Student Portal**, click on the **Surveys and Applications Tab**.
3. Select **Competitive Events**
4. Select the **2023 Online Orientation Form**
  - Only one Online Orientation is required **per team**.
5. The Online Orientation is **due by June 15**
6. For questions, please contact [CompetitiveEvents@fcclainc.org](mailto:CompetitiveEvents@fcclainc.org)