

# Internal Family Systems directory

## How to change your availability on the IFS UK Directory

If you have an entry in the IFS UK Directory, you can update your availability for client sessions at any time. You can choose between:

- Spaces available,
- Limited availability, and
- Currently full

This document explains how to access your account so you can change your availability.

(For any other changes to your entry, please email the admin team at [ifstuk@gmail.com](mailto:ifstuk@gmail.com).)

## Before you start...

👉 Your account will have been set up for you by the IFS UK web editor.

👉 If you've not accessed your account before, please follow the instructions on [page 2](#).

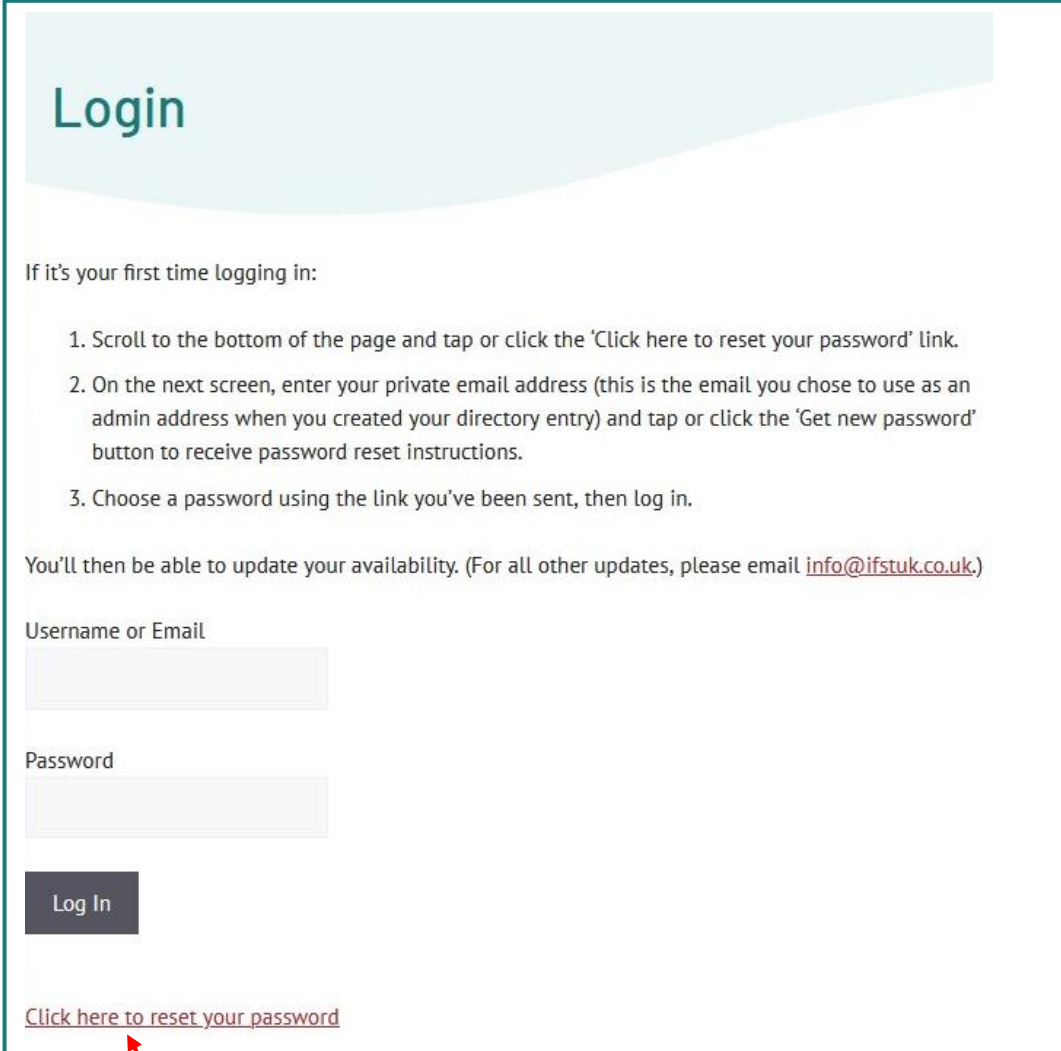
👉 If you already have your login details, including a password you've set up yourself, follow the instructions on [page 6](#).

