# How To: Sign in to the New Website for the First Time

1. Go to www.sswaa.org and sign in to your member account.

   a. **Current Members:** If you are currently a member and this is your first time to "Sign in" to our new website, you can **STILL USE your current Username**. **EVERYONE's NEW PASSWORD** is: SSWAA2014 (not your email address).   Once logged in, you can change your Username and/or Password. Please note: Your new password must be a minimum of **eight (8) characters** in length and contain at **least one (1) number** and **one (1) non-numeric character** (letters, punctuation, etc.)

   Trouble logging in or retrieving Password? You may have an old or incorrect email address on record and your information is being sent to outer space **OR** you may have a duplicate record over the years and the system doesn't know what to do. Contact us at **contactus@sswaa.org** so that we can check and fix the problem.

   b. **New Members:** If you have not yet joined and set up a member account, please see the tutorial "**How to Become a Member of SSWAA**".

   c. **Inactive Members:**   If you are in our database but have never logged in to the SSWAA Website, please enter: FirstLast name with no spaces and first letters capitalized, i.e. JohnDoe in order to bring up profile information and save some time. **PASSWORD** is: SSWAA2014   *If you are unable to log in*, please see instructions for "New Members" above:

2. The first time you Sign in (Log in), you will be prompted to verify your member profile options. We have pre-selected the preference we believe most members will be comfortable with but feel free to alter these to your preference.   In addition, you can always alter these any time in the future in the "Manage Profile" area.

   Be sure to click "Save my Settings"
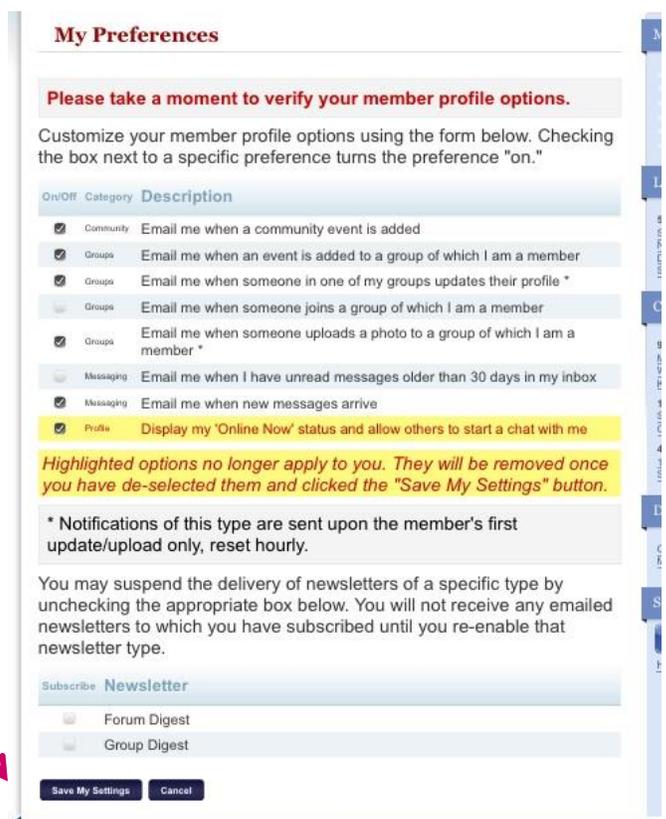
(Note: You can choose to verify your member profile options now, or come back to them at a later time by choosing the **Manage Profile** link under **My Profile,** and then choosing **Preferences** in the **Information and Settings** section.)
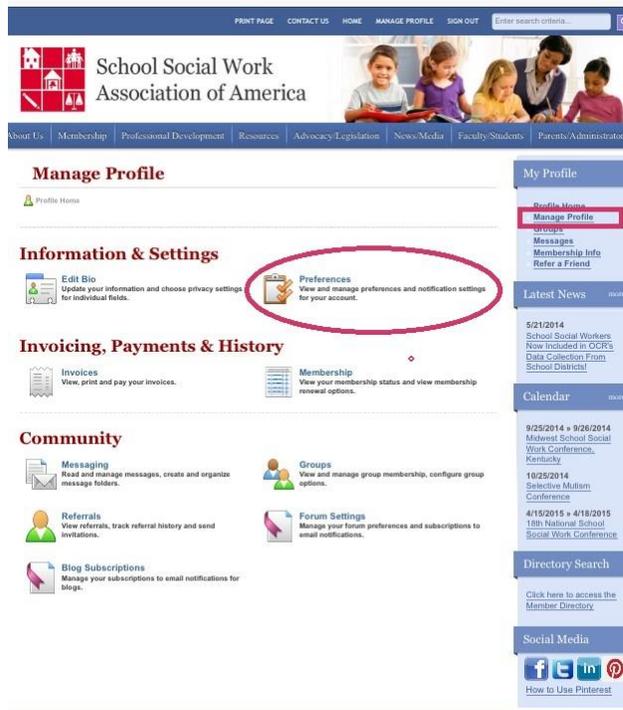
3. After verifying your preferences or if you are a returning user, you will then see your profile home page. Click on the link in the right side navigation called **Profile Home.** This will bring you to a snapshot of your Member Profile page.
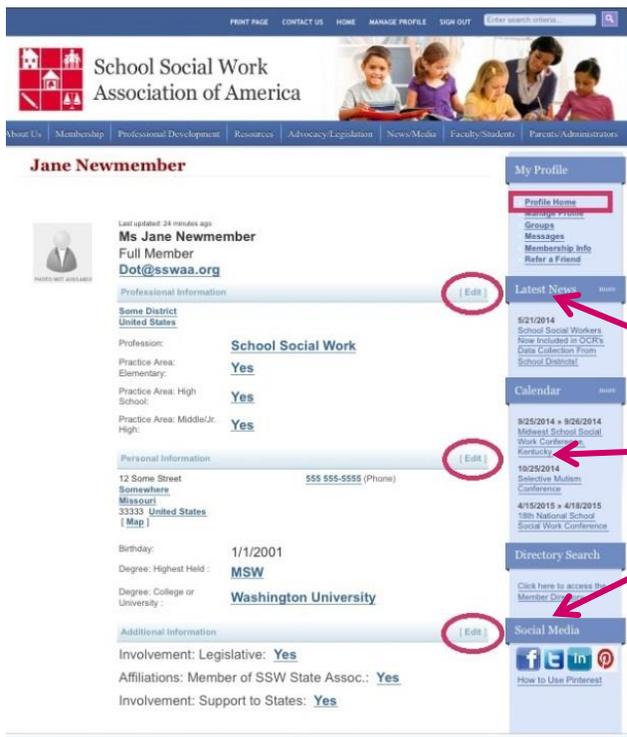
You can edit any of the contact information by clicking any of the **{EDIT}** links.

