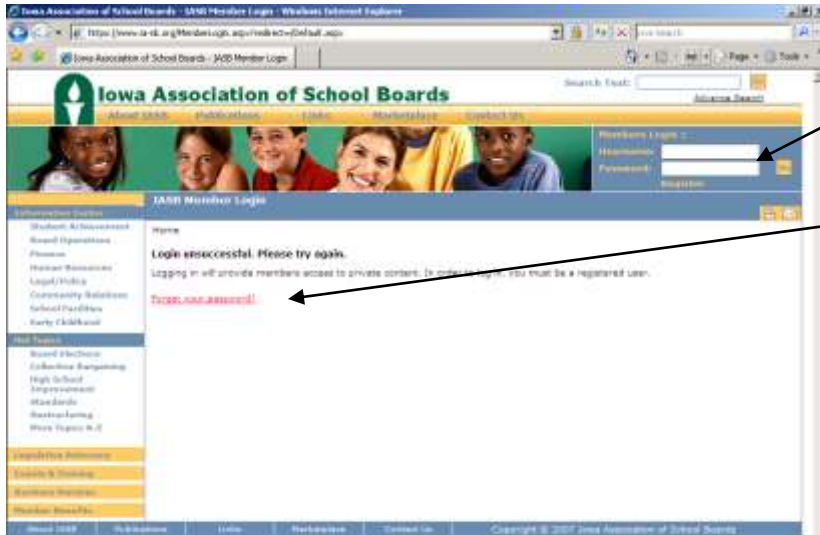


## How to reset your password for IASB's Member Only Area Login



If you forgot your password, just key in your email address in the Members Only Area Login box and then click on Go.

You will then receive a screen like the one here, click on the red link, "forgot your password"



