

## CHE Online Directory Help

- **Register** at the directory by clicking the "Register" link at the bottom of the "**Resident Login**" page. (**NOTE:** Please use the Internet Explorer browser. Some of the pages are not yet fully functional in Firefox.)
  - On the "Resident Registration" page, enter all of the information and click the "Register" button.
- The "**Update Resident**" page is now displayed.
  - You can now enter all of your pertinent resident information. Only Resident Name and Address are required. However, for the directory to be of most value, please consider entering other information.
  - The "Pet Registry" section of the "Update Resident" page is intended to provide a convenient way for residents to find the possible CHE owner of a lost dog. A search of the Pet registry is one of the directory menu options (*discussed below.*)
  - Once you've entered all of your resident information, scroll down to the bottom (*it's a long page!*) and click the "**Update Resident**" button.
  - The "Update Resident" page is redisplayed with your updated information and a message indicating your profile has been successfully updated (*if you didn't receive an error entering the resident name or address information.*)
  - You can now use the navigation at the top of the page to go to the directory's "**Directory Menu**" page (*the navigation is the "[login](#) > [menu](#) > [update resident](#)" line above the "Update Resident" header.*) Just click the [menu](#) link to go to the "Directory Menu" page.
- At the "**Directory Menu**" page, you can select any of the directory options:
  - Click "[View/Update Your Resident Information](#)" to return to the "Update Resident" page if you want to make changes to your resident information.
  - Click "[View a Resident's Information](#)" to go to the "**Search for Resident**" page. Here you can search for a resident(s) in the directory. You can enter search criteria in any or all of the search fields on this page. Once you've entered your search information, such as name or address, click the "**View Resident(s)**" button at the bottom of the page.

After clicking the "View Resident(s)" button, the search results will be displayed below the button. If no residents are found that meet your search criteria, a message of "No Residents to Display" is displayed.

If one or more residents are found for your search, a grid of the results will be displayed showing the residents' names and addresses. Click on the resident's last name link to view that resident's information in the "View Resident" page.

On the "**View Resident**" page, that is displayed by clicking a residents' last name link on the "Search for Resident" page, you can find information on that resident. To return to the "Directory Menu" page, again click the [menu](#) link in the

navigation at the top of this page.

- Click the "[View List of Residents by Name](#)" to view a list of **all** residents in the directory in order by last name, first name. You can click the last name link to go to the "View Resident" page for that resident.
- Click the "[View List of Residents by Address](#)" to view a list of **all** residents in the directory in order by address. Again, you can click the last name link to go to the "View Resident" page for that resident.
- Click the "[Search Pet Registry](#)" link to go to the "**Search Pet Registry**" page. Here you can perform a search using any or all of the search fields to find residents who may have pets. The search can be conducted by using resident information, pet information (*such as breed - dog, cat, other*), or using both.

We feel the "Search Pet Registry" function can be useful for people who are looking for the owner of a pet they've found who may be a CHE resident.