



# User Guide

# SGI Canada Online Portal

**Document Version: 1.1**

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**Publication Date: 2020-09-16**



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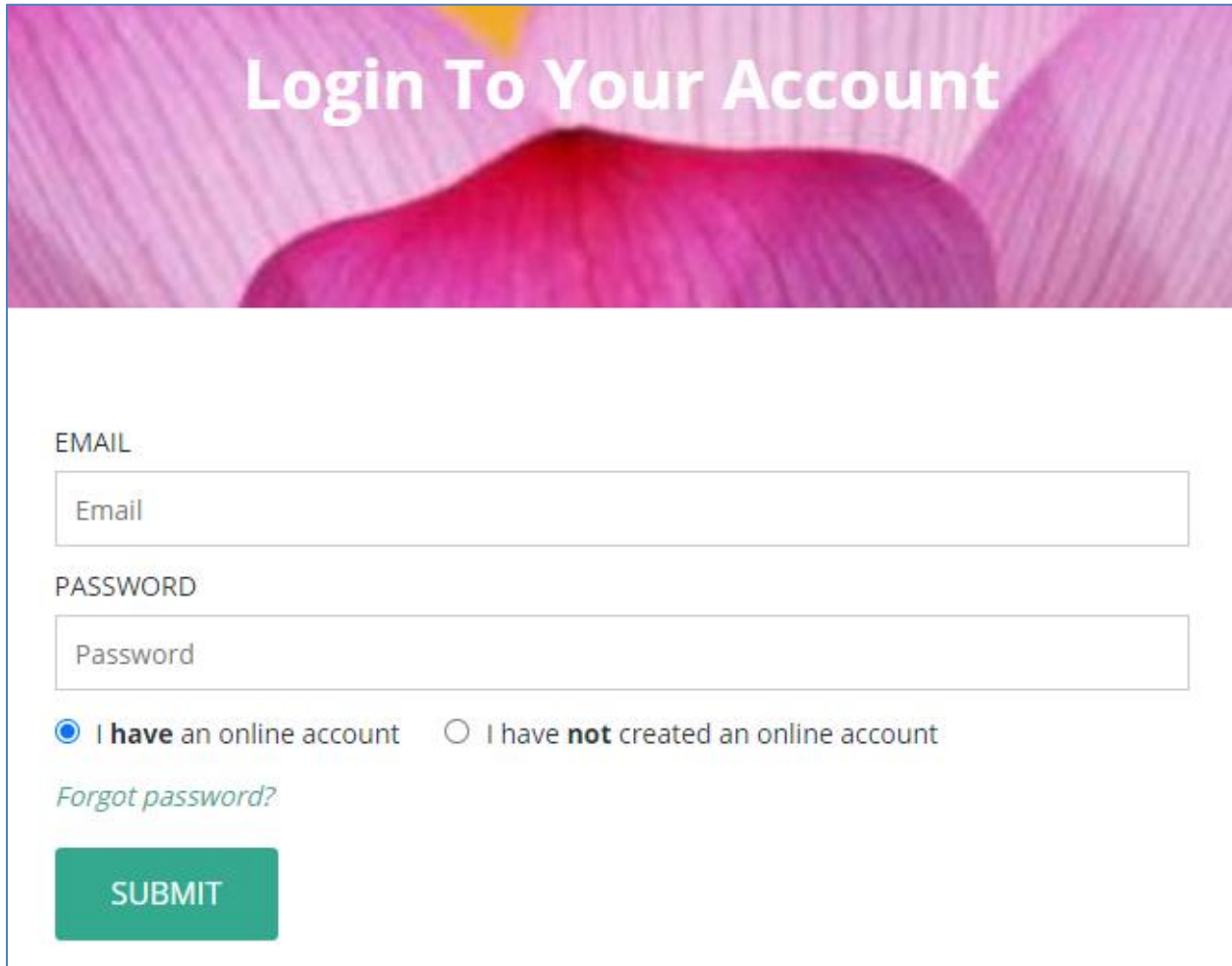
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## Chapter 1 - Accessing the SGI Canada Online Portal

The Portal is available to SGI Canada adult practitioners residing in Canada only. To access the SGI Canada Online Portal, go to <https://sgjinfo.org/portal/login>. Upon arrival at the SGI Canada Online Portal, you will be prompted to login to your account.

### SGI Canada Online Portal Home



If you have an account, enter your e-mail address and the password for the SGI Canada Online Portal.

If this is your first time, please press on the “I have not created an online account” button.

I have **not** created an online account

## Creating an New Online Account

*After pressing the button to create a new account (as explained above), you will be shown the following page:*

**SGI Canada Practitioners Only**

EMAIL / LOGIN ID \*

CONFIRM EMAIL \*

HOME PHONE  MOBILE PHONE

FIRST NAME \*  MIDDLE NAME  LAST NAME \*

ADDRESS \*  ADDRESS 2

CITY \*  PROVINCE \*  POSTAL CODE \*

REGION \*  AREA \*  CHAPTER \*  DISTRICT \*

I agree to the [Terms & Conditions of Use](#).

I confirm that I am 19 years old or over.

**SUBMIT**

In order to successfully create an account, please fill in all applicable information to the best of your ability.

Note that the fields with an asterisk (\*) are required.

After filling in all information, make sure you read through and agree to the “Terms and Conditions of Use”.

I agree to the [Terms & Conditions of Use](#)

You must be at least 19 years of age to create an account. Please check the box confirming that you are older than 19.

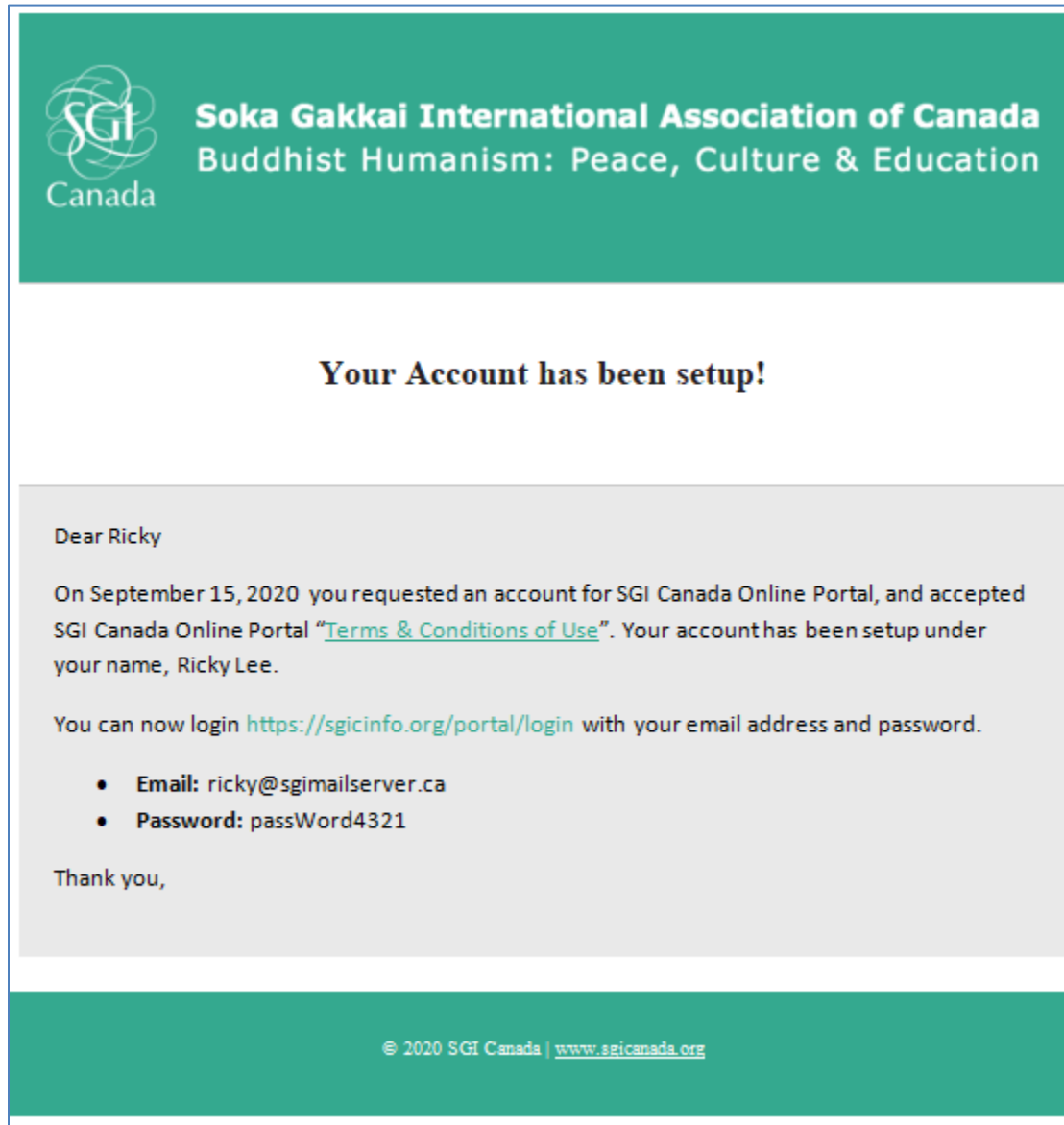
I confirm that I am 19 years old or over.

