

# Fordham Indigenous Trust

## User Guide

June 2022 version 3.0

[Click here to connect](#)

# Welcome to FORDHAM INDIGENOUS TRUST, to get started please login to your account.

To login, enter your [Username](#) and [Password](#) and click the ENTER button. Your username is your 'firstname.lastname'.

If you forget your password, click the [click here](#) link below the ENTER button. Enter your email, and a password reset form will be sent to your inbox.

To access Fordham without needing to enter your username and password again, check the 'keep me logged in box'.

[Note, this option is recommended for personal computers only, if you are using a public computer you should not select this box so others cannot access your account.](#)



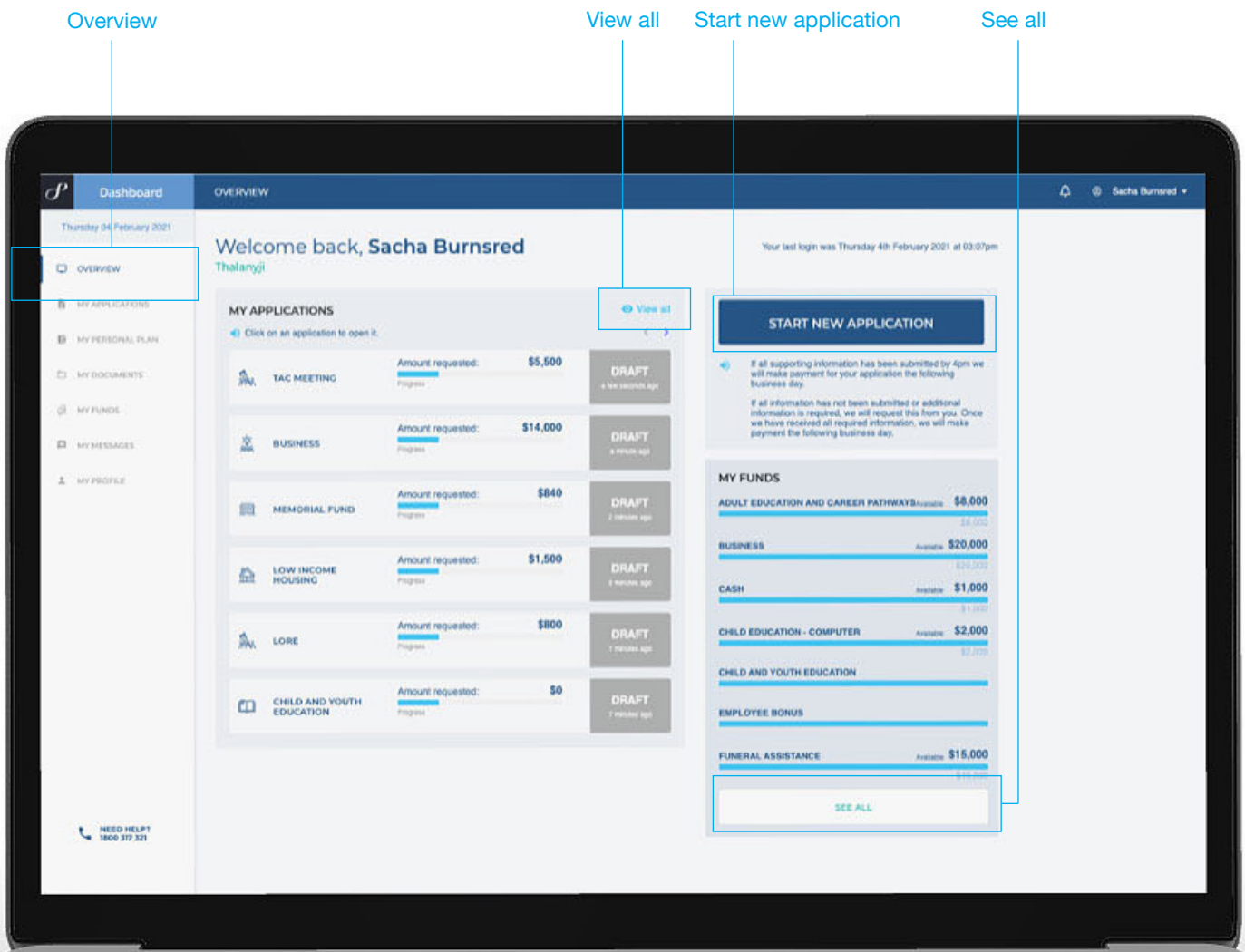
## Overview

The [Overview](#) page provides a quick look at your most recent applications and your current available funds.

You can view the details of an application by clicking on a specific application in the list, or to see all your applications click on the [View all](#) button.

You can also start a new application by clicking on the [START NEW APPLICATION](#) button.

To view a more detailed summary of your available funds, click on the [SEE ALL](#) button at the bottom of the My Funds section.



# My Applications

The My Applications page provides a list view of your applications. You can [search for specific applications](#) based on their status, category, and date, as well as using the search bar.

To view the details of an application, [click on its heading](#).

