



Facebook

Frequently Asked Questions

Facebook Help Center: <https://www.facebook.com/help/>

Creating an Account/Group

Consider creating a Facebook group, rather than a page. Page updates are less likely to make it to a member's newsfeed because of Facebook algorithms. If members are not regularly interacting with the page, they will stop seeing updates!

To Create a Group

1. After you have logged in to your personal page, Click ▼ in the top right of Facebook and select **Create Group**.
2. Enter your group name, add group members and then choose the [privacy setting](#) for your group.
3. Click **Create**.

Once you create your group, you can personalize it by [uploading a cover photo](#) and adding a description. Be sure to check out KDP's profile and cover photos to see if there is one you would like to use. You can also use your chapter specific logo. To request your chapters logos simply email ambre@kdp.org.

Check out these resources from Facebook for other tips on [Group Management for Admins](#)

Create an Account

1. Go to www.facebook.com/r.php
 2. Enter your name, email or mobile phone number, password, date of birth and gender.
 3. Click [Create an Account](#).
 4. To finish creating your account, you need to [confirm your email or mobile phone number](#).
- Note: Try to use an email that will be accessible to future Chapter Officers.

Logging In

Reset Your Password

To reset your password if you're not logged in to Facebook:

1. Go to the [Find Your Account Page](#).
2. Type the email, mobile phone number, full name or username associated with your account, then click Search.
3. Follow the on-screen instructions.

Note: If you're still having trouble, they can help you [recover your account](#).

If you don't have access to your email address, they can help you [recover your account](#).

[Click here for other Login help.](#)

Deactivating/Deleting/Reactivating Your Account

What's the difference between deactivating or deleting your account?

If you [deactivate](#) your account:

- You can reactivate whenever you want.
- People can't see your timeline or search for you.
- Some info may remain visible (example: messages you sent).

If you [delete](#) your account:

- You can't regain access once it's deleted.
- We delay deletion a few days after it's requested. **A deletion request is cancelled if you log back into your Facebook account during this time.**
- It may take up to 90 days to delete data stored in backup systems. Your info isn't accessible on Facebook during this time.
- Some things aren't stored in your account. For example, a friend may have messages from you after deletion.
- Copies of some material (example: log records) may remain in our database but are disassociated from personal identifiers.

To deactivate your account:

1. Click ▼ at the top right of any Facebook page
2. Select **Settings**
3. Click [General](#) in the left column
4. Choose **Manage your account** and then scroll down to click **Deactivate your account**

To reactivate your account:

You can reactivate your account at any time by logging back into Facebook or when you use your Facebook account to log in somewhere else.

1. **If you do not have the password**, follow the password reset instructions in the Logging In section above.
2. **If you don't have access to your email address**, Facebook can help you [recover your account](#).

Keeping Your Account Secure

Security is built into every Facebook product and they offer several [security features](#), such as [login alerts](#) and [two-factor authentication](#), to help you add an extra layer of protection to your account. You can also review and update your [security settings](#) at any time. [Learn more](#) about what you can do to [keep your account secure](#).