At this point, press submit to complete account creation.

**SUBMIT**

*Please await a confirmation email stating that your account has been successfully set up.*

If your account was successfully created, you should receive an email that looks as follows:



Until you receive this email, you will be unable to access the SGI Canada Online Portal. For assistance, please contact [support@sgicinfo.org](mailto:support@sgicinfo.org).

## Logging Into an Existing Account

*Once you have successfully created an account, you will be able to login with your credentials on the arrival page.*

Please enter your email and password as shown in the confirmation email.

Ensure that “I have an online account” is selected.

 I **have** an online account

Press submit to login and access the SGI Canada Online Portal.



## Chapter 2 - Changing your Password

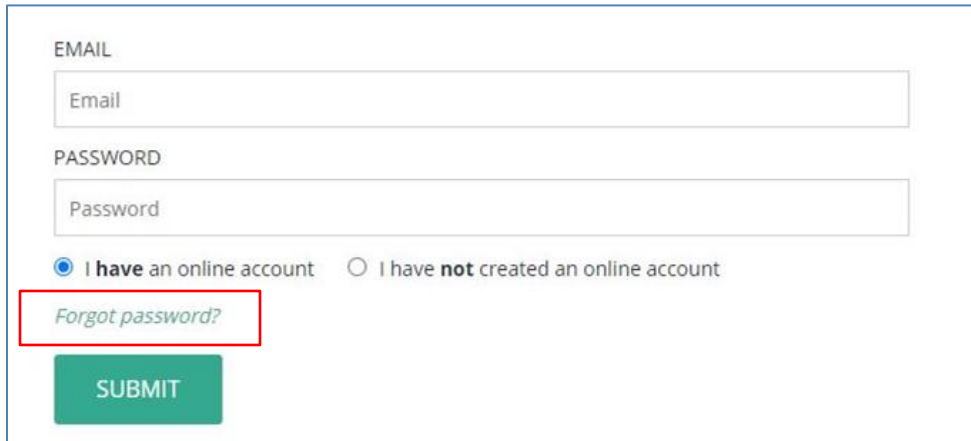
There are two ways to change your password depending on your situation:

1. You are trying to login and have forgotten your password
2. You have already logged in and wish to change your password

Both courses of action will be demonstrated.

### You are trying to login and have forgotten your password

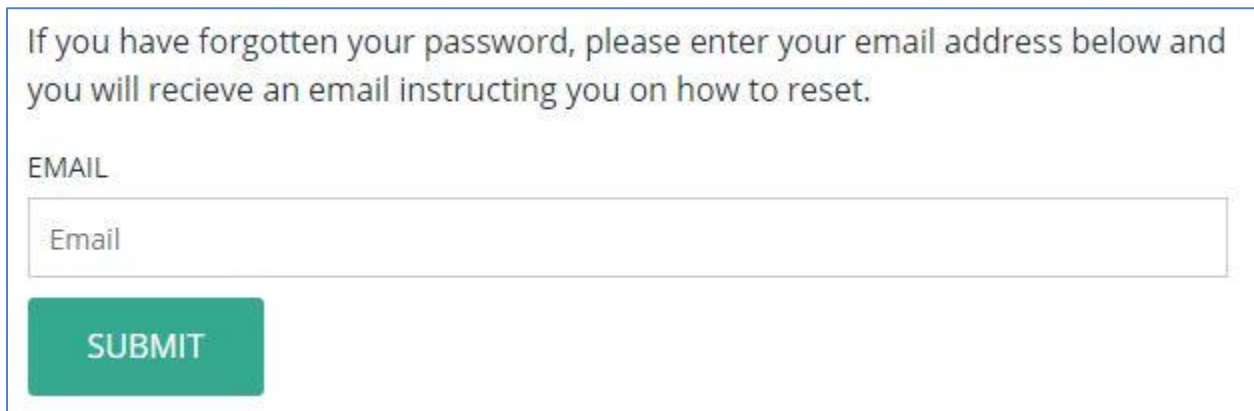
If you are trying to login but have forgotten your password, select the “Forgot password?” button on the login page.



The screenshot shows a login form with the following elements:

- EMAIL: A text input field containing the placeholder text "Email".
- PASSWORD: A text input field containing the placeholder text "Password".
- Radio buttons: Two options are present:  I have an online account and  I have not created an online account.
- Forgot password?: A link labeled "Forgot password?" is highlighted with a red rectangular box.
- SUBMIT: A green button labeled "SUBMIT".

You will be prompted to enter your email address that is linked to the SGI Canada Online Portal.

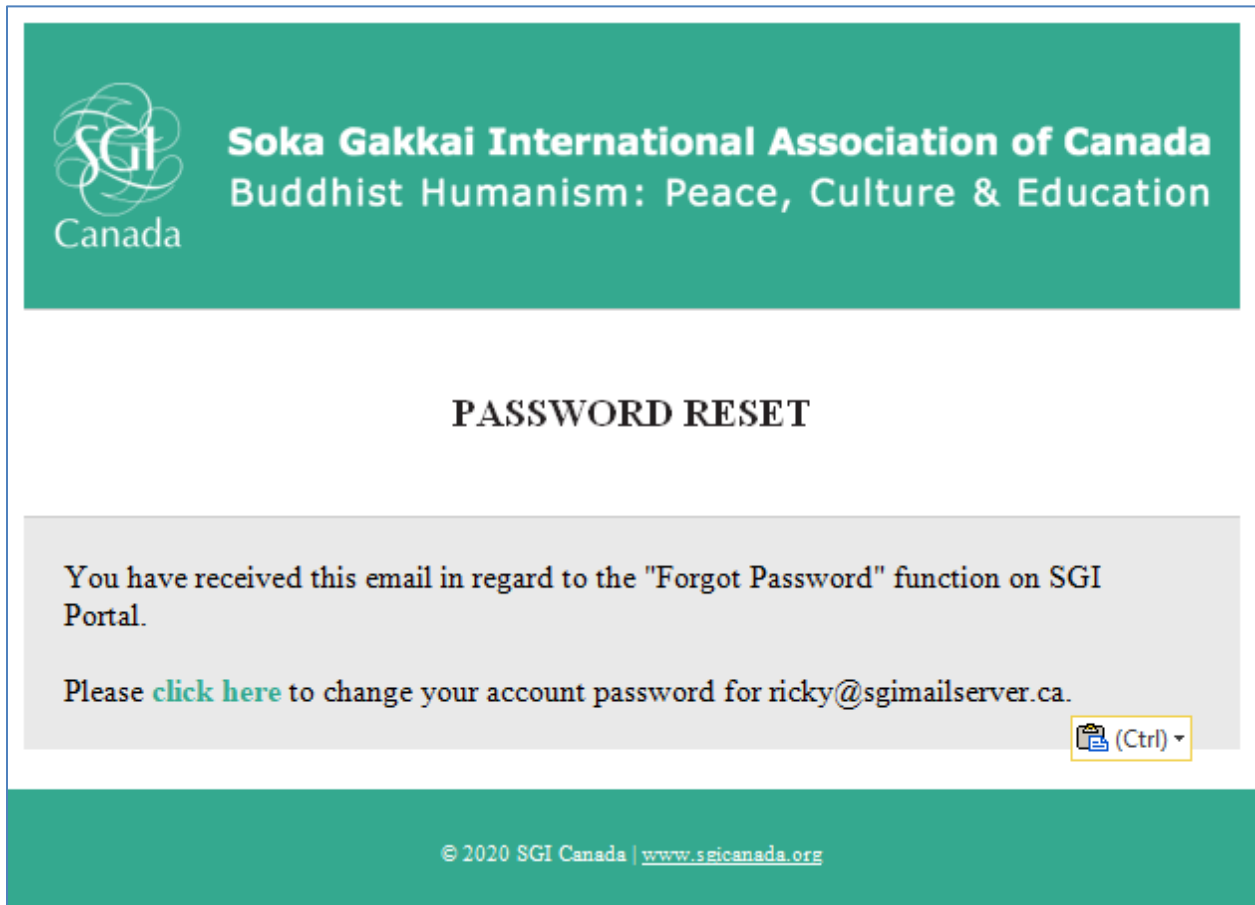


The screenshot shows a page for requesting a password reset with the following elements:

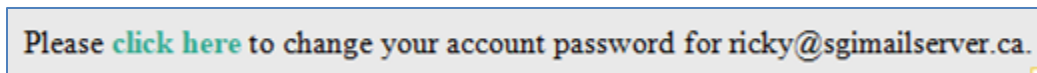
- Text: "If you have forgotten your password, please enter your email address below and you will receive an email instructing you on how to reset."
- EMAIL: A text input field containing the placeholder text "Email".
- SUBMIT: A green button labeled "SUBMIT".

Please enter your email and press the submit button.

An email will be sent to the email address with instructions on resetting your password.  
The email will look as follows:

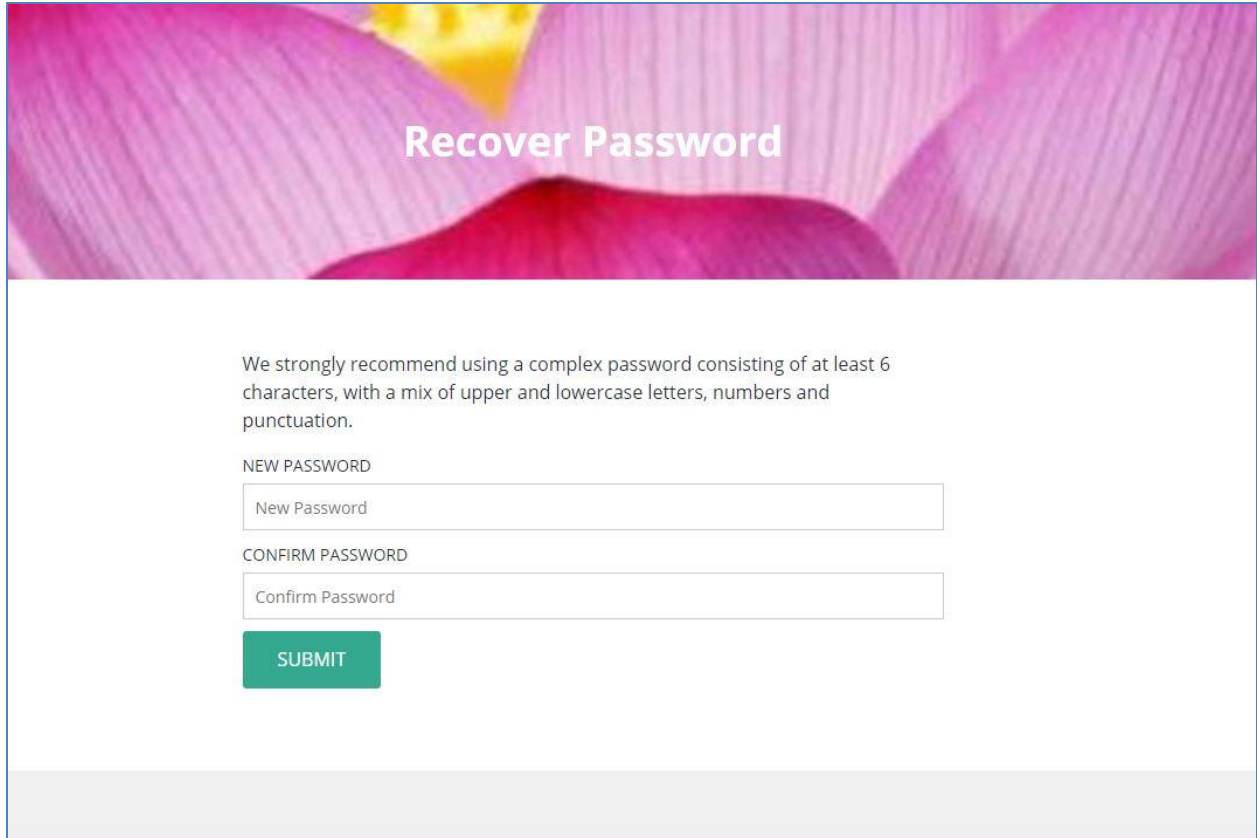


Click on the green “click here” button.



You will be redirected to the SGI Canada Online Portal Password Recovery Page.





Please create and enter a new password.

**Note:**

It is strongly recommended that you use a complex password consisting of at least 6 characters, with a mix of upper and lowercase letter, numbers, and punctuation.

Please confirm and re-enter your new password in the field below.

Press submit to successfully change your password.



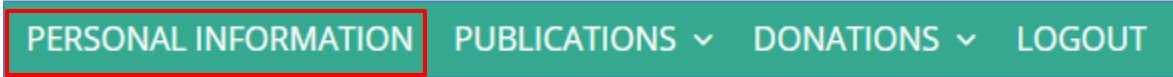
You will be informed that your password change has been successful.

Press the green button to login again.

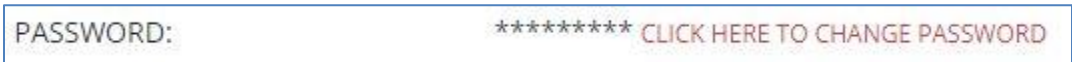
Your password has been successfully updated. [Click here to Login](#)