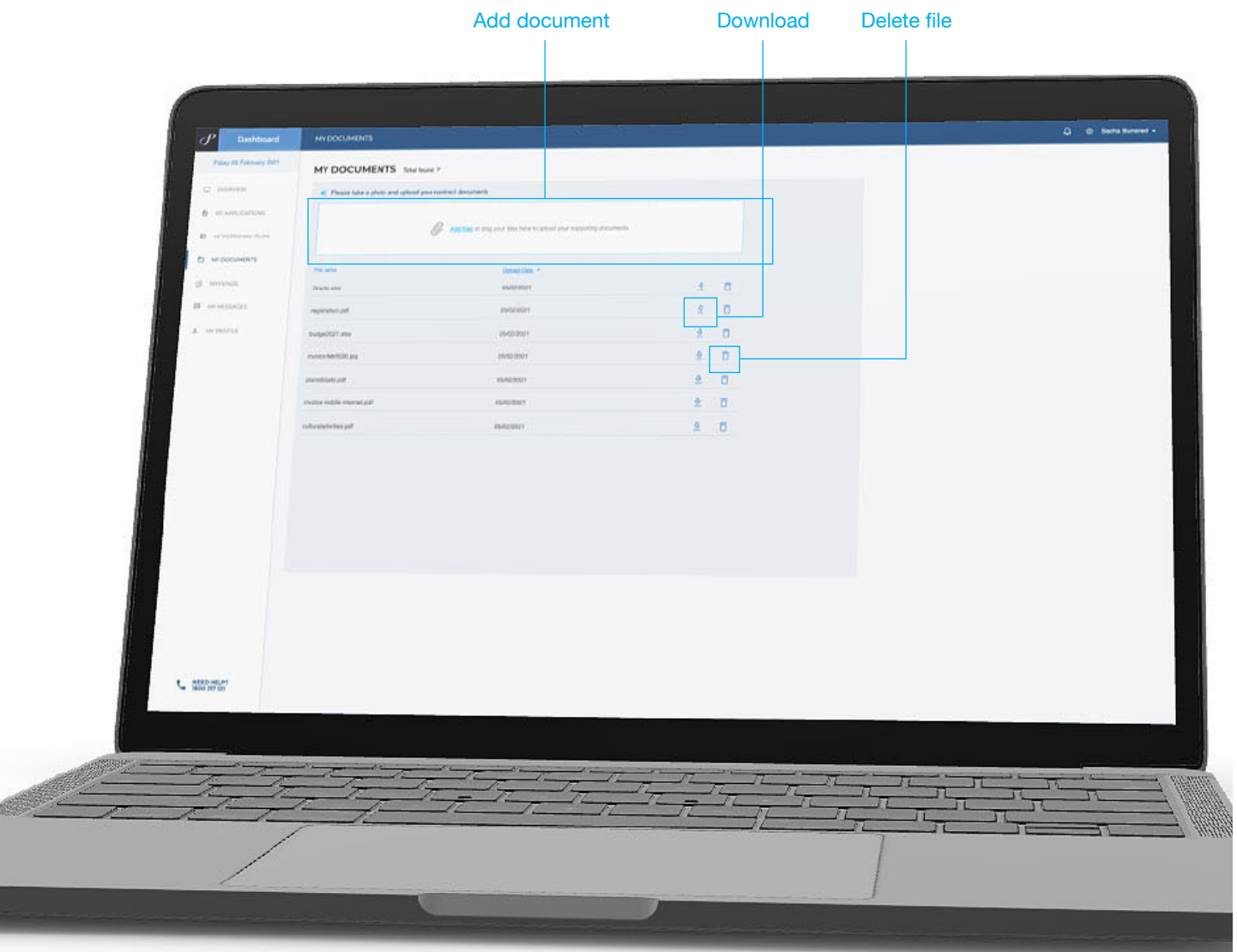


# My Documents

The My Documents page allows you to store and upload any required documents for your applications. You can [add a document](#) by clicking on the Add files link or by dragging your file into the dotted rectangle.

To [download a file](#) you have uploaded, click on the downward facing arrow.

To [delete a file](#) you have uploaded, click on the garbage bin symbol.