## If it's your first time logging in

If it's your first time logging in to your account, follow these instructions:

### Step 1

Go to <https://directory-uk.internalfamilysystemstraining.co.uk/my-account>. You'll see this screen:



The screenshot shows a 'Login' page with a light blue header. Below the header, there is a section titled 'If it's your first time logging in:' followed by three numbered instructions. Below the instructions, there is a note about updating availability. The login form includes two input fields: 'Username or Email' and 'Password', and a 'Log In' button. At the bottom of the form, there is a link that says 'Click here to reset your password'. A red arrow points from this link down to the 'Step 2' section.

**Login**

If it's your first time logging in:

1. Scroll to the bottom of the page and tap or click the 'Click here to reset your password' link.
2. On the next screen, enter your private email address (this is the email you chose to use as an admin address when you created your directory entry) and tap or click the 'Get new password' button to receive password reset instructions.
3. Choose a password using the link you've been sent, then log in.

You'll then be able to update your availability. (For all other updates, please email [info@ifstuk.co.uk](mailto:info@ifstuk.co.uk).)

Username or Email


Password

**Log In**

[Click here to reset your password](#)

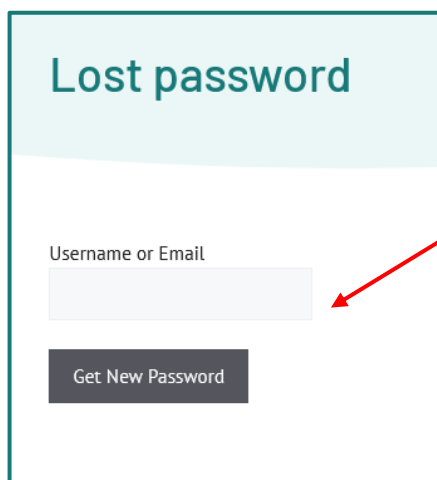
### Step 2


Tap or click the reset password link at the bottom of your screen.

 **Tip:** You may need to scroll down to see the link.

### Step 3

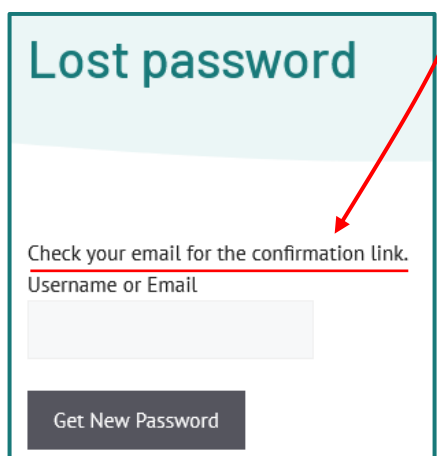
At the next screen, type in your admin email address:




 **Tip:** This is the email you chose to use as an admin address when you created your directory entry. (If you've forgotten the email address you chose, please email [julia@thewordengine.co.uk](mailto:julia@thewordengine.co.uk) to retrieve it.)

