

Login to ALCA using your unique username and password

Go to www.alcaweb.org

- Click *LOGIN* located at the top right of the web page.
- Enter YOUR username and password in the login display box. Use the format below when logging in for the first time.

Username: ***See the presenter's screen for username example***

Password: ***See the presenter's screen for unique password***
(case sensitive/no spaces)

- You will be prompted to change your password.
 - Follow the password criteria when creating your new password.
1. After you login please put the cursor on your name located in the right hand corner of the page.
 2. Select Update Profile when the drop-down menu appears.
 3. Scroll down to the bottom of the page and make sure your email is correct.
 4. Check the box to indicate the email is correct.
 5. Then click on the **Resend Verification Email** button. An email will automatically be sent to you asking you to confirm your email address.
 6. Check your email account and click on the confirmation link in your email to confirm. You will receive an email confirmation in ALCA.
 7. If you wish you may also change your password here, too.
 8. You can now reset your own password by clicking on the "*Forgot Username or Password*" and have your username sent to your email address.

YOU MUST **CLICK SAVE** IN THE BOTTOM RIGHT CORNER TO SAVE YOUR INFORMATION.