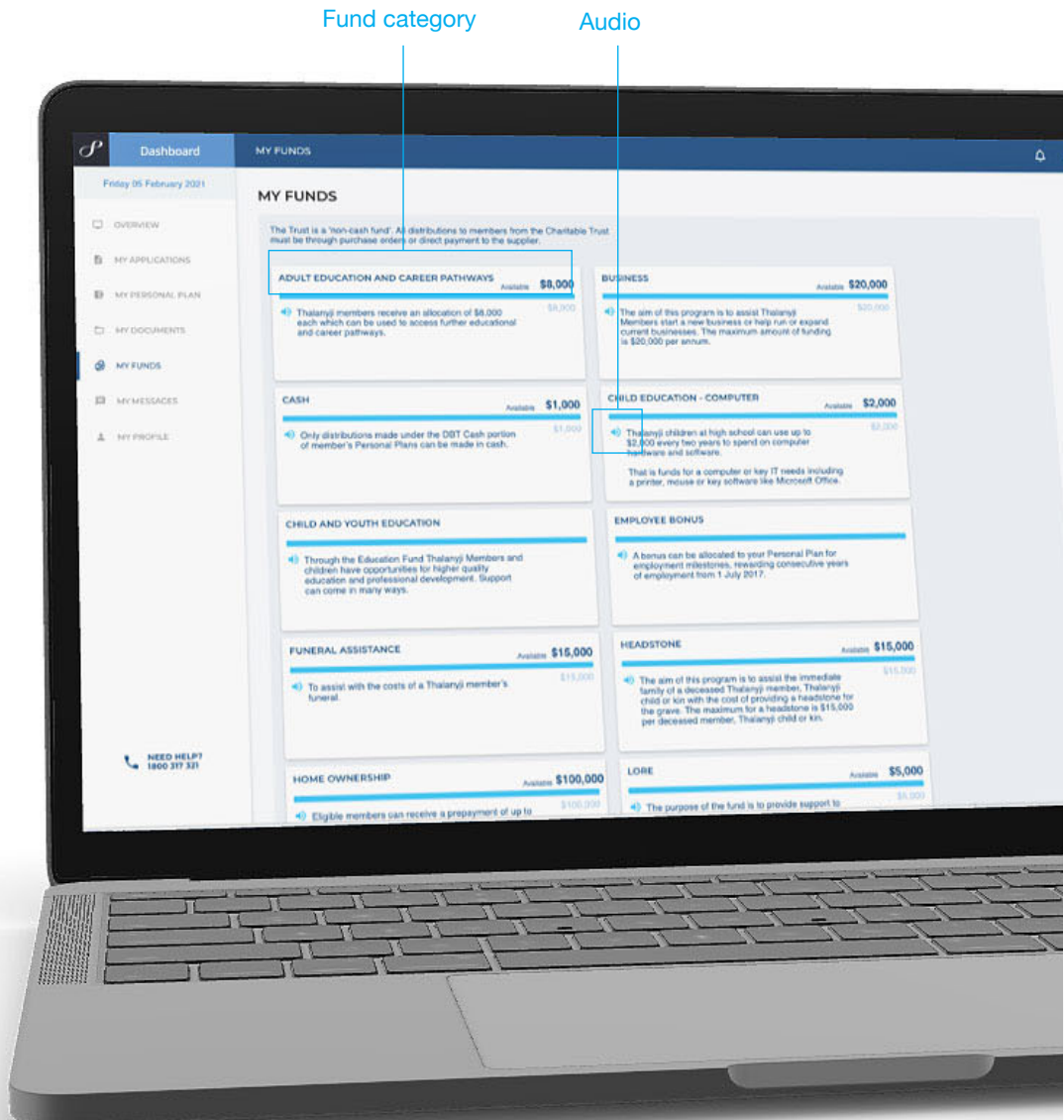


# My Funds

The My Funds page provides an explanation of your [available fund categories](#) and your [available fund amounts](#).

Only distributions made under the Direct Benefits Trust Cash portion of member's Personal Plans can be made in cash.

Non-cash funds are provided by the Direct Benefits Trust and can provide funds to support what we call Capacity Building Purposes, like assisting Members with housing needs, reducing debt or buying a car.