**You have already logged in and wish to change your password**

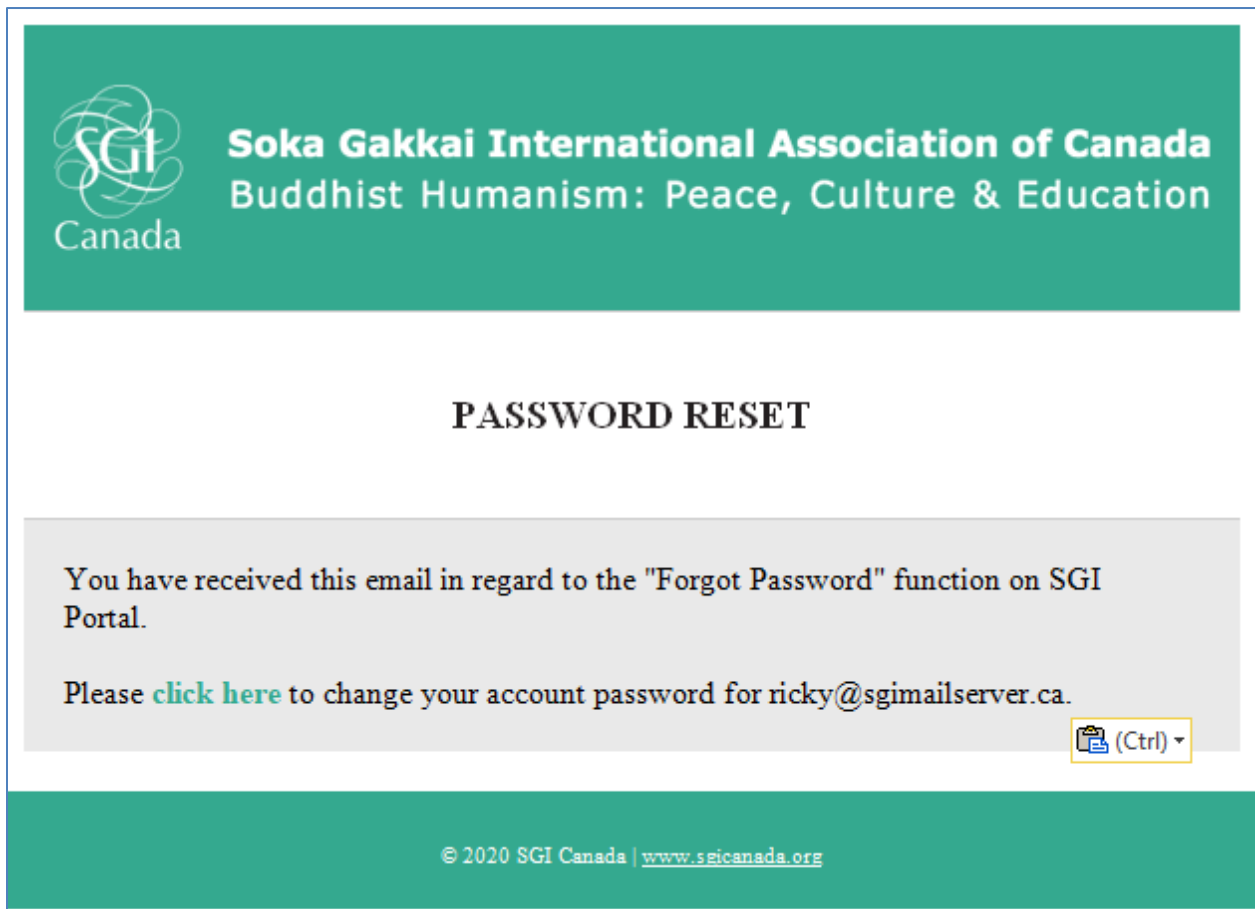
If you have already logged in and wish to change your password, press the “PERSONAL INFORMATION” tab at the top of the page.



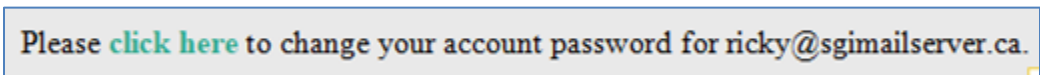
On the right hand side, your password will be hidden with asterisks (\*\*\*\*\*). Press the red “CLICK HERE TO CHANGE PASSWORD” button.



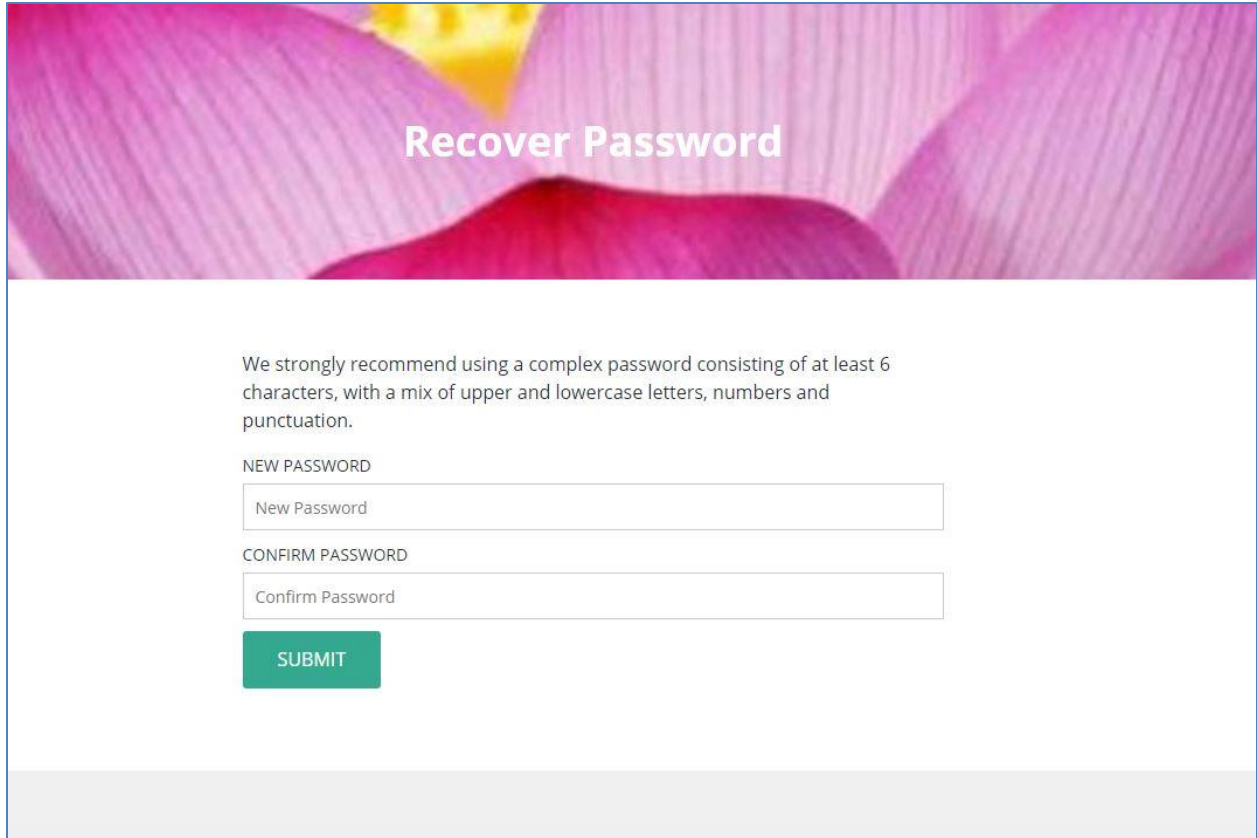
An email will be sent to the email address with instructions on resetting your password. The email will look as follows:



Click on the green “click here” button.



You will be redirected to the SGI Canada Online Portal Password Recovery Page.



Please create and enter a new password.

**Note:**

It is strongly recommended that you use a complex password consisting of at least 6 characters, with a mix of upper and lowercase letter, numbers, and punctuation.

Please confirm and re-enter your new password in the field below.

Press submit to successfully change your password.



You will be informed that your password change has been successful.

Press the green button to login again.

Your password has been successfully updated. [Click here to Login](#)

## Chapter 3 - Personal Information Page

*Upon logging in to the SGI Canada Online Portal, you will be sent to the “PERSONAL INFORMATION” page.*

*To access this page at any other time, press the “PERSONAL INFORMATION” tab at the top of the page.*



The Personal Information page looks as follows:

### Personal Information

<p><b>ORGANIZATION</b></p> <p>REGION: CENTRAL          AREA: YSNO          CHAPTER: YORK-SIMCOE          DISTRICT: PHOENIX</p> <p><b>PERSONAL DETAILS</b></p> <p>ID: 13186          FULL NAME: Chris Lee          INFORMAL NAME: Chris          HOME ADDRESS: 188 Woodsworth Rd North York, ON M2N 3P1          WORK ADDRESS: -          HOME PHONE: (416) 590-0884          MOBILE PHONE: (416) 826-9771          EMAIL: <a href="mailto:sulhee@sung@gmail.com">sulhee@sung@gmail.com</a></p>	<p><b>MY SUBSCRIPTION AND DONATION</b></p> <p>SUBSCRIPTION: -          MONTHLY DONATION: -</p> <p>USERNAME: ricky@scwms@gmail.com          PASSWORD: ***** <a href="#">CLICK HERE TO CHANGE PASSWORD</a>          DIVISION: Young Men's Group          JOINING DATE: 2008-08-07T05:00:00Z          GOHONZON: No          LARGE GOHONZON: No          OMAMORI GOHONZON: No          SPONSOR: Ricky Lee &amp; Sukhee Sung</p>
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Need to change your personal details? [CONTACT US](#)

