

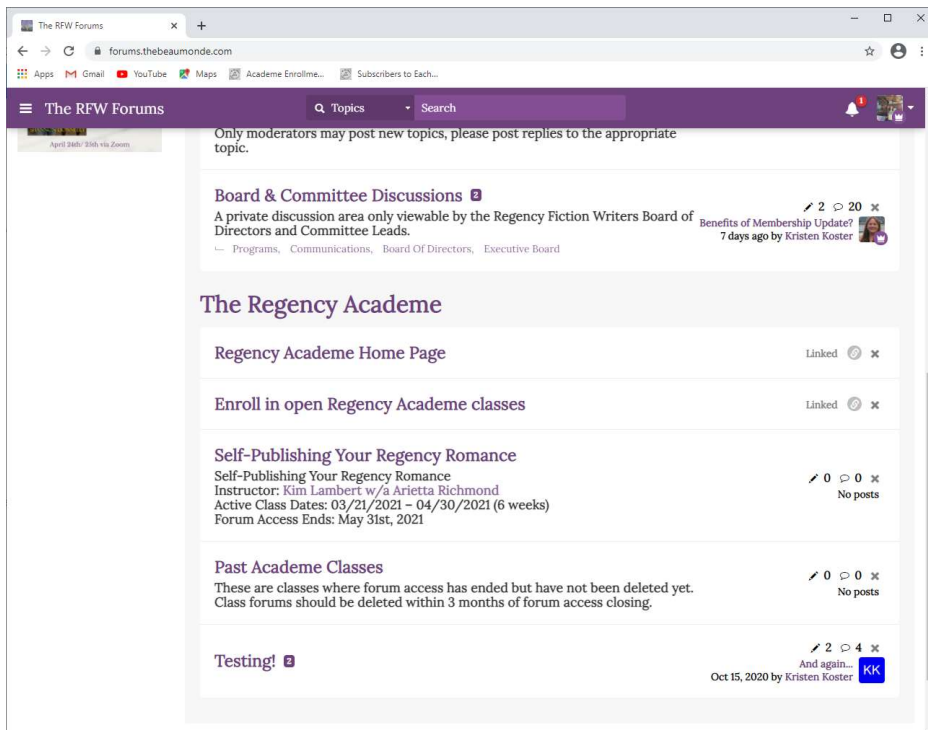
# How to Access the Academe Forums: RFW Members

(1) Go to **Manage My RFW Account**: <https://thebeau monde.com/membership/manage-my-account/#myaccount> . Sign in here.

(2) Click on the RFW Forums tab:



You will see the forum for any classes in which you are currently enrolled toward the bottom of the page:



## Log-In Troubleshooting:

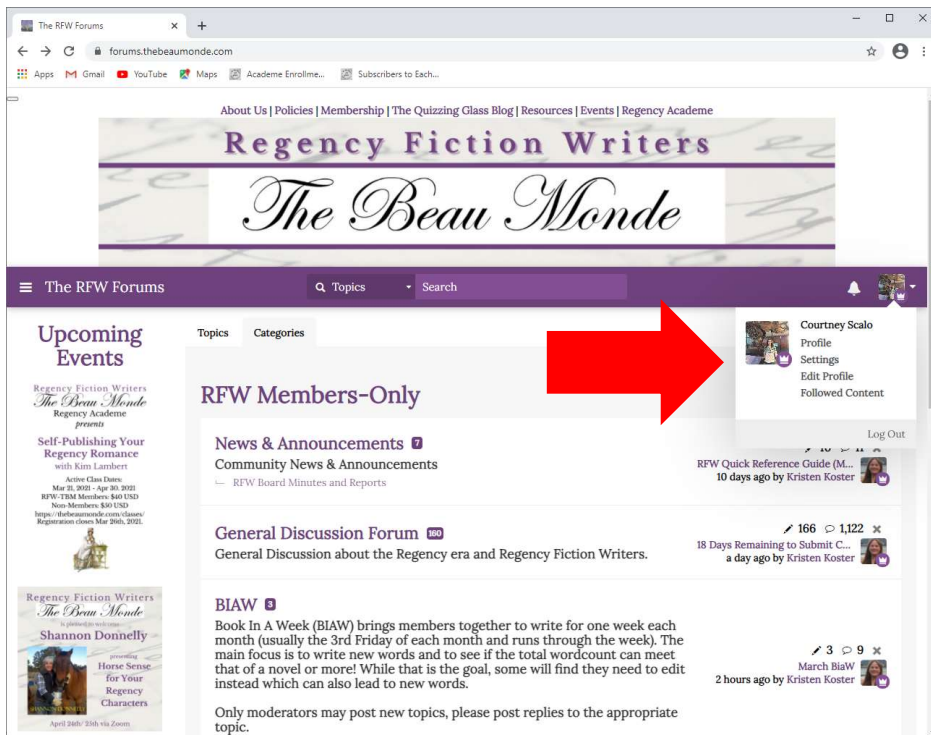
If you encounter a page that says, “No Forum Access,” go back to the **Manage My RFW Account** page (link above) and sign out, then sign back in. This will update/sync your browser’s cookies.

If an RFW member hits a page with an **image of a carriage accident and the words “No Forum Access,”** this likely means you signed in using the wrong page. Be sure you are signing in at the **Manage My RFW Account** page (link above). You might also check to make sure your membership has not lapsed.