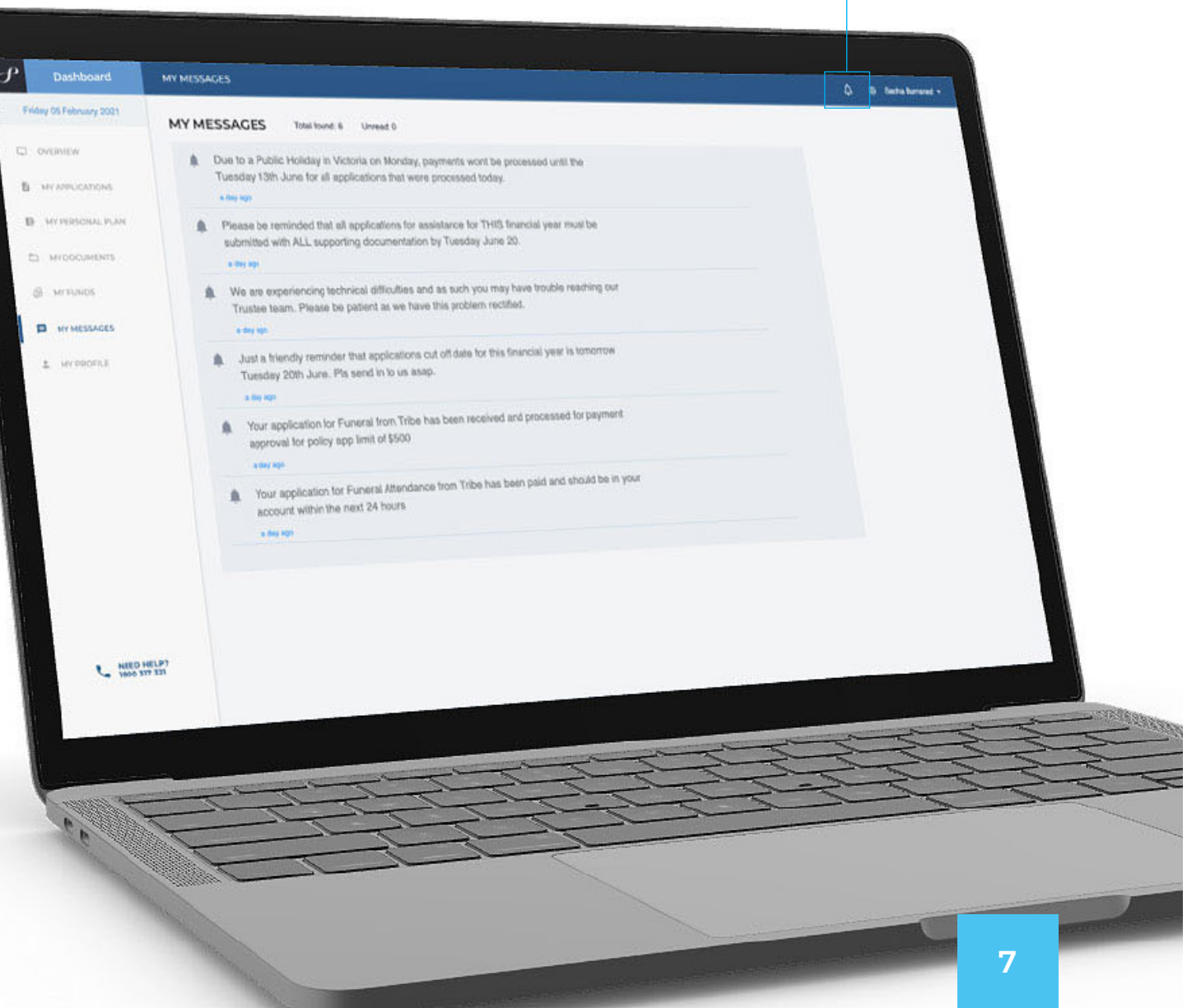


# My Messages

My Messages provides a list of notifications and correspondences to your account. Unread messages are highlighted dark blue.

Clicking the [notification bell](#) in the user menu provides a preview of