### Step 4

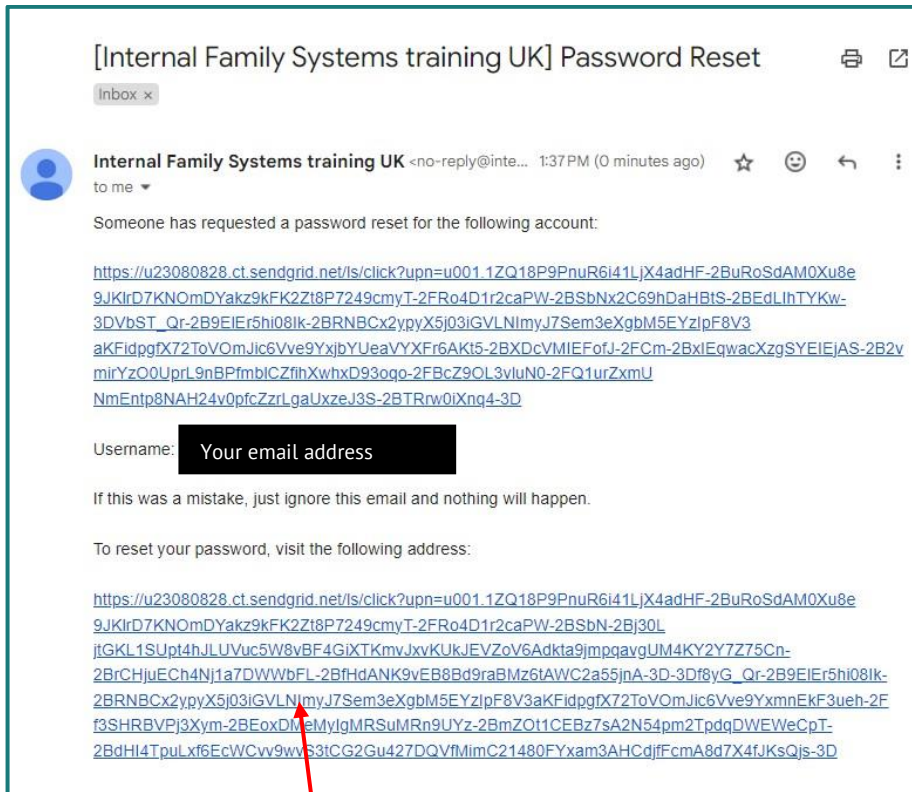
Tap or click **Get new password**. Instructions will be sent to your admin email address and you'll see this new message on the screen:



 **Tip:** If you don't see the confirmation email in your inbox, please check your junk or spam folder.

## Step 5

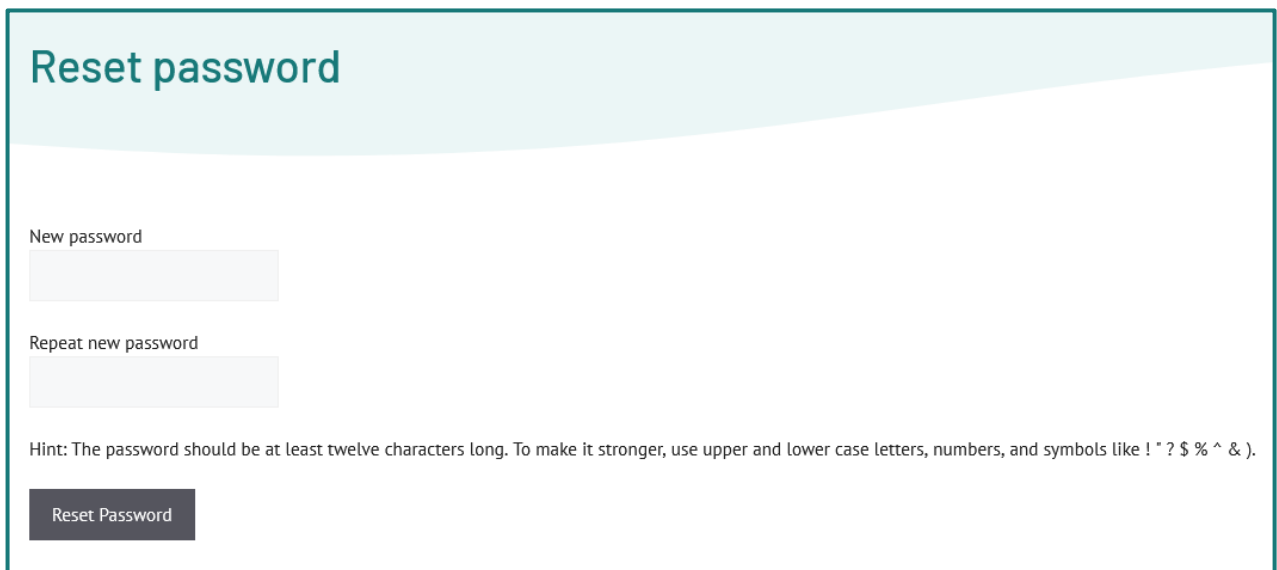
Your email will look something like this:



Click or tap the reset password link.