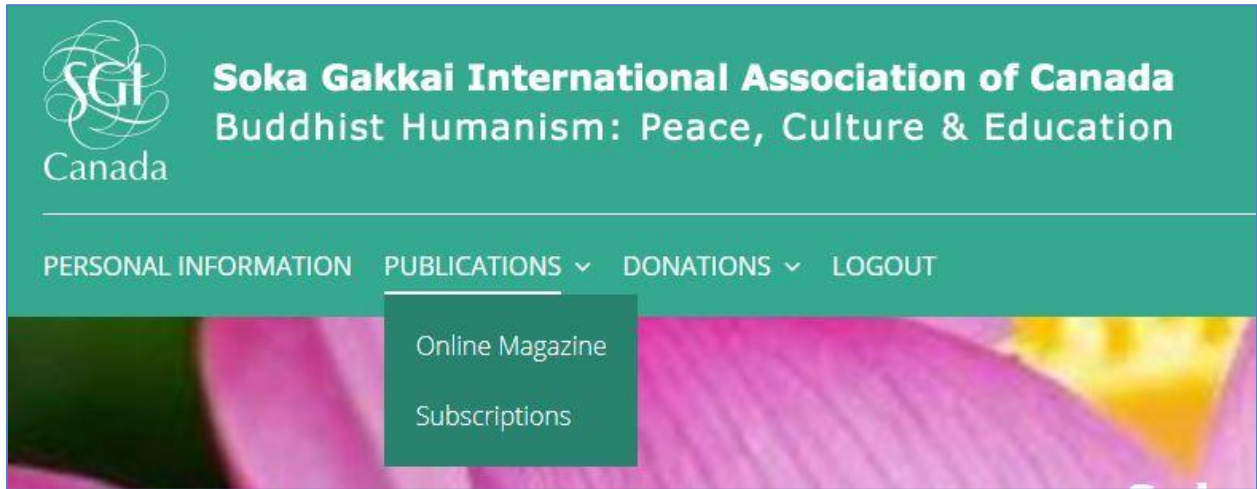
If this is your first time logging in, please confirm that all information is correct. If you need to change any information, press the green “CONTACT US” button at the bottom or send an email to [postmaster@sgicanada.org](mailto:postmaster@sgicanada.org).

Need to change your personal details? [CONTACT US](#)

## Chapter 4 - Publications Page

*You are able to read previews of SGI Canada publications. If you wish to view the full article, you must subscribe to that publication. If you have already subscribed to that publication, you will be able to view the full article.*

*To access SGI Canada publications online, press the “PUBLICATIONS” drop-down menu and select “Online Magazine”.*



You will be sent to the SGI Canada Publications website.

The publications that you have subscribed to will appear under “MY PUBLICATIONS”.

All other publications will be posted below under “OTHER SGI PUBLICATIONS”.

# PUBLICATIONS

[MY PUBLICATIONS](#)
[HOME PAGE](#)
[CONTACT](#)

Publication
SUBMIT

## MY PUBLICATIONS

Click the publication cover to read this issue's articles.

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## OTHER SGI PUBLICATIONS

Click the publication cover to preview this issue's articles.

### FROM TODAY ONWARD

Issue No. 100 • September 2020

**SGI PRESIDENT IKEDA'S MESSAGE & POEMS**  
May I Smile United Day, and Smile United Mothers Day

**SGI PRESIDENT IKEDA'S MESSAGE**  
First SGI Canada Young Leaders Group General Meeting

**THE NEW HUMAN REVOLUTION**  
Vol. 30, Chapter 6: Birth of Society • Introduction 03-02

**THE BRILLIANT PATH OF WORLDWIDE BODEN-REIFE: LEARNING FROM THE NEW HUMAN REVOLUTION**  
VOLUME 16  
Chapter Summary • Unforgettable Quotes • Key Messages  
Excerpts from Ikeda's Writings

**SGI PRESIDENT IKEDA'S ESSAY SERIES**  
**THOUGHTS ON THE NEW HUMAN REVOLUTION**  
Thoughts on the Anniversary of Josep Torges  
Dedicated to the Revision of Nishida's Writings

**SGI PRESIDENT IKEDA'S STUDY LECTURE SERIES**  
"On Reading Bushido in 'The Last Samurai'" - Part 2 of 3

SGI Canada  
Internal Use Only

14 of 26

## View SGI Canada Publications You Have Subscribed To

*If you have already subscribed to the SGI Canada publication, you will be able to read the full publication online. If you have already subscribed to the SGI Canada publication, it will be shown under “MY PUBLICATIONS”.*


### MY PUBLICATIONS

Click the publication cover to read this issue's articles.

NO. 165 | SEPTEMBER 2020

## NEW CENTURY

CULTIVATING PEACE AND TRUST IN AN AGE OF HUMANITY



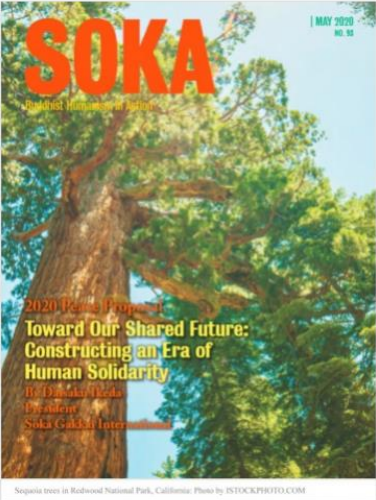
Youth Festival Message  
**“Shine as the Rainbow of Hope”**  
SGI President Ikeda's Essay  
**The Women of Soka Are Shining Suns of Hope**

“The sun sits on the throne of heaven, wearing a brilliant crown of light.”  
Photographed by Shinshu Ikeda in Gamma Publications, Japan (August 2004)

| MAY 2020  
No. 15

# SOKA

The Great Humanism of Nichiren



2020 Peace Proposal  
**Toward Our Shared Future:  
Constructing an Era of  
Human Solidarity**  
By Daisaku Ikeda  
President  
Soka Gakkai International

Sagawa trees in Redwood National Park, California. Photo by ISTOCKPHOTO.COM

## FROM TODAY ONWARD

Issue No. 398 • September 2020

**SGI PRESIDENT IKEDA'S MESSAGE & POEMS**  
May 3 Soka Gakkai Day and Soka Gakkai Mothers Day


**SGI PRESIDENT IKEDA'S MESSAGE**  
First SGI Canada Young Lions Group General Meeting

**THE NEW HUMAN REVOLUTION**  
Vol. 30, Chapter 4 “Shells of Dawn” • Installments 53-62

**THE BRILLIANT PATH OF WORLDWIDE KOSEN-RUFU:  
LEARNING FROM THE NEW HUMAN REVOLUTION  
VOLUME 16**  
Chapter Summary • Unforgettable Scenes • Key Passages  
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Declaration for the Abolition of Nuclear Weapons

**SGI PRESIDENT IKEDA'S STUDY LECTURE SERIES**  
“On Attaining Buddhahood in This Lifetime” – Part 4 of 7



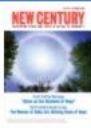


Select the publication you would like to read

As an example, selecting the September 2020 issue of the “NEW CENTURY” will send you to the page below:

# NEW CENTURY | September 2020 ▾

Click to Enlarge




## SGI President Ikeda’s Encouragement

### CONSTRUCTING THE NEW ERA

**Become a Person of Wisdom of the Mystic Law!**  
May 19 is the anniversary of the Soka Gakkai Joju Gohonzon [now enshrined in the Hall of the Great Vow for Kosen-rufu in Shinanomachi, Tokyo].

