ONEIDA

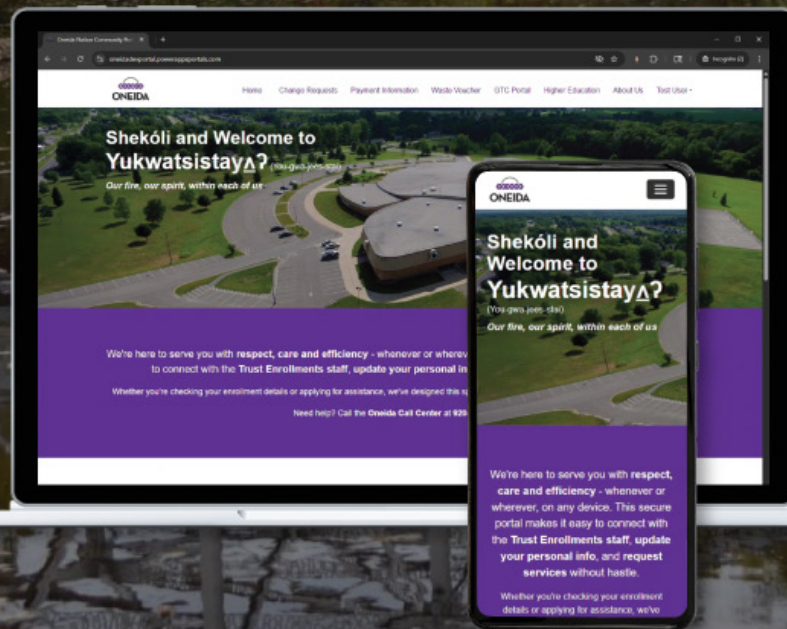## INTRODUCING THE NEW

Yukwatsistay∧?
Member Portal

These instructions will go over how to sign in as a new user in the new member portal

ONEIDA

Shekóli and Welcome to
Yukwatsistay∧? (You-gwa-jees-stai)
Our fire, our spirit, within each of us

We're here to serve you with **respect, care and efficiency** - whenever or wherever, on any device. This secure portal makes it easy to connect with the **Trust Enrollments staff**, **update your personal info**, and **request services** without hastle.

Whether you're checking your enrollment details or applying for assistance, we've designed this space to be simple, supportive, and responsive to your needs.

Need help? Call the **Oneida Call Center** at **920-869-4481**.

This what the new member portal looks like. The portal can be reached here: https://oneidaportal.powerapps portals.com/

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Home   Higher Education   About Us   Request Citizen Account   Sign in

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To start the sign in process, go to the top of the screen and click on Request Citizen Account

Please enter the information below exactly as is displayed on your Tribal ID Card. It is essential that the name matches all characters on your Tribal ID Card (First Name, Middle Name, Last Name, and Suffixes). This form is only for those that do not have a portal account. If you already have one, please sign in.

Yukwatsistay∆? Login

Enrollment Number *

Social Security Number *

Email Address *

Date Of Birth *

M/D/YYYY 📅

First Name *

Last Name *

cTH4rM8

Generate a new image
Play the audio code

Enter the code from the image

Submit

That will take you to this screen that will ask for some information, including an email address, which is required to sign in. We have also provided instructions on how to set up a new email address.

Those instructions can be found here: https://oneida-nsn.gov/new-members-only-portal-resource-page/#Member-Portal-instructional-videos

Type in all your information, exactly as is displayed on your Tribal ID Card.

You will then enter the code from the image at the bottom of the information screen. The code is case sensitive. You can also listen to the code by clicking play the audio code.

Click submit.

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Request submitted
Your request has been received and is being processed.

Please store this reference code for your records:

REFERENCE CODE

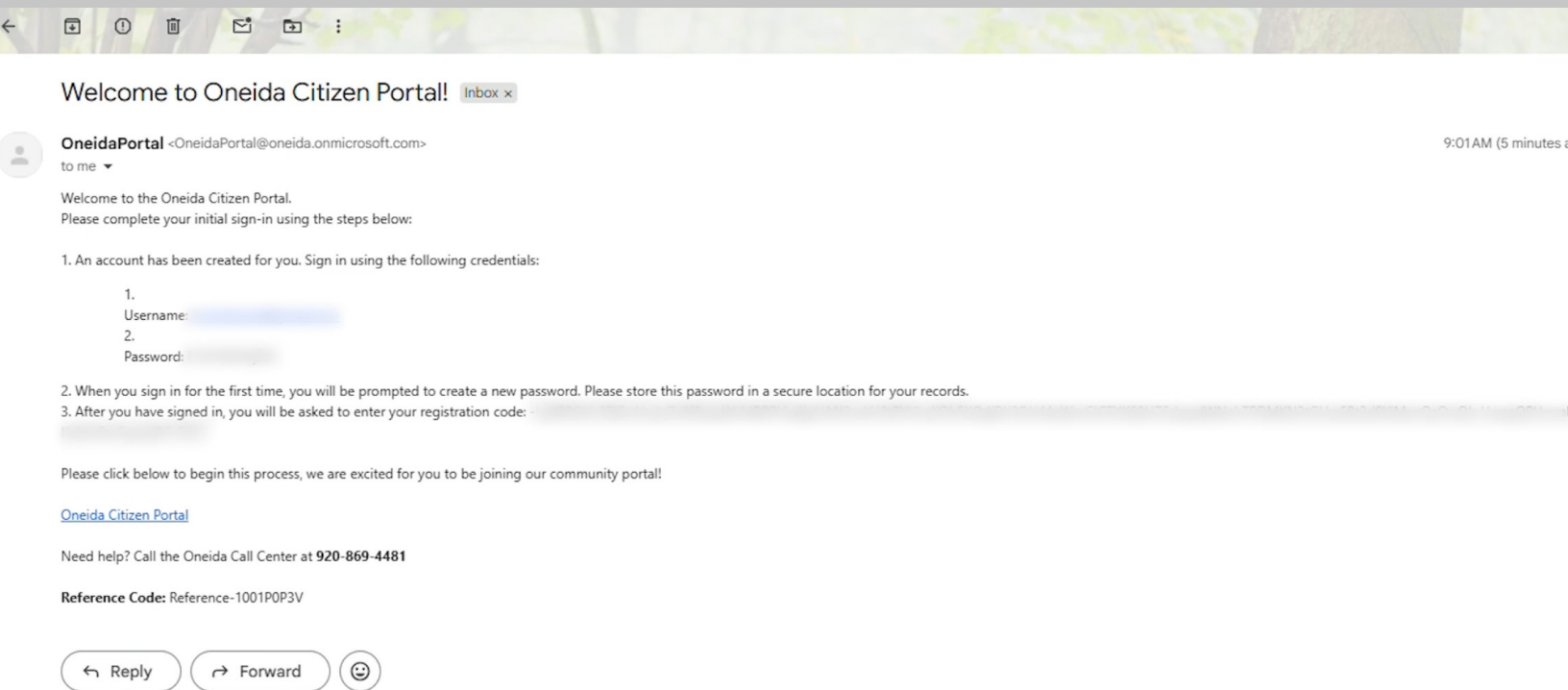Keep this code handy in case you need to contact support regarding this request.

Close

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to connect with the **Trust Enrollments staff**, **update your personal info**, and **request services** without hastle.

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That will take you to this screen. Save this reference code in case you experience any issues with signing up. Once you have saved this code, you can hit close.

Welcome to Oneida Citizen Portal! Inbox ×

OneidaPortal <OneidaPortal@oneida.onmicrosoft.com>
to me ▾

9:01AM (5 minutes a

Welcome to the Oneida Citizen Portal.
Please complete your initial sign-in using the steps below:

1. An account has been created for you. Sign in using the following credentials:

    1.
    Username:
    2.
    Password:

2. When you sign in for the first time, you will be prompted to create a new password. Please store this password in a secure location for your records.
3. After you have signed in, you will be asked to enter your registration code:

Please click below to begin this process, we are excited for you to be joining our community portal!

Oneida Citizen Portal

Need help? Call the Oneida Call Center at **920-869-4481**

Reference Code: Reference-1001P0P3V

↩ Reply   ↪ Forward   ☺

You will then go to your email inbox and you will have received an email that looks like this. You can follow the steps in your email to complete registration You will need the username and password in this email to complete your initial sign in.