## Step 6

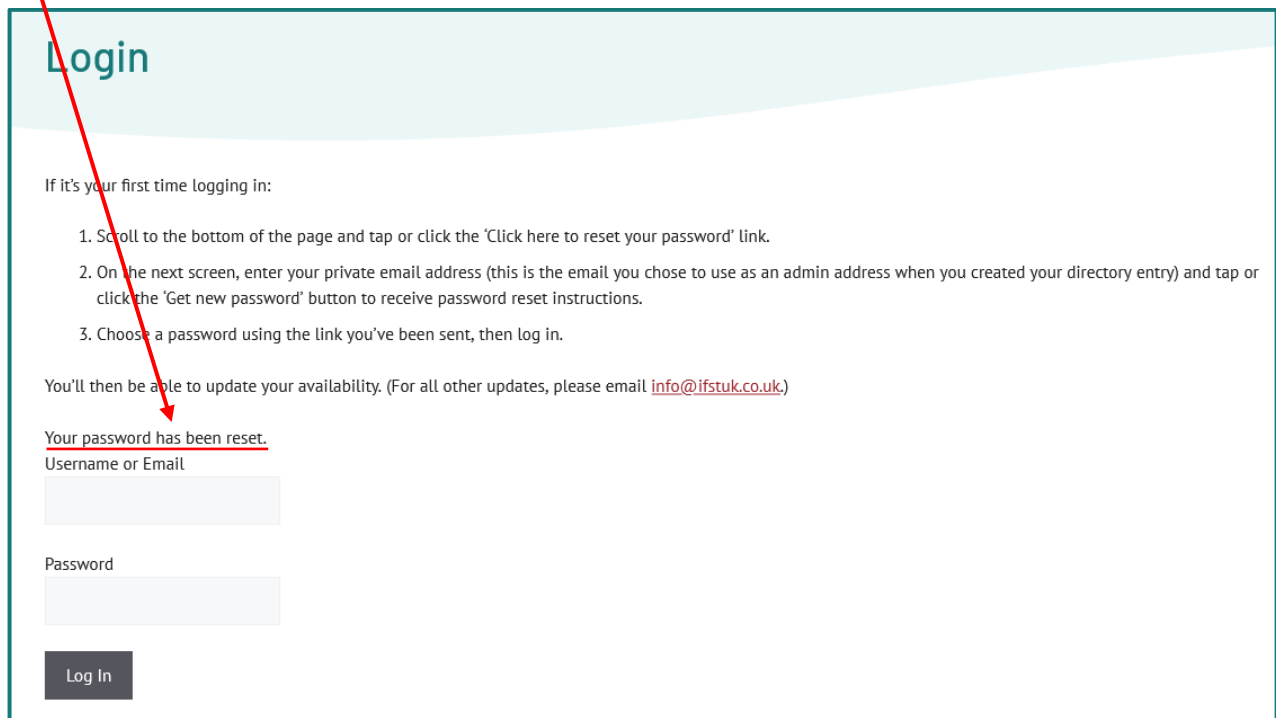
You'll see a screen like this:



Choose a password and click **Reset Password**.

## Step 7

You'll be returned to the login screen which will now include the message 'Your password has been reset':



The screenshot shows a login page with a light blue header containing the word "Login". Below the header, there is a section titled "If it's your first time logging in:" followed by three numbered instructions: 1. Scroll to the bottom of the page and tap or click the 'Click here to reset your password' link. 2. On the next screen, enter your private email address (this is the email you chose to use as an admin address when you created your directory entry) and tap or click the 'Get new password' button to receive password reset instructions. 3. Choose a password using the link you've been sent, then log in. Below these instructions, a message states: "You'll then be able to update your availability. (For all other updates, please email [info@ifstuk.co.uk](mailto:info@ifstuk.co.uk).)" A red arrow points from the top left of the page down to the "Your password has been reset." message. Below this message are two input fields: "Username or Email" and "Password". At the bottom left of the form is a dark grey button labeled "Log In".

**Login**

If it's your first time logging in:

1. Scroll to the bottom of the page and tap or click the 'Click here to reset your password' link.
2. On the next screen, enter your private email address (this is the email you chose to use as an admin address when you created your directory entry) and tap or click the 'Get new password' button to receive password reset instructions.
3. Choose a password using the link you've been sent, then log in.

You'll then be able to update your availability. (For all other updates, please email [info@ifstuk.co.uk](mailto:info@ifstuk.co.uk).)

