

Instructions for Using the On-Line Resident Directory on a Computer or Smart Phone

Open the Canal Walk Homeowners Association Website (<http://www.canalwalkhoa.com/>)

Click the **Home** drop down menu in the left corner and then click the **Resident Sign In** link.

You can also click the **Resident Directory** link in the **Information** drop down menu.



At the sign in screen, enter your **Email Address**, your **Password**, click the **Keep me signed in** box, and click the **Sign In** button

A screenshot of the sign-in form. The form is titled "Please enter your Email Address and Password below and then click the Sign In button." Below the title, there is a link: "If you don't have an account yet, [click here](#)." The form contains two input fields: "Email Address:" and "Password:". Below the "Password:" field, there is a checkbox labeled "Keep me signed in." and a green "Sign In" button. At the bottom right, there is a copyright notice: "Copyright © Canal Walk Homeowners As".

When the Resident Access screen opens, click any of the Search buttons to find a resident by Last Name, First Name, or Street Name.

If you want to view the entire Directory, click the **View All by Last Name** or the **View All By Street Name** button.

A screenshot of the Resident Portal home page. The page has a blue header with navigation links: "Exit", "Directory Search", "Submit a Form or Request", and "Meeting Minutes". Below the header, there is a greeting: "Hello skip.krals@kralsonline.net". The main content area is titled "Welcome to the Canal Walk Resident Portal" and "What would you like to do?". Below this, there is a prompt: "Use the dropdown menus or select one of the links →". A tip is provided: "Tip! - When you first sign in, click the Keep me signed in box. Then, when you are done, click the Exit drop down menu above and then click Stay Signed In. You can then return to the Resident Access pages without having to sign in again." Below the tip, there is a note: "You can stay signed in for up to a year or until you run software that deletes 'cookies.'" On the right side, there is a search area with buttons: "Search By Last Name", "Search By First Name", "View All By Last Name", "Search By Street Name", and "View All By Street Name". At the bottom, there are two links: "Submit a Suggestion/Accident/Complaint/Incident/Compliment Report" and "Submit a Resident Directory Change Request".

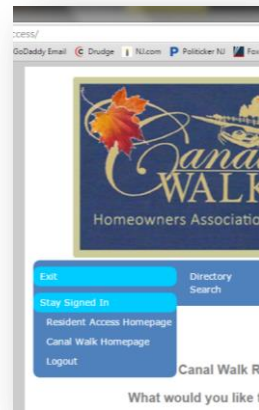
When you are done, click the **Stay Signed In** link to keep your sign in status active, or click the **Exit** link to leave the Resident Directory.

Important:

If you select **Stay Signed In**, you can access the Resident Directory for one year or until you delete “cookies” from your system.

If you **Exit**, you will have to sign in again the next time you want to access the Directory

Tip: Before you leave the screen, Bookmark it for future access.



If you see information that is not correct, you can submit a [Resident Directory Change Request](#).

Complete the information and click the Submit Request button.

An email will be sent to you and Cathy in the Management Office. She will make the updates.

A screenshot of a web form titled 'Resident Directory Change Request'. The form is set against a white background with a blue header. The header contains navigation links: 'Exit', 'Directory Search', 'Submit a Form or Request', and 'Meeting Minutes'. Below the header, there's a section titled 'Resident Directory Change Request' with a sub-header 'Please update the Canal Walk Resident Directory with the following information:'. Underneath, there's a 'Submittal Purpose' dropdown menu set to 'Add a Directory Listing' and a note 'Select one. If "Other Reason," enter a comment below.'. The main form area is titled 'Your Personal Information:' and contains several input fields: 'First Name:', 'Last Name:', 'House/Unit Number:', 'Street:' (with a dropdown menu showing 'Abrams Court'), 'Home Phone Number:', 'Cell Phone Number:', and 'Email Address:'. Below these fields is a 'Comment:' field with a rich text editor toolbar. At the bottom of the form, there are three buttons: 'Submit Request', 'Clear All Fields', and 'Cancel Request'. A red asterisk and the text '*Required fields' are located at the bottom left of the form area.