[READ MORE →](#)



## Study for October

### TO MY FRIENDS OF EACH DIVISION ENGAGED IN OUR SHARED STRUGGLE PART 2 [OF 6]

**The Men’s Division, Invincible Pillars of Kosen-rufu—Create History and Be Victors in Life!**

Spring, the season when nature comes alive, has arrived. March is the month of the establishment of our men’s division

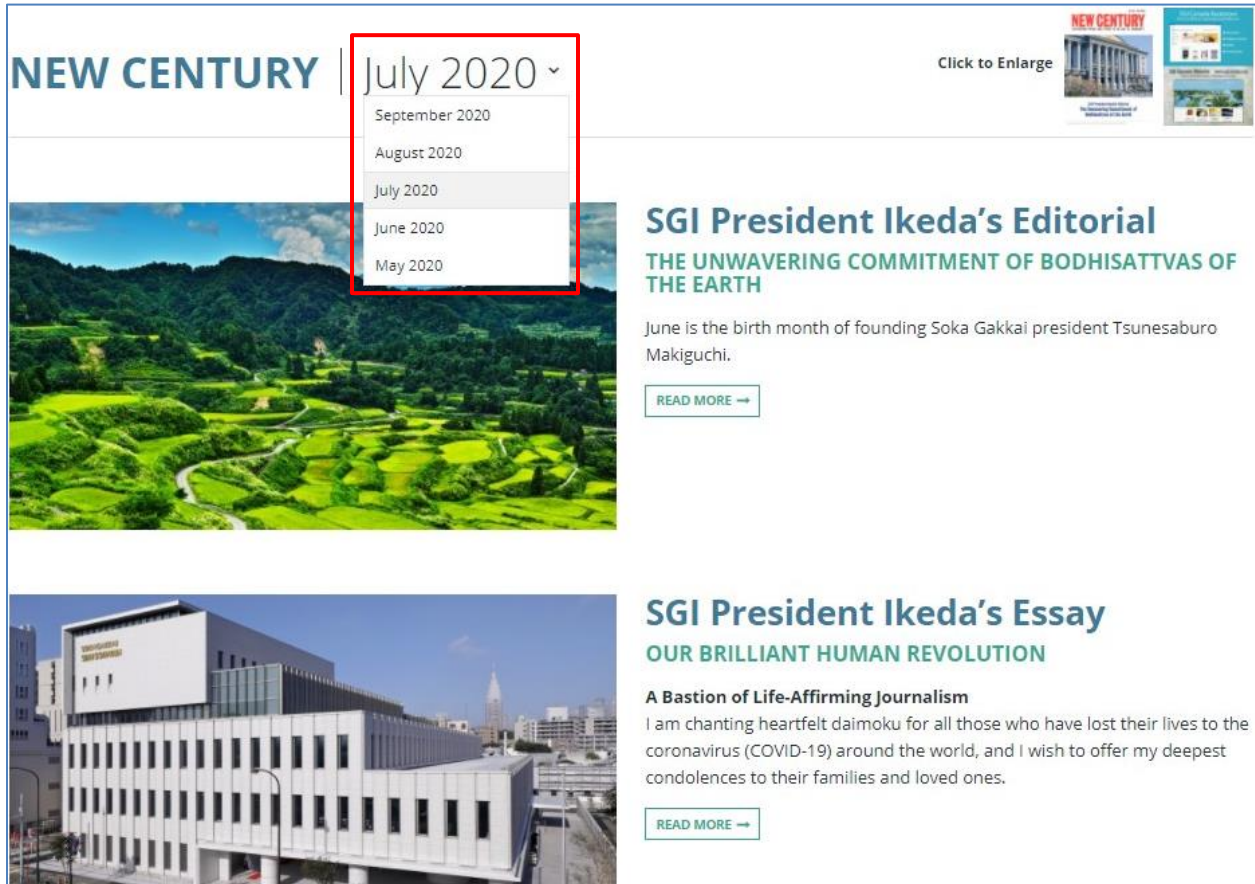
[READ MORE →](#)

Click “READ MORE” under any of the articles or the picture of the article to view the full article.



You are able to change the issue of the publication you have selected.


Select the drop-down menu showing the issue you are currently viewing. Select any of the available issues.



The screenshot displays the SGI Canada Online Portal interface. At the top left, the text "NEW CENTURY" is visible. A dropdown menu is open, showing the following options: "July 2020" (highlighted with a red box), "September 2020", "August 2020", "July 2020", "June 2020", and "May 2020". To the right of the dropdown, there is a "Click to Enlarge" link and a small thumbnail image of the publication cover. Below the dropdown, there are two article previews. The first preview features a landscape image of a green valley and is titled "SGI President Ikeda's Editorial" with the subtitle "THE UNWAVERING COMMITMENT OF BODHISATTVAS OF THE EARTH". The text below the title reads: "June is the birth month of founding Soka Gakkai president Tsunesaburo Makiguchi." and includes a "READ MORE" button. The second preview features a photograph of a modern building and is titled "SGI President Ikeda's Essay" with the subtitle "OUR BRILLIANT HUMAN REVOLUTION". The text below the title reads: "A Bastion of Life-Affirming Journalism" and "I am chanting heartfelt daimoku for all those who have lost their lives to the coronavirus (COVID-19) around the world, and I wish to offer my deepest condolences to their families and loved ones." and includes a "READ MORE" button.

## View Previews of SGI Canada Publications You Have NOT Subscribed To

*You are able to view previews of articles posted in the publications even if you have not subscribed to it. To do so, click any of the publications under “OTHER SGI PUBLICATIONS” to access article previews that have been posted online.*

**PUBLICATIONS**MY PUBLICATIONS | FRANÇAIS | LOGOUT

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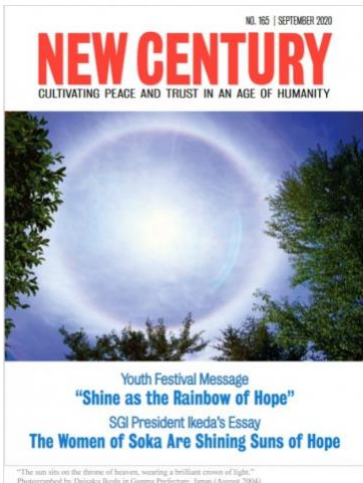
### MY PUBLICATIONS

You currently do not subscribe to any SGI Publications.

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### OTHER SGI PUBLICATIONS

Click the publication cover to preview this issue's articles.

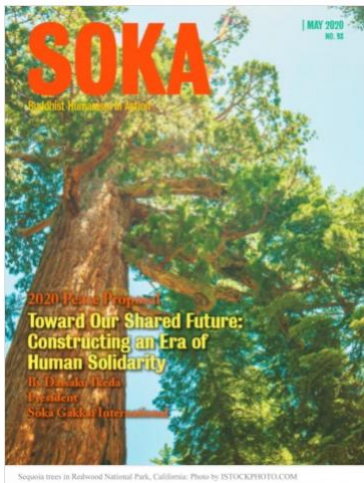


**NEW CENTURY**  
CULTIVATING PEACE AND TRUST IN AN AGE OF HUMANITY

NO. 105 | SEPTEMBER 2020

Youth Festival Message  
**"Shine as the Rainbow of Hope"**  
SGI President Ikeda's Essay  
**The Women of Soka Are Shining Suns of Hope**

"The sun sits on the throne of heaven, wearing a brilliant crown of light."  
Photographed by Daisuke Ikeda in Gassho Prefecture, Japan (August 2004)




**SOKA**  
Building Human Solidarity

MAY 2020  
NO. 95

2020 Peace Proposal  
**Toward Our Shared Future:  
Constructing an Era of  
Human Solidarity**  
By His Holiness  
Daijingu  
Soka Gakkai International

Sageoak trees in Redwood National Park, California. Photo by ISTOCKPHOTO.COM



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"On Attaining Buddhahood in This Lifetime" - Part 4 of 7

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**NEW CENTURY** | September 2020 ▾ Click to Enlarge


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[READ MORE →](#)

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**The Men’s Division, Invincible Pillars of Kosen-rufu—Create History and Be Victors in Life!**

Spring, the season when nature comes alive, has arrived. March is the month of the establishment of our men’s division

[READ MORE →](#)

You may click “READ MORE” under any of the articles or the picture of the article to view a preview of the article.

If you wish to read the full article, scroll to the bottom of the article and click the “SUBSCRIBE” button.

## National Youth Leaders’ Message for October 2020 Youth Festival “SHINE AS A RAINBOW OF HOPE”

New Century - September 2020 | [BACK TO ARTICLE LIST](#)

Congratulations on the holding of our first ever virtual Youth Festival! Today we’re creating a new history together as SGI Canada youth! We’d like to thank all of you for your great efforts this year, in particular toward the success of our monthly Young Phoenix Group meetings held throughout the year, and today’s historic event. We’ve emerged victorious in living out the theme, “Shine as the Rainbow of Hope!” amid the many challenges in our live and in society. Congratulations!

The Young Phoenix Group was established earlier this year—which means all of you, Young Phoenix Group members attending today, are the first class of this precious group. Please have pride in this!