this message list. Clicking 'see all' in the notification bell takes you to the My Messages page.

Notification bell



# My Profile

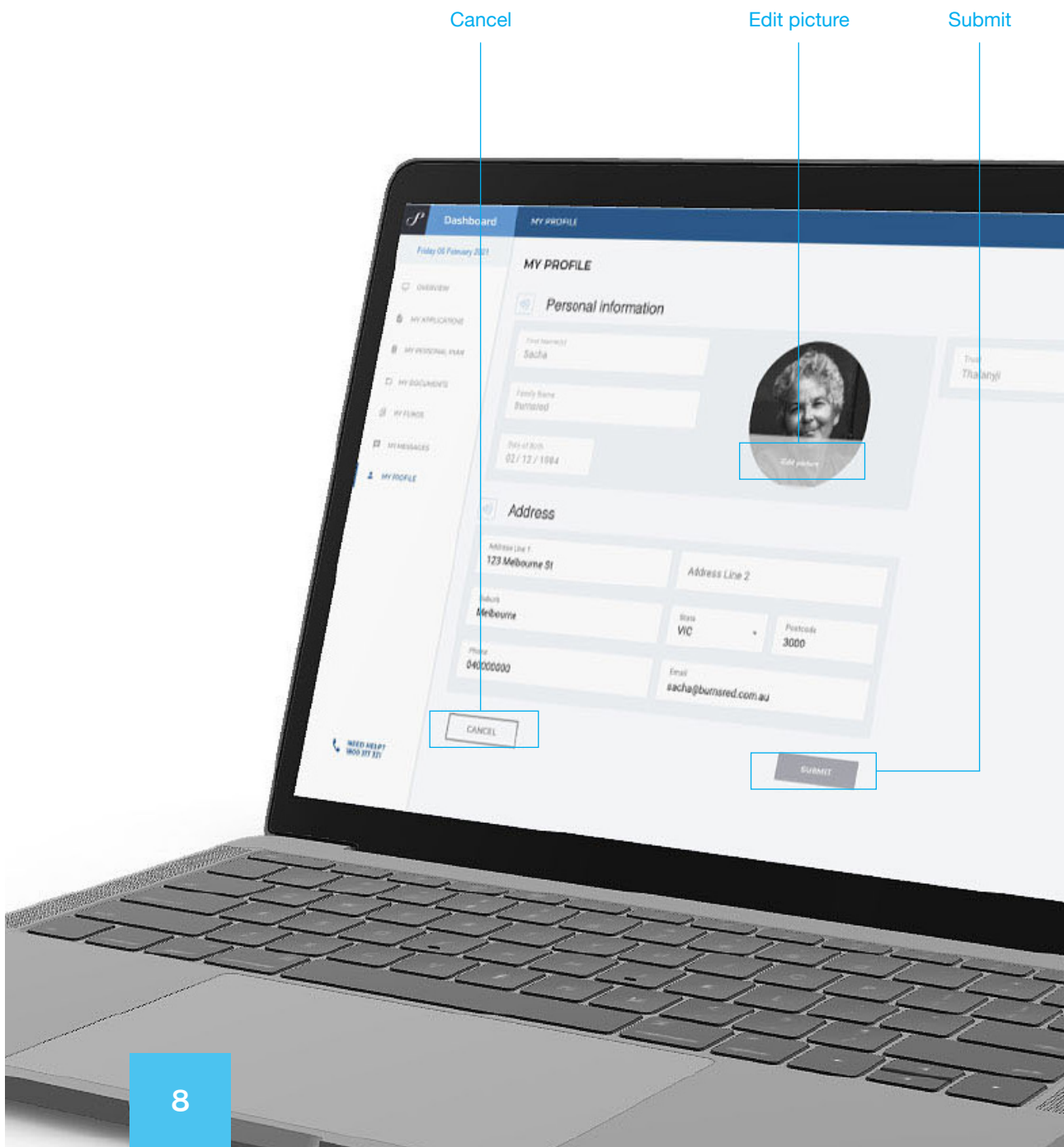
My profile contains your personal information, address, and contact information.

