

Lions Clubs International

MyLCI Guest Access

Frequently Asked Questions

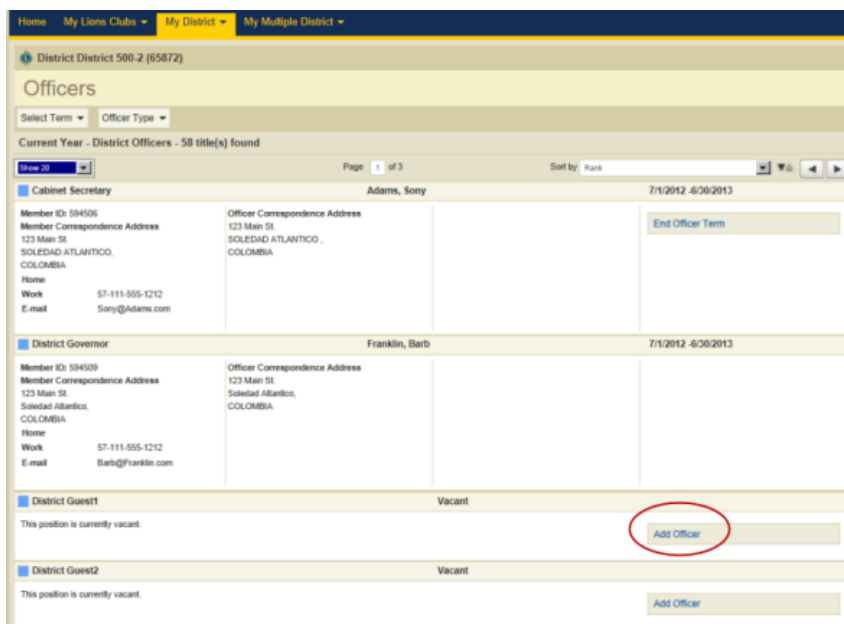


Frequently Asked Questions

Q: How do I assign a courtesy password?

A: District Governors (DG) and Council Chairpersons (CC) often want to provide visibility to the multiple district or district to a few trusted associates. In the past we called this function “courtesy passwords” or “Extra Logins”. With MyLCI, the roles of the District Guest and Multiple District Guest have been created. Up to 5 Guest roles can be assigned by either the District Governor (DG) or the Council Chairperson (CC). These roles can be assigned by either the DG or the Cabinet Secretary.

To assign a person to the guest role, start from either the My District menu (for DG) or from the My Multiple District menu (for CC). Then select the Officers menu item. From the Officers Page scroll through the page, until you see a row for District Guest1, 2, 3, 4, or 5, or Multiple District Guest 1 – 5. Click the Add Officer link associated with the role you are assigning. From the next page click the Select Member button. Then click the member name you want to serve in this position.



Q: How do I find the password for a "guest user"?

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A: Once you have assigned a member to serve as a District or Multiple District Guest, you can simply notify them to register to access MyLCI. They will need provide their member number and follow the normal registration process. Once they have registered, they can log like any other MyLCI user. If they forget the user name or password they created, they can follow the procedures for forgotten user name or password.

Q: How do I provide GMT and GLT access to view district information?

A: District Governors (DG) and Council Chairpersons (CC) often want to provide visibility to the district or multiple district to a Global Membership or Global Leadership chairperson. The District Governor can assign a District Guest role to the Global Membership or Global Leadership chairperson. Similarly, the Council Chairperson can assign a MultipleDistrict Guest role to the Global Membership or Global Leadership chairperson.

To assign a person to the guest role, start from either the My District menu or from the My Multiple District menu. Then select the Officers menu item. From the Officers Page scroll through the page, until you see a row for District Guest1, 2, 3, 4, or 5, or Multiple District Guest 1 – 5. Click the Add Officer link associated with the role you are assigning. From the next page click the Select Member button. Then click the member name you want to serve in this position.