Your password has been reset.

Username or Email

Password

Log In

## Step 8

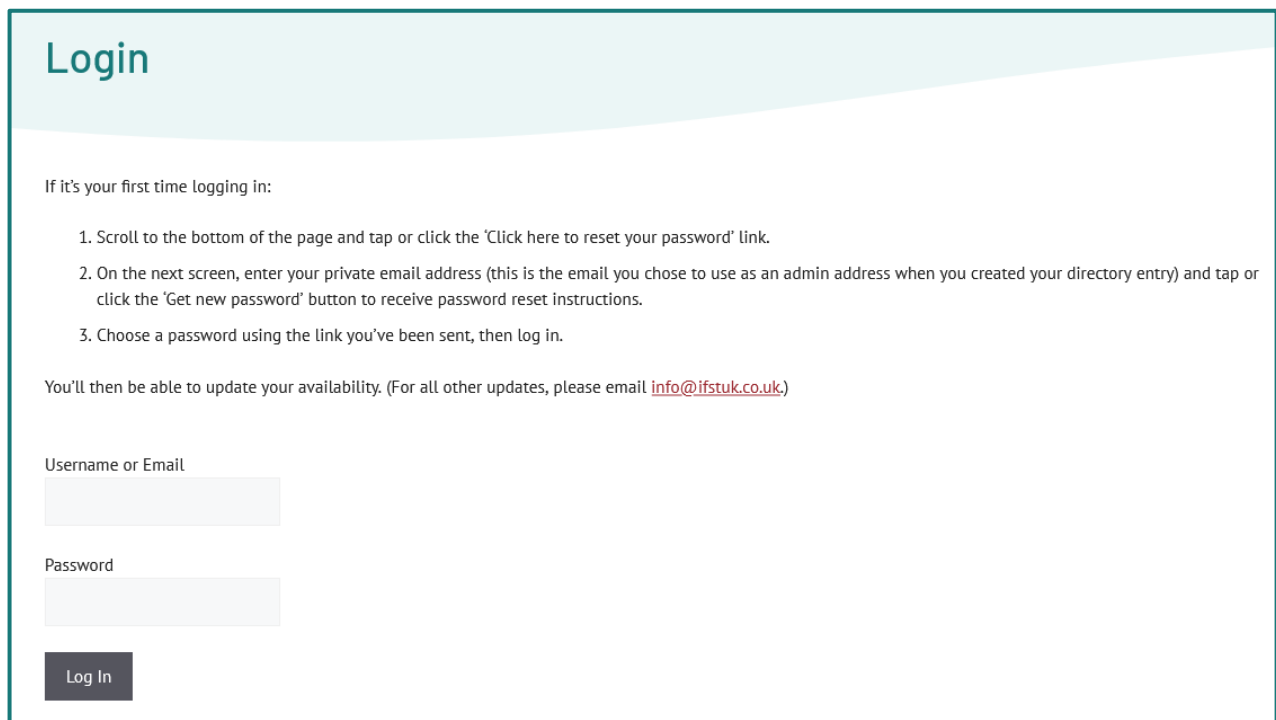
See 'After you've chosen your password', on [page 6](#), for instructions on logging in to change your availability.

## After you've chosen your password

If you already have your login details, including a password you've set up yourself, follow the instructions below to change your availability.

### Step 1

Go to <https://directory-uk.internalfamilysystemstraining.co.uk/my-account>. You'll see this screen:



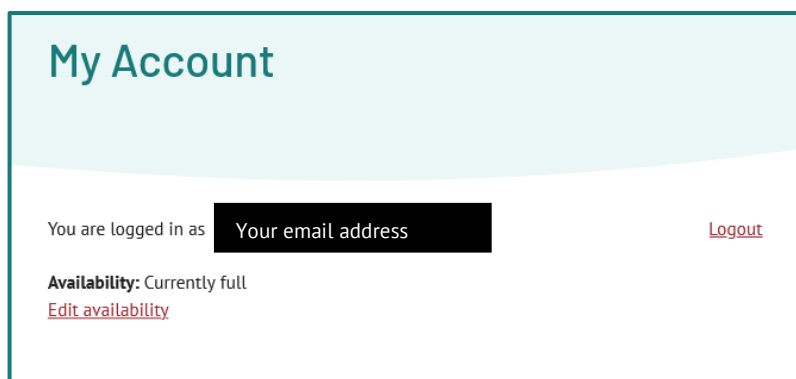
The screenshot shows a 'Login' page with a light blue header. Below the header, there is a section titled 'If it's your first time logging in:' followed by three numbered instructions: 1. Scroll to the bottom of the page and tap or click the 'Click here to reset your password' link. 2. On the next screen, enter your private email address (this is the email you chose to use as an admin address when you created your directory entry) and tap or click the 'Get new password' button to receive password reset instructions. 3. Choose a password using the link you've been sent, then log in. Below these instructions, there is a note: 'You'll then be able to update your availability. (For all other updates, please email [info@ifstuk.co.uk](mailto:info@ifstuk.co.uk))'. The login form consists of two input fields: 'Username or Email' and 'Password', both with light blue borders. Below the password field is a dark blue 'Log In' button.

### Step 2

Enter your admin email address and password and click or tap **Login**.

### Step 3

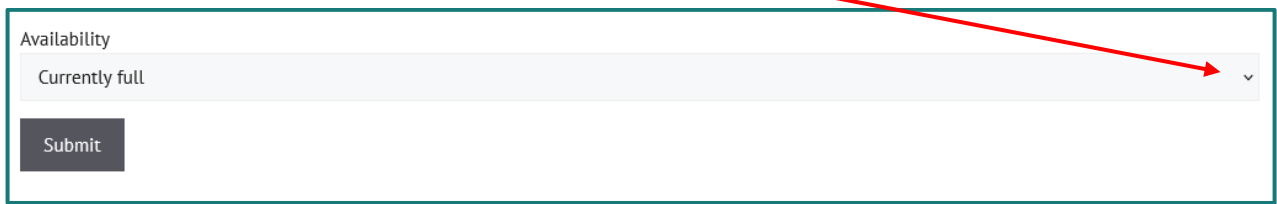
On the next screen, click or tap the 'Edit availability' link.



The screenshot shows a 'My Account' page with a light blue header. Below the header, there is a section titled 'You are logged in as' followed by a black box containing the text 'Your email address'. To the right of this box is a red 'Logout' link. Below this, there is a section titled 'Availability: Currently full' followed by a red 'Edit availability' link.

## Step 4

Use the drop-down box to select your availability:



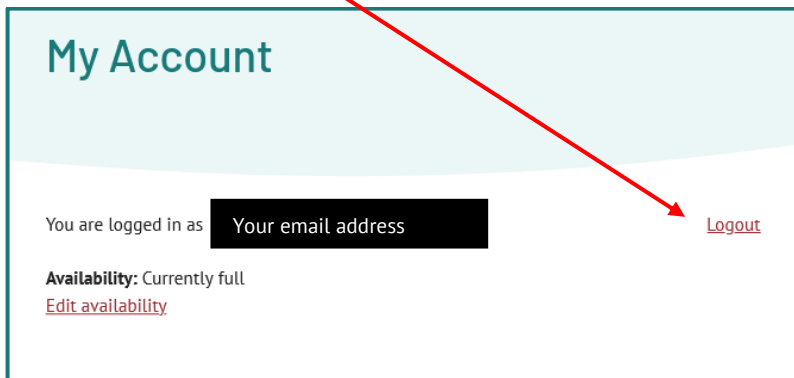
A screenshot of a web form. At the top, the word "Availability" is displayed. Below it is a light grey dropdown menu with the text "Currently full" and a small downward-pointing arrow on the right. Below the dropdown is a dark grey button with the word "Submit" in white. A red arrow points from the text "Use the drop-down box to select your availability:" to the dropdown menu.

## Step 5

Click or tap **Submit**.

## Step 6

Remember to log out:



A screenshot of a "My Account" page. The title "My Account" is in a large, teal font at the top left. Below the title, it says "You are logged in as" followed by a black box containing the text "Your email address". To the right of this is a red link labeled "Logout". Below this, it says "Availability: Currently full" and "Edit availability" in red. A red arrow points from the text "Remember to log out:" to the "Logout" link.