Ikeda Sensei shared seven points for us to bear in mind in what is called the Wings of the Future Declaration.

1. A life of earnest and sincere striving is beautiful.
2. A life of inner calm and generosity is truly rich.
3. A life of optimism and good cheer is strong.
4. A life of harmony and friendship is bright.
5. A life of pride and self-respect is noble.
6. A life of cherishing one’s parents is happy.
7. A life of learning is victorious.

As we continue to construct the foundation of our lives as youth, let’s always refer to and apply these points as our treasured guideline in life.

In October 1960, Sensei came to Canada for the first time while embarking on his first international trip to transform society through the spread of Buddhist humanism. He was greeted at the Toronto airport by Mrs. Elizabeth Akiko Izumi. Touched by Sensei’s sincerity, the encounter would change her life forever. She later took the lead in our movement of happiness and peace in Canada.

As Sensei gazed solemnly at the thundering Niagara Falls on October 12, 1960, Sensei said to the youth leader accompanying him:

The rainbow above this waterfall would disappear in an instant if the water were to stop flowing. Similarly, the rainbow of hope in our lives shines only when we advance energetically toward kosen-rufu. People who never lose hope have the strength to remain undefeated by any difficulty. (*The New Human Revolution*, vol. 1, p. 183)

From a single individual, the SGI Canada movement has grown tremendously. There are now over 10,000 members in SGI Canada, each determined to transform society and spread the humanistic principles of Nichiren Buddhism with the same spirit as our mentor, Ikeda Sensei.

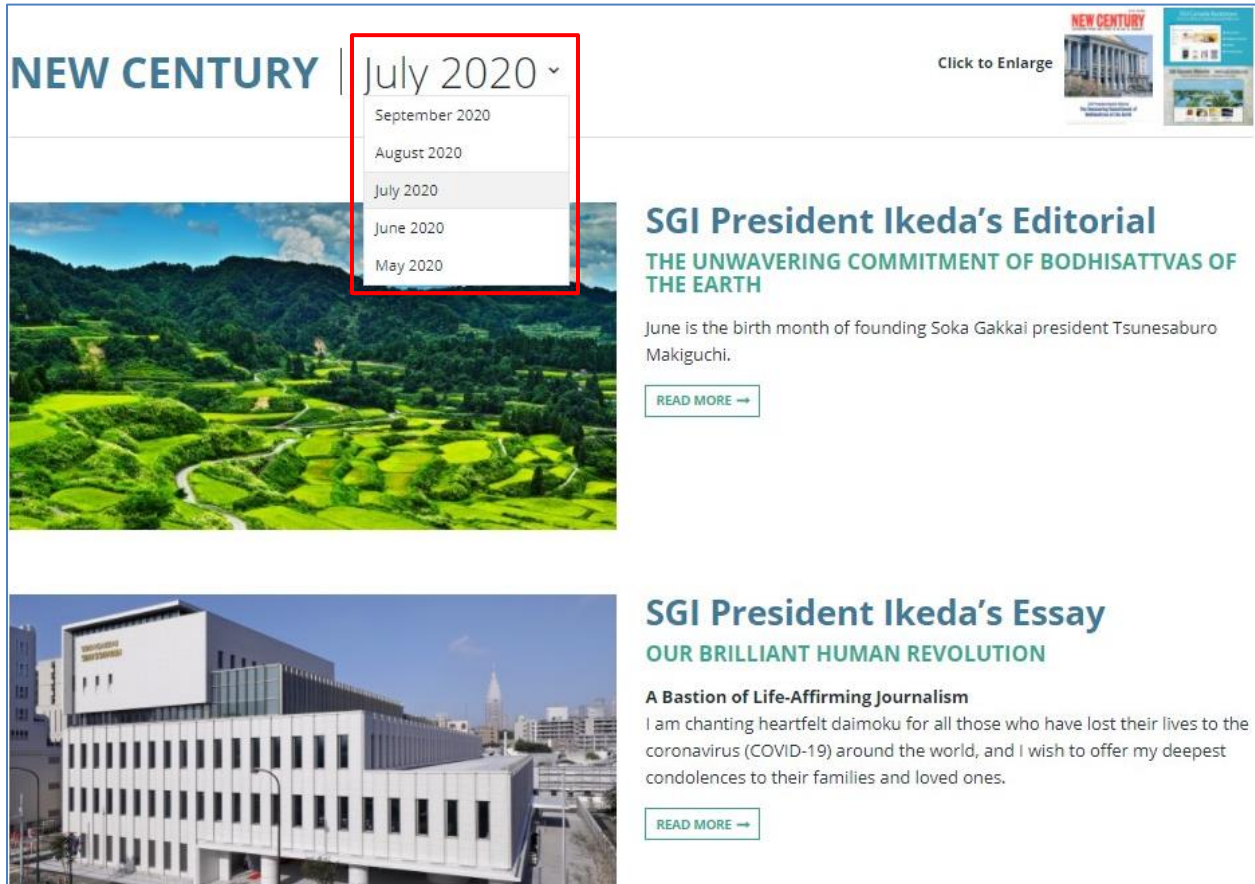
Near the end of the 30th and final volume of *The New Human Revolution*, Sensei wrote,

As long as there is a core of youth—no, even a single true disciple—we will achieve kosen-rufu... I would like you, my young friends of the youth division, to staunchly carry ...

**SUBSCRIBE TO NEW CENTURY TO READ THE FULL ARTICLE**

You are able to change the issue of the publication you have selected.

Select the drop-down menu showing the issue you are currently viewing. Select any of the available issues.

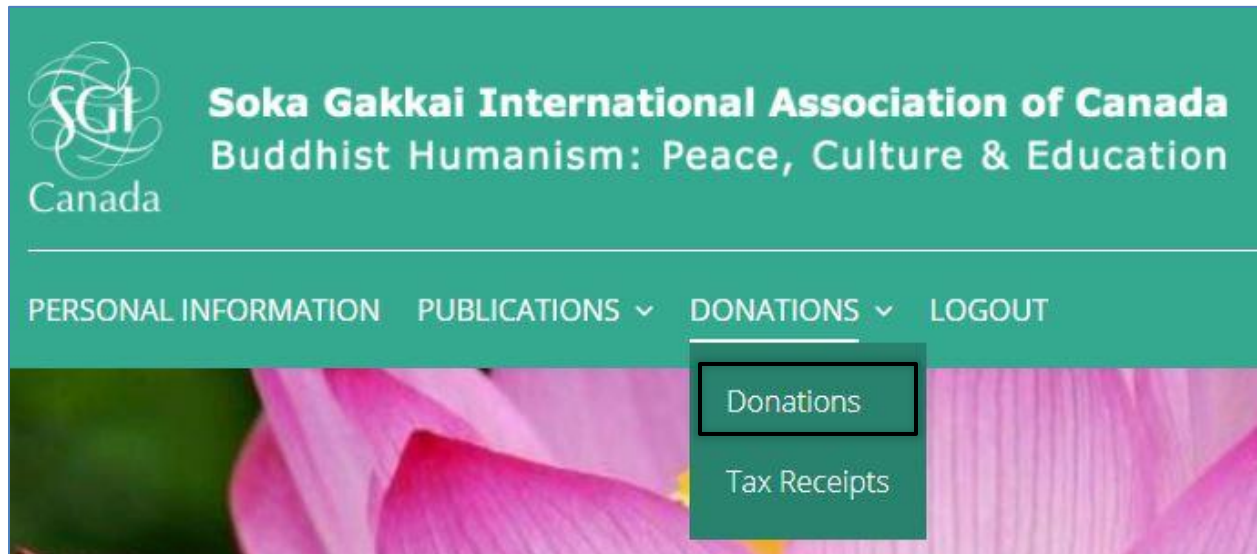


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## Chapter 5 - Donations Page

*You are able to make contributions to support kosen-rufu in Canada through the SGI Canada Online Portal.*

In order to do so, press the “DONATIONS” drop-down menu and select “Donations”.



Upon arrival to the donations page, select the amount you wish to contribute. You may choose one of the preset amounts or enter a custom amount in the “OTHER” field.

**I would like to contribute:**

\$20    \$50    \$100    \$250    \$500    \$1,000

OTHER \$

to support kosen-rufu in Canada.