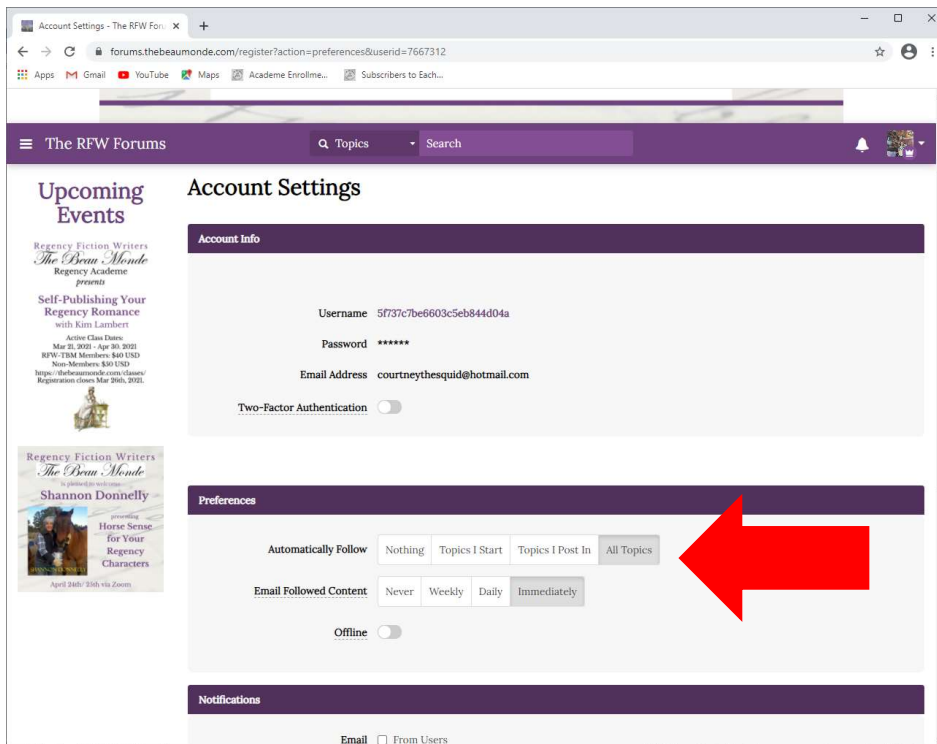
**But the Forum is asking me to Log In!** Yes... but that is the place for NON-MEMBERS to log in, so don’t be fooled! RFW Members should NEVER try to log in or reset their password directly on the forums. The **ONLY** place RFW Members should sign in or change/request passwords is on the **Manage My RFW Account** page.

## Other Tips:

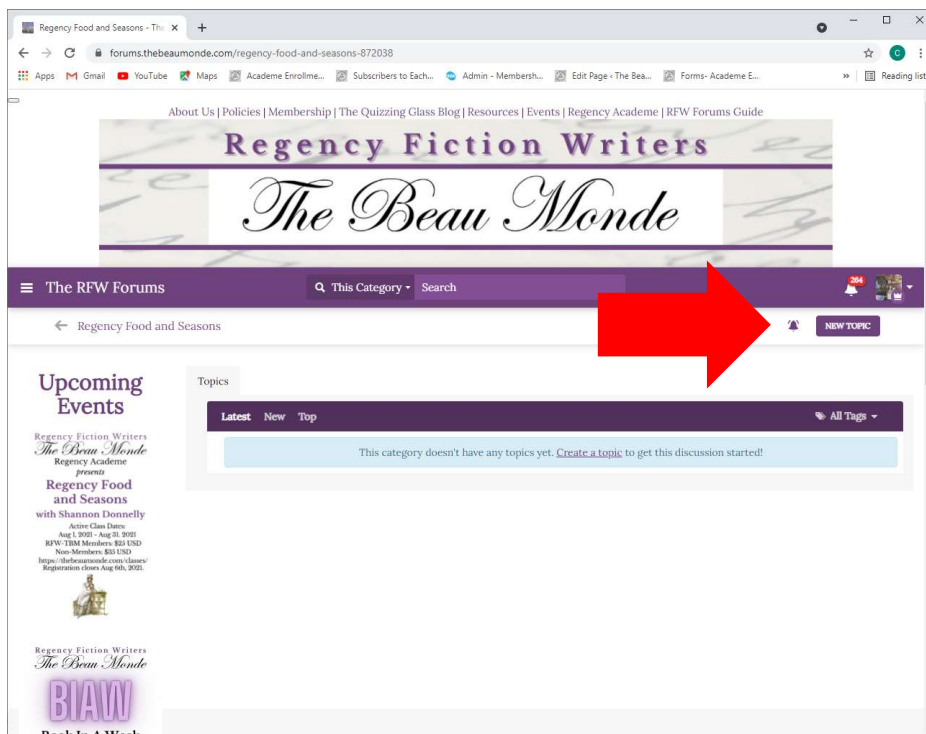
**New participants are automatically set to “daily digest” emails.** To change this everywhere (General Discussion Forums and Academe), click on your profile picture in the purple bar, on the far right and select “Settings.”



The buttons that say Never, Weekly, Daily, or Immediately can be used to adjust the frequency you receive emails. It is located midway down the page under “Preferences.”



You can also manage notifications on a topic-by-topic basis by clicking the button, “Stop getting notified about new topics and replies.” This is located next to the purple “New Topic” button on the upper right of your screen, and the icon is a little bell. If you click it, a little plus sign will be added next to the bell, and you will no longer receive notifications for that specific topic. (Click the bell again, and the plus sign will go away, and you will receive notifications again.)



If you are choose to receive email notifications for each post, then you can post a comment to that thread simply by replying to the email. Please note that this will not work if you're set to Daily Digest, Weekly, etc., and that new topics must be created by going into the forums.

If you should encounter any difficulties, please contact our IT Goddess Kristen Koster at [academemoderator@thebeaumonde.com](mailto:academemoderator@thebeaumonde.com) . Thank you, and enjoy the class!