Click the link titled Oneida Citizen Portal.
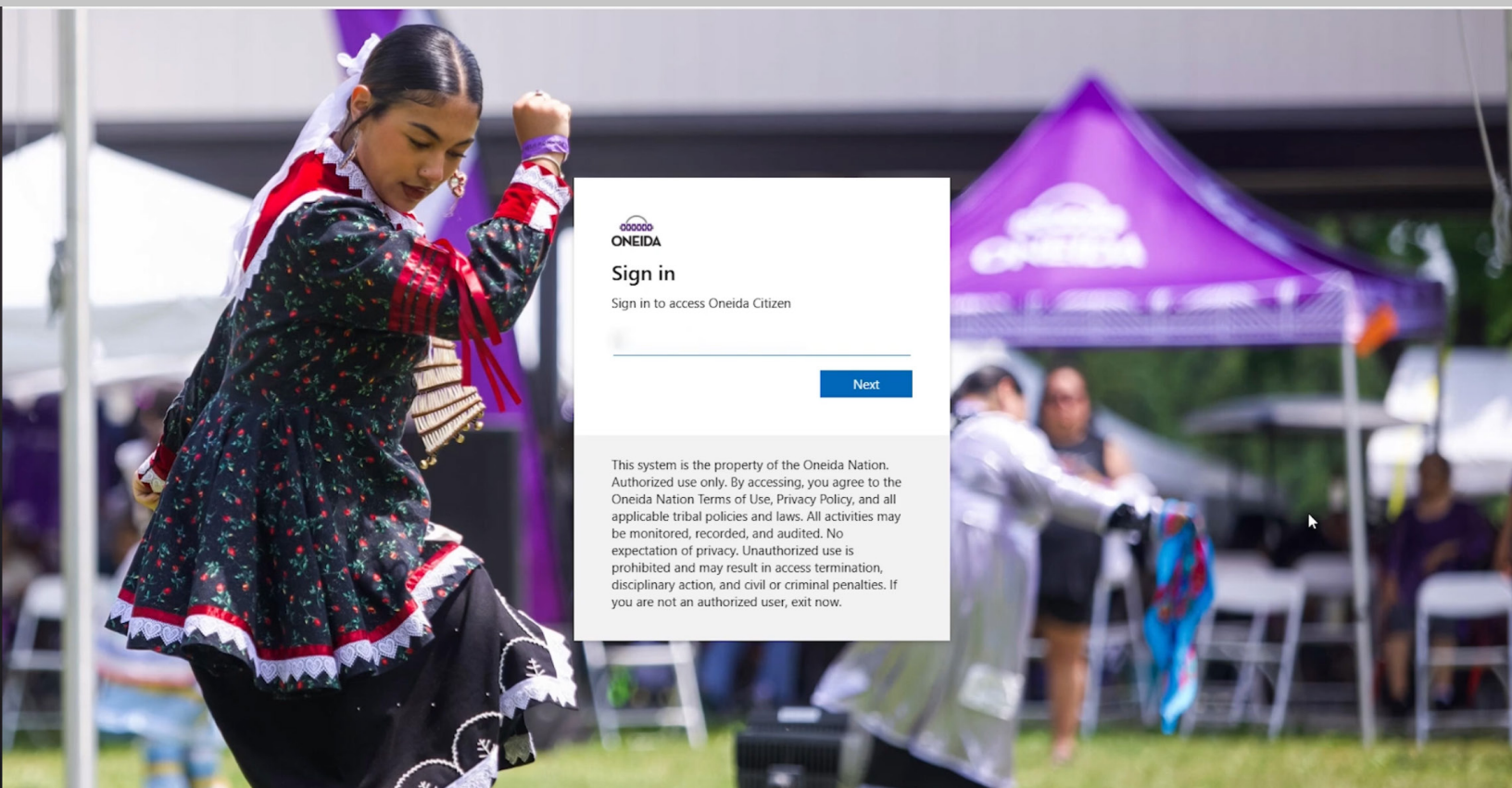
ONEIDA