Please **note**:

- \$20 is the minimum contribution that can be accepted. Thank you!
- All funds **MUST** be in Canadian dollars and transaction is non-refundable.
- All your information is confidential.
- If you have questions please contact [ecommerce@sgicinfo.org](mailto:ecommerce@sgicinfo.org) or call us at (416) 654-3211

To proceed with the donation, press the “SUBMIT” button.



You will be sent to the “Donations Review” page.  
Please ensure all information under “ACCOUNT INFO” is correct.  
Carry on and enter your billing information that corresponds to the card you wish to use for the donation.

**BILLING INFORMATION**

FIRST NAME \*

LAST NAME \*

EMAIL \*

PHONE \*

ADDRESS 1 \*

ADDRESS 2

CITY \*

COUNTRY

STATE/PROVINCE \*

POSTAL CODE \*

You will then have to enter your card information. Please ensure that the information is inputted exactly as it appears on the card.

**PAYMENT INFORMATION**

<input type="text" value="Card number"/>	<input type="text" value="MM / YY CVC"/>
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It is recommended that you now confirm once again that all information has been inputted correctly.

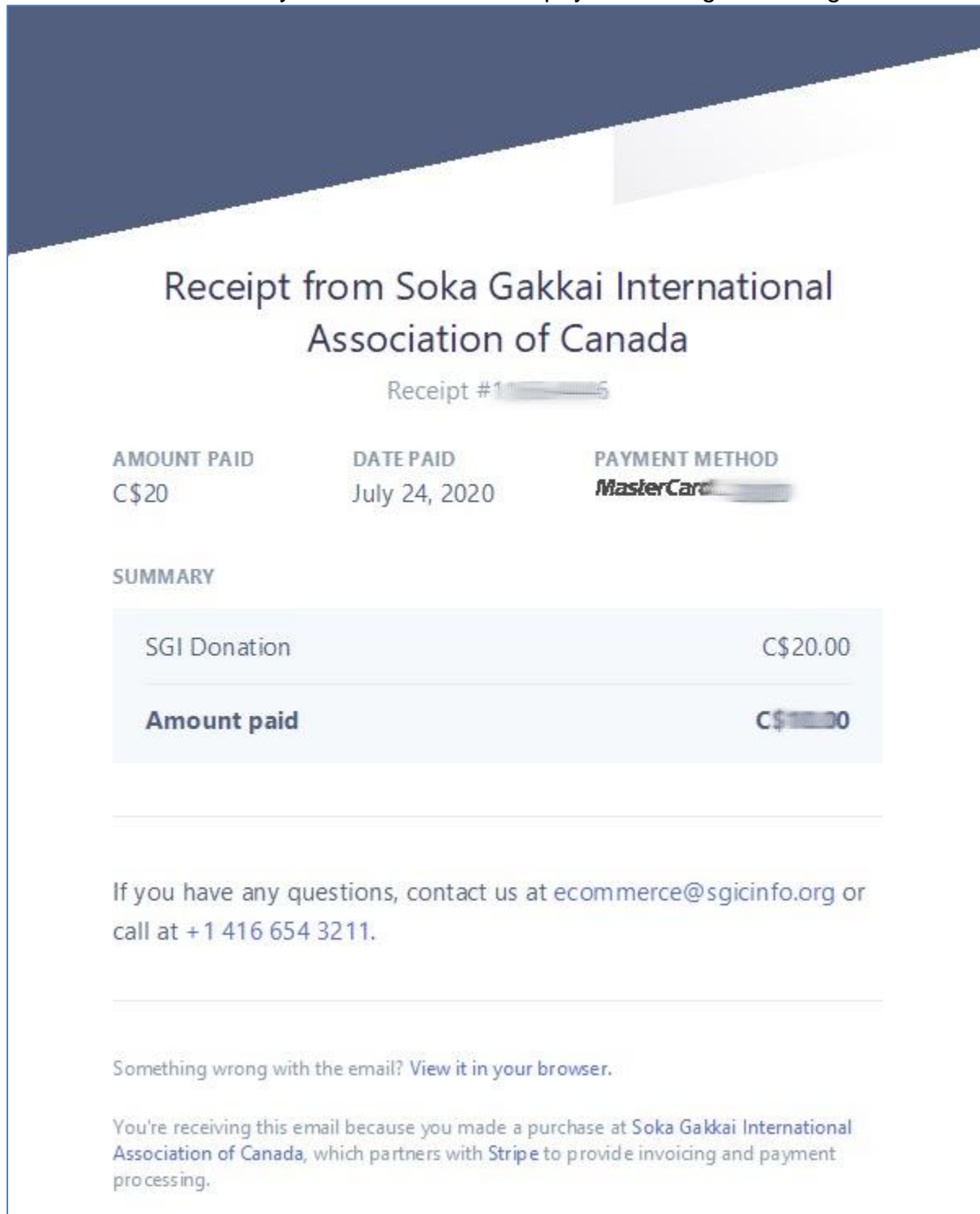
When you are sure that there are no errors, please confirm the donation amount as shown at the bottom in green and press the “PROCESS PAYMENT” button. Please note that your card will be charged upon pressing the button.

**DONATION \$20.00**

**PROCESS PAYMENT (YOUR CARD WILL BE CHARGED)**



An email will be sent to you to confirm that the payment has gone through.



**Please NOTE:**

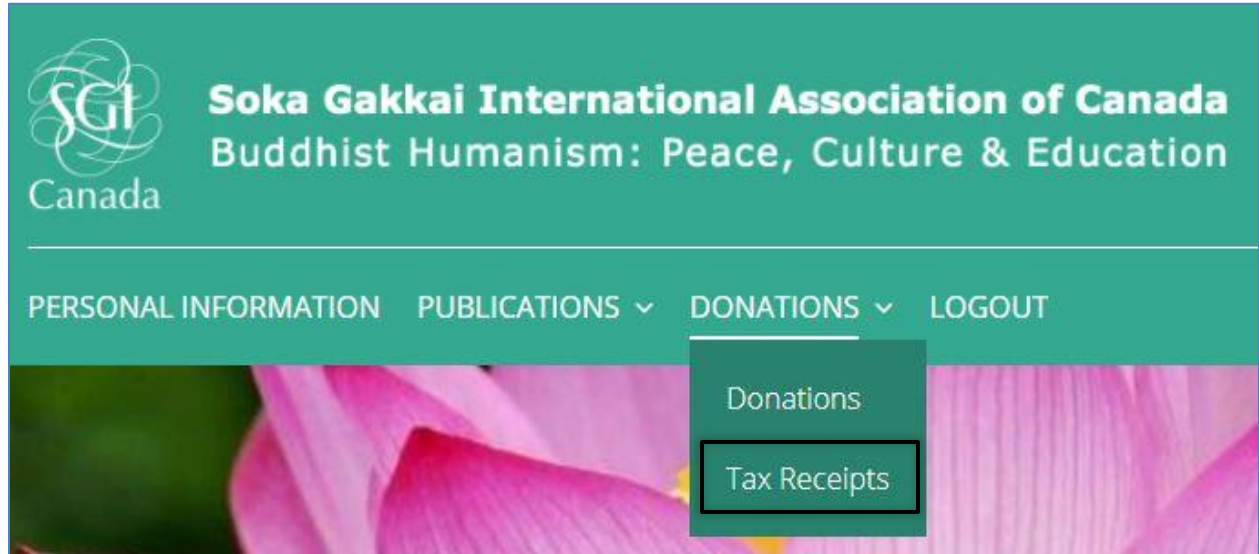
This is NOT the official Income Tax Receipt.

The official Income Tax Receipt will be mailed to the donor in February.

## Chapter 6 - Tax Receipts Page

*Once the official Income Tax Receipt is mailed out in February, it will also be available on the SGI Canada Online Portal. Official Income Tax Receipts will be available on the SGI Canada Online Portal for the last 7 calendar years.*

To access previous official Income Tax Receipts, press the “DONATIONS” drop-down menu and select “Tax Receipts”.



You will be able to download and print your official Income Tax Receipts for previous years here. The files will be available as PDF files.



Select a file to view your official Income Tax Receipt for that year. You may also download and/or print this file.