



## Charities Internal Audit Network

### New members guide to using the CIAN website

#### Introduction

Welcome to the Charities Internal Audit Network! The Charities Internal Audit Network (CIAN) is dedicated to developing excellence in the field of internal audit within the charity sector. This provides the opportunity to share skills and experience through networking, meetings, workshops and training.

As a member, you should now receive e-mail notifications of our upcoming network meetings and training courses. Via the members area of the CIAN website, you will also have access to the CIAN library of audit templates, publications and presentations and the CIAN directory, listing all members, their Internal Audit department and charity composition and their contact details. The purpose of this guide is to help you use the members area of the CIAN website and the content within it.

If you are a Head of Internal Audit, note further members within a CIAN member charity can also be registered so they can attend meetings, receive notifications and utilise the CIAN website.

*To register further members of your charity with CIAN or if you have any problems with the CIAN website, please contact the CIAN Membership Secretary, Vanessa Clark, at [info@cian.org.uk](mailto:info@cian.org.uk)*

#### Sections in this guide

[Step by Step guide to accessing the members area](#)

[Content you may find useful](#)

## Step by Step guide to accessing the members area

1. Click the 'Accept this invitation' link in the welcome e-mail you have received. *(If you haven't received this, please contact the CIAN Membership Secretary, Vanessa Clark, at [info@cian.org.uk](mailto:info@cian.org.uk))*

CIAN invited you to join the **CIAN** group.

**Message from CIAN**

Welcome to the CIAN website. You now have access to the members only area. If you have any trouble accessing the site please contact CIAN's Membership Secretary, Vanessa Clark, at [info@cian.org.uk](mailto:info@cian.org.uk)

**About this group**

This group is to maintain the membership of the Charities Internal Audit Network (CIAN) and for members to network and collaborate with their peers.

Google Groups allows you to create and participate in online forums and email-based groups with a rich community experience. You can also use your Group to share documents, pictures and calendar invitations.

If you do not wish to be a member of this group or believe this group may contain spam, you can [report](#) the group for abuse. For additional information see our [help centre](#).

**Accept this invitation:**

If you do not wish to be added to Google Groups in the future you can opt out [here](#).

2. Select one of the two links (highlighted below) to sign in

Google Search for messages

Groups

Home

CIAN

You must be signed in as a member of this group to view and participate in it.

Sign in to view this group.

Click on a group's star icon to add it to your favourites

Recently viewed

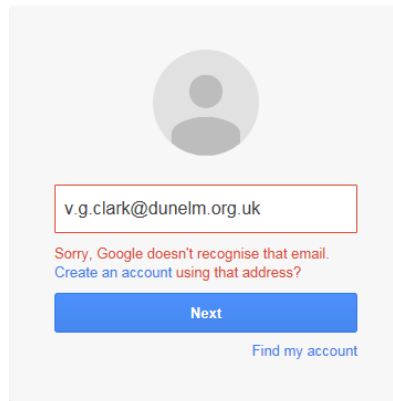
CIAN

Privacy - Terms of Service

3. If you haven't used your work address for a Google account before, you will get the following message and need to click on the blue 'create account' link (circled below).

## One account. All of Google.

Sign in to continue to Google Groups




[Create account](#)


4. When creating an account you should see the page below. Use your work e-mail address to create a Google account - you do not need to create a new Gmail address. Once you have set up an account you should be able to sign in to the members' area of the CIAN website.

## Create your Google Account

One account is all you need  
One free account gets you into everything Google.



Take it all with you  
Switch between devices, and pick up wherever you left off.



**Name**  
First  Last

**Your email address**  
  
[I would like a new Gmail address](#)

**Create a password**

**Confirm your password**

**Birthday**  
Day  Month  Year

**Gender**  
I am...

**Mobile phone**

**Default homepage**  
 Set Google as my default homepage.  
Your default homepage in your browser is the first page that appears when you open your browser.

**Location**

[Next step](#)

- Once you have set up a Google account with your work e-mail, you should have access to the members area of the CIAN website. You can access this by going to [www.cian.org.uk](http://www.cian.org.uk) and using your work e-mail and the Google Account password you have set up to 'sign in' using 'Sign-in' link (circled below).

**CIAN** Charities Internal Audit Network  
www.cian.org.uk

About CIAN & Membership Events Public library Job vacancies Links **SIGN-IN** Contact Us

**20** days until Next Network Meeting

**Welcome to CIAN (Charities Internal Audit Network)**

We are dedicated to developing excellence in this field and providing the opportunity to share skills and experience through networking, meetings, workshops and training.

**About Us**

Founded in 1994, CIAN has over 150 members working in a wide range of charities, many of which are household names.

CIAN has the active support of the [Charity Commission](#) and the [Chartered Institute of Internal Auditors UK and Ireland](#).

The aim of CIAN is to assist its members in the effective discharge of their responsibilities and to promote the profession of internal audit in the voluntary sector, thereby helping charities to achieve their objectives more efficiently. To this end, CIAN provides its members with a [LinkedIn forum](#) for the exchange of ideas, information and opportunities for further training.

CIAN is a registered charity Number 1087283.

- Once you have signed in, you will see the page below. When you are logged in, you can use the links (circled below) at the bottom of the page to access member-only content.

**CIAN** Charities Internal Audit Network  
www.cian.org.uk

About CIAN & Membership Events Public library Job vacancies Links **Members Area** SIGN-IN Contact Us

**20** days until Next Network Meeting

**Member Area**

This section is visible to members only.

If you are logged in, you can click on the subpage links below to access content.

Subpages (2): [Library](#) [Membership Directory](#)

## Content you may find useful

### Library

The library section of the members' area is where you can find a selection of internal audit templates, as well as slides and recordings of recent Network Meetings and minutes from our AGMs. To access each section, use the links to subpages (circled below)

**C I A N** Charities Internal Audit Network  
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About CIAN & Membership Events Public library Job vacancies Links Members Area SIGN-IN Contact Us

**20** days until Next Network Meeting

**Library**

This is planned to be a members' only section to store documents.

**Committee** - All documents related to committee work, including minutes of meetings and AGM

**Network Meetings** - Presentations from each meeting will be posted here

**Templates** - Audit programmes and templates

Click on the subpage links below to access the relevant sections as described.

Subpages (3): [Committee and AGM](#) [Network Meetings](#) [Templates and guidance](#)

Templates on the site are free to use and available to all members

**C I A N** Charities Internal Audit Network  
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**20** days until Next Network Meeting

**Templates and guidance**

Here we have some templates and guidance - feel free to submit to build up our library for members to share and use.

+ Add file + Add link Add from Drive Move to Delete Subscribe to changes

- Audit programmes (Remove)
- Audit reports (Remove)
- Miscellaneous (Remove)
- Terms of reference (Remove)

### Members Directory

The information included in the Members Directory is made available to you in your capacity as representative of your Charity. The purpose of this is to enable you to contact others working in similar organisations in similar activities. For each charity that is a member, a key contact is listed and clicking on the charity name allows you to see the CIAN directory page for that charity to get more information on their internal audit function.

The information contained here should be treated as confidential and should not be copied or circulated outside the Charities Internal Audit Network. If any of the details relating to your Charity need amendment or you have any suggestions to make, please email Vanessa Clark, Membership Secretary, at [info@cian.org.uk](mailto:info@cian.org.uk)