

Portal Tips for Client Facilitators
D05 Client Facilitator Training
January 11, 2024

Create an AARP.org Account (if you don't already have one)

Go to aarp.org.

Click **Register** on the upper right.

Complete the registration form using the email address and password you wish to use for the Portal.

Click **Register**.

You will receive an email confirming your registration. Click the **Confirm your e-mail address now**.

Update Your Personal Information

Go to volunteers.aarp.org to access the Portal.

Enter your name in the search box at the top.

Click on your name under "Contacts" to bring up your Contact record.

- Edit any personal information
- To edit address, click on your address in the **Addresses** tile on the right

Note: To change your email address, log in to aarp.org, not the Portal itself.