



## Navigating the Portal

**What you need to know:** The portal is where you can find the links to your profile, court and MPME applications, the MPME mediator directory, lists of court-designated mediators and ADR-practitioners, register for events and trainings, as well as find helpful resources.



**Accessing your profile:** Go to: <a href="https://mmacro.my.site.com/LightningMemberPortal/s/login/">https://mmacro.my.site.com/LightningMemberPortal/s/login/</a> Click **Login**. Your username will be the email address you used to create your account.

## The following sections of the portal are publically accessible:

Court Applications	This is where you can find the application forms to serve as a mediation or ADR practitioner in the circuit or orphans' courts.
Directory& Court Rosters	This is where you and members of the public can find the MPME mediator directory and the lists of approved court mediators and ADR practitioners.
	<ul> <li>The court directories include separate lists for case and practitioner types. Only active roster members are included.</li> </ul>
	<ul> <li>The MPME directory includes MPME members who are taking cases from the public.</li> </ul>
Events & Training	View and register for upcoming mediation and dispute resolution- related events and trainings. You will need to be logged into your account to register.
Resource Library	Access downloadable practitioner reference materials, as well as user guides to help you make the most of the online member portal.





## Member only sections of the portal:

My Info	The 'My Info' page is the home page of your profile. It is only accessible when you are logged in. From here you can access the other pages of your profile.
	For more information, view the <i>Understanding Your Profile</i> user guide.
<u>.</u>	Click the person icon to change your password or logout.