To update your address and/or contact details, enter the updated information and click [SUBMIT](#). A green success message should appear stating, "Profile change request submitted".

To update your account photo, click 'Edit picture' and select your image file to upload.

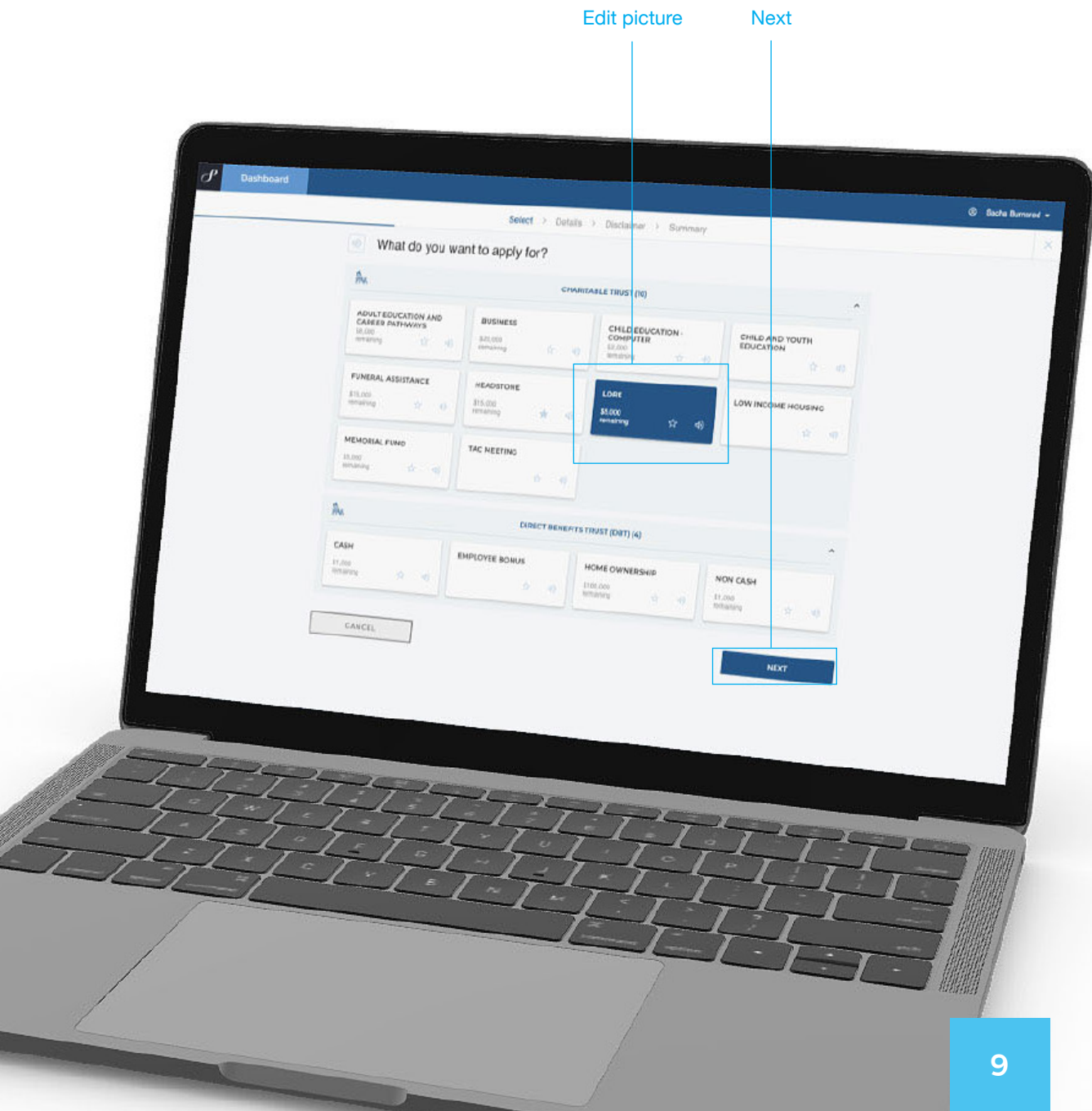
To cancel the edits made to your address/contact information, click the [CANCEL](#) button in the bottom left corner of the page. Your information will return to whatever it was before you started editing.

Your first name(s), family name, and date of birth cannot be edited.



# New Application

1. Click on the START NEW APPLICATION button in the Overview/My Applications pages to begin the application process.
2. [Select your fund category](#) from the Charitable Trust or Direct Benefits Trust list and click [NEXT](#).