4. Under **"Edit My Member Profile",** you can **change your Username and/or Password**. Please note: Your Password must be **eight (8) characters** in length and contain at **least one (1) number** and **one non-number character** (letters, punctuation, etc.)

5. The email address that you provide is the **Primary way that SSWAA will contact you.** Please make sure you use an email address you check often.

Keep informed of important events all year and consider providing your **home email address**. District work emails frequently change and prevent ongoing communication especially during the summer and holidays.

6. You can then edit any of your personal and professional contact information.

7. Here is also where you can control the visibility and security of certain parts of your member profile. Please see the key below to determine what type of privacy setting is right for you. Just click on the icon to change.

Key:

	Member's Only: Only other paid SSWAA members may view this information
	Private: Only you can see this information. Not visible in Public Profile or available in Directory Search by Members.

8. The next section of this page is your **Professional Information**. Much of this information will assist us in collecting additional data regarding School Social Workers. As before, some of this information could be visible in your public profile page. **Please see the key above to determine the type of privacy you would like to have for each field**.

9. After you have completed the form, be sure to click the **"Submit"** button at the bottom of the page.

10. If there is any issue with your form, you will see an error message that will direct you to any missing information or errors. You will then have the option to make changes by clicking on the highlighted link "Click Here To Go Back and Correct the Entries"

11. You did it! You're Finished! You will be re-directed back to your profile home, where you will see and can review your updated changes (if they are visible to members). Thank you for taking the time to update your profile and also provide valuable information so that we can advocate on your behalf!