→] Sign in   Redeem invitation

**Sign up with an invitation code**

* **Invitation code**   -LgX85QUz2PjEuALojnZelX0zqyWvbIRRPViy4jpHAN2zxkH3tRYULqYOhSXQdjDY2DH44aWmGIGTXKS8HZ5dzpqIWNehTPDMKN2tGLkoEBt3d0YIMwrQ
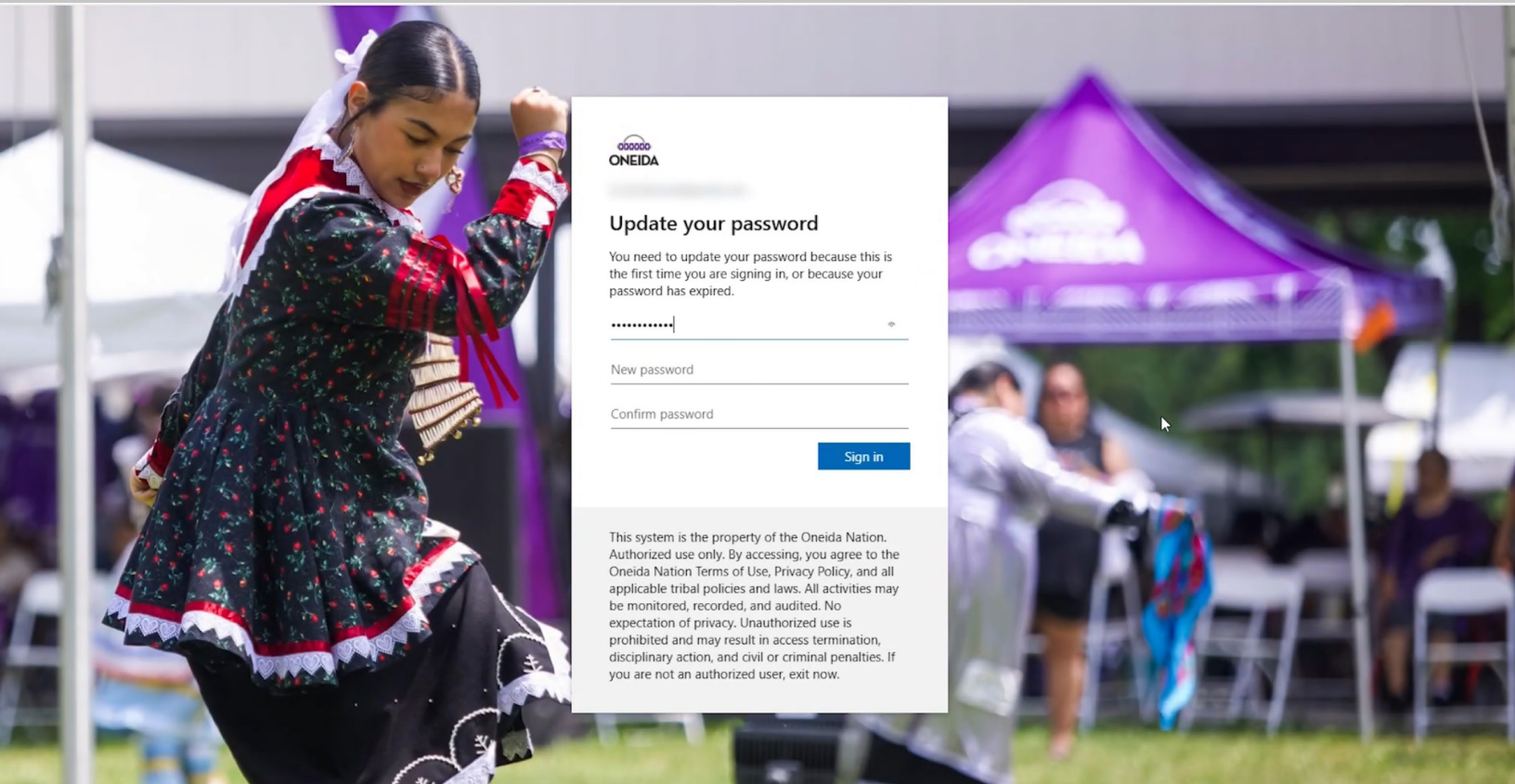
Register