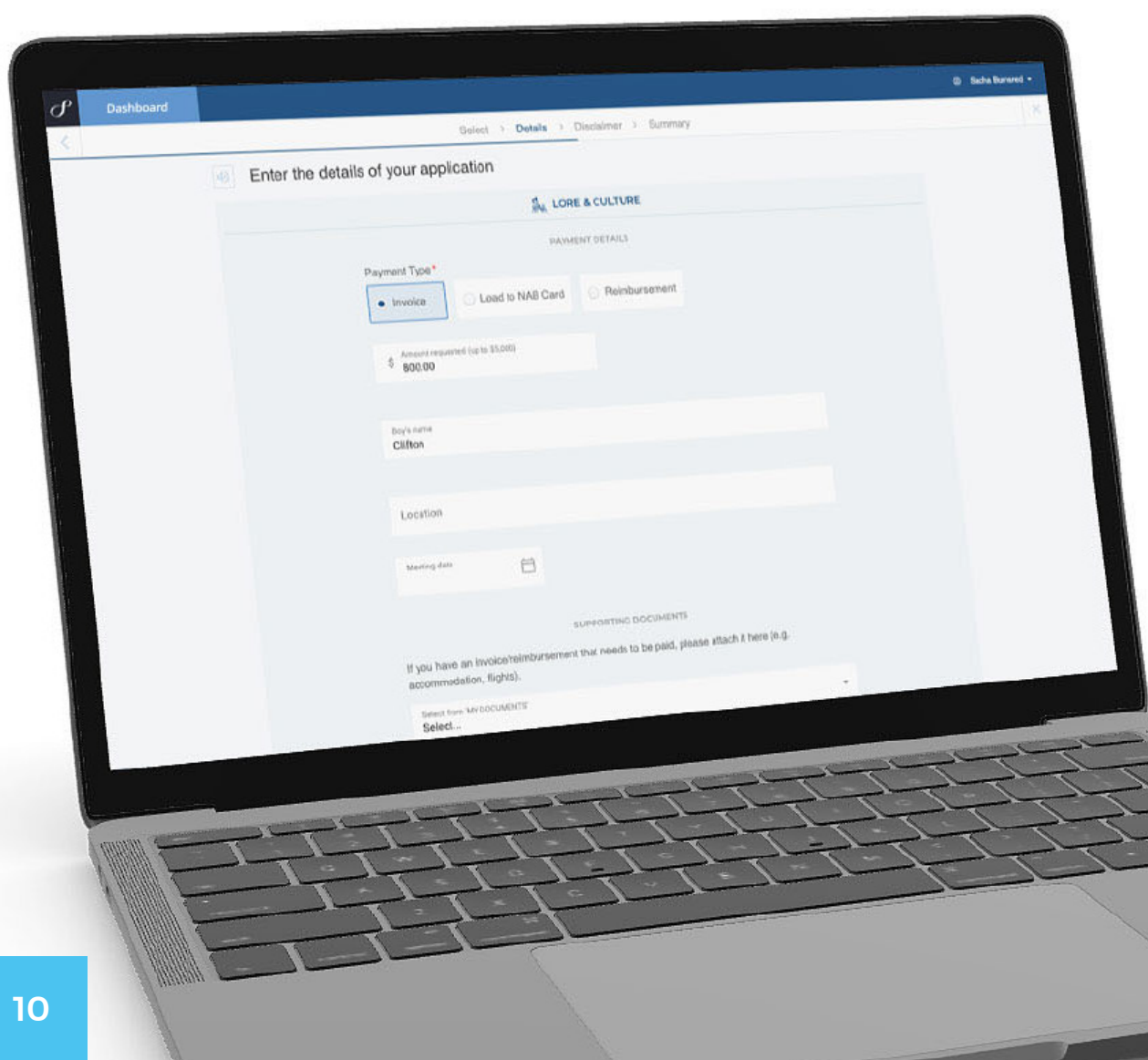
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3. Enter the required details for your application. The sections marked with an asterisk are required. When all required details are entered, click NEXT.
4. Read the disclaimer and check the 'YES, I understand' box to continue with your application. If you do not understand the disclaimer, please contact a Fordham representative.
5. View the summary of your application and ensure that all the details are correct. If you need to make changes, you can click the BACK button to return to the previous pages. When you are ready to submit, click SUBMIT. A green success message should appear at the top of the page stating "You have successfully submitted your claim".

You can submit another application by clicking **MAKE AN APPLICATION** after you submitted your first application or return to your Overview page by clicking **BACK TO DASHBOARD**.

You can save your application as a draft and continue with it at a later time by clicking **SAVE AND EXIT**.

You can delete your current application by clicking **DELETE**.



# Add Website to Mobile Device Home Screen

## iPad or iPhone

1. Launch "Safari" app. **This does not work from the "Chrome" app.**
2. Enter into the address field the URL of the website you want to create a shortcut to. Tap "Go."
3. Tap the icon featuring a right-pointing arrow coming out of a box along the top of the Safari window to open a drop-down menu.
4. Tap "Add to Home Screen." The Add to Home dialog box will appear, with the icon that will be used for this website on the left side of the dialog box.
5. Enter the name for the shortcut using the on-screen keyboard and tap "Add." Safari will close automatically and you will be taken to where the icon is located on your iPad's desktop.

## Android

1. Launch "Chrome" app.
2. Open the website or web page you want to pin to your home screen.
3. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to homescreen.
4. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.