That will take you to this screen, which automatically inputs the invitation code in your email. Click register.
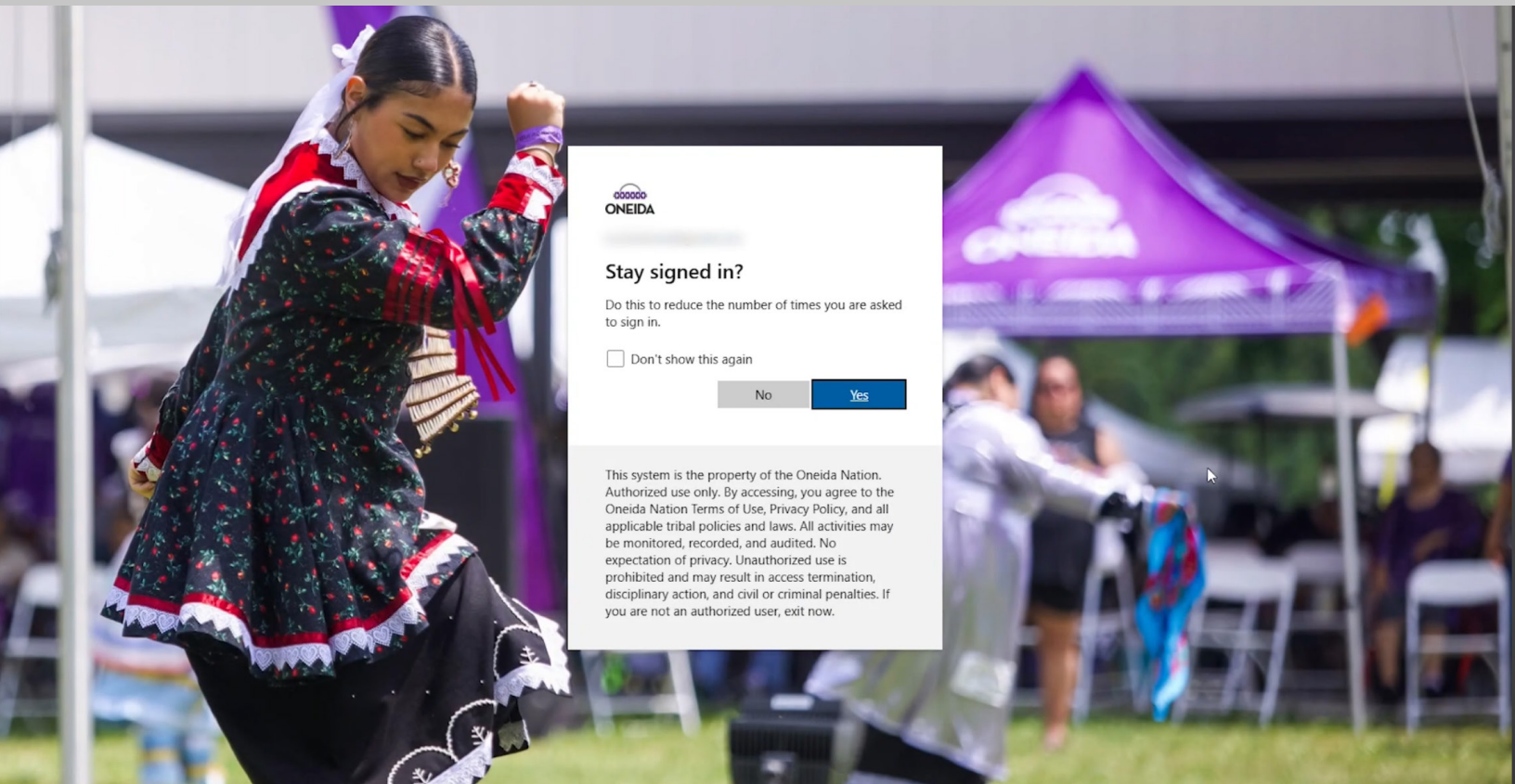
That will take you to this screen to sign in. Type in your email address and click next.
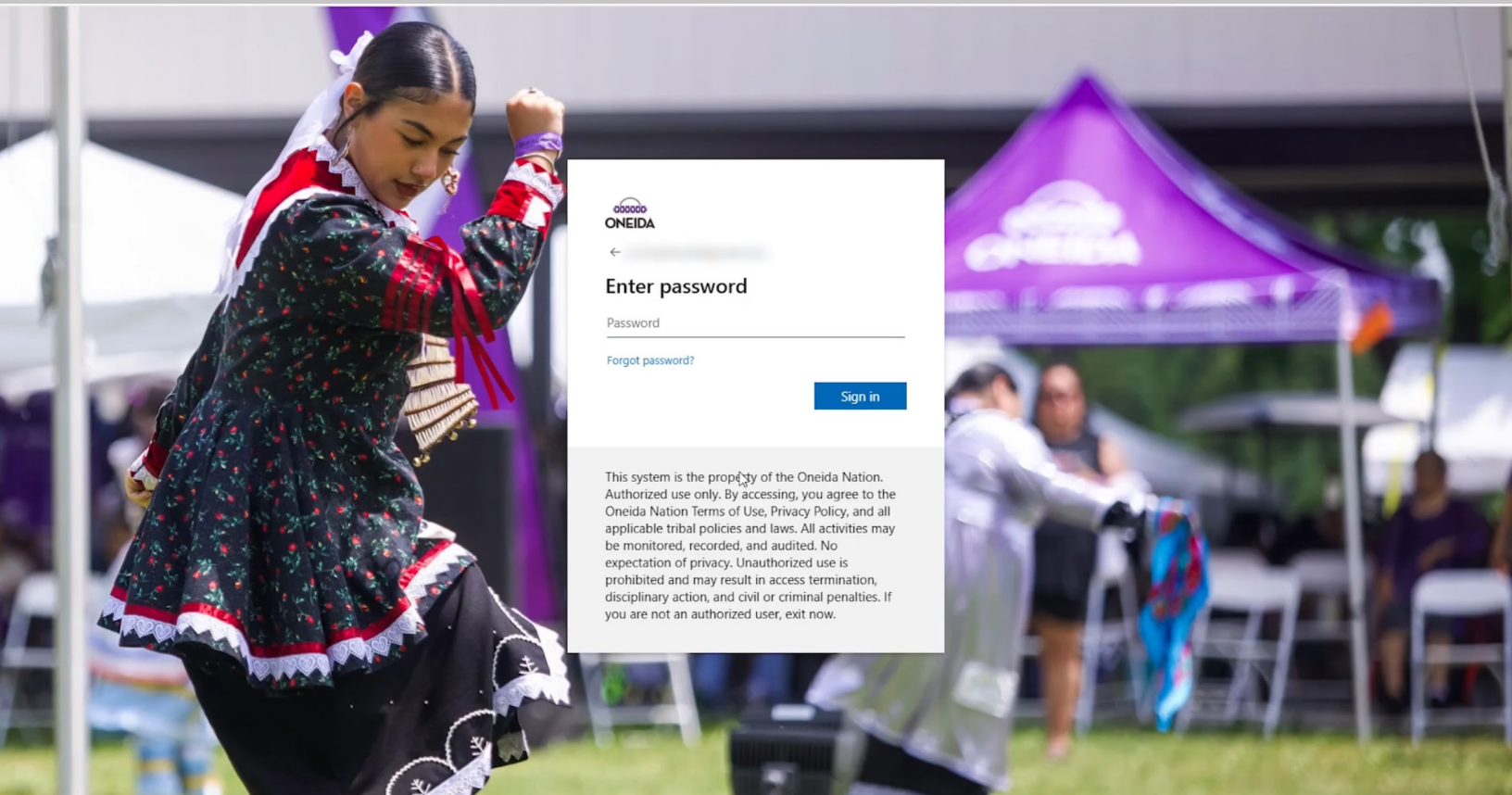
You will be asked for a password, and you will use the given password that was in your email.

Here you will input your given password one more time, and then create a new password that you will use moving forward. Type that in and click sign in.

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Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   Yes

This system is the property of the Oneida Nation. Authorized use only. By accessing, you agree to the Oneida Nation Terms of Use, Privacy Policy, and all applicable tribal policies and laws. All activities may be monitored, recorded, and audited. No expectation of privacy. Unauthorized use is prohibited and may result in access termination, disciplinary action, and civil or criminal penalties. If you are not an authorized user, exit now.

You may be asked if you'd like to stay signed in. For security purposes, click no.

Oneida Nation Community Portal / **Profile**
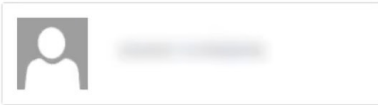
Profile

Profile

Profile Information

Please review the information about yourself below.

The **First Name** and **Last Name** you provide will be displayed alongside any comments or records you request on the site.

The **Email Address** and **Phone** number will not be displayed on the site.

If you would like to update any additional information, please visit the **Change Request** tab and submit your request there. If one of the options is not available, select **"Other/General Request"** and provide as much detail as possible in the **Reason** field.

Update My Phone & Address

Your information

First Name *	Middle Name	Last Name *

Birth Date	E-mail	Primary Phone

That will take you to this screen displaying the profile information that Enrollment has on file. From here, you have successfully signed up for the Yukwatsistay^? Member Portal!

You can see some of the other options at the top of the screen now that you have signed in.

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Home   Change Requests   Payment Information   GTC Portal   Higher Education   About Us

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If you'd like, you can click home and it will take you to the main page for the Member Portal, while *still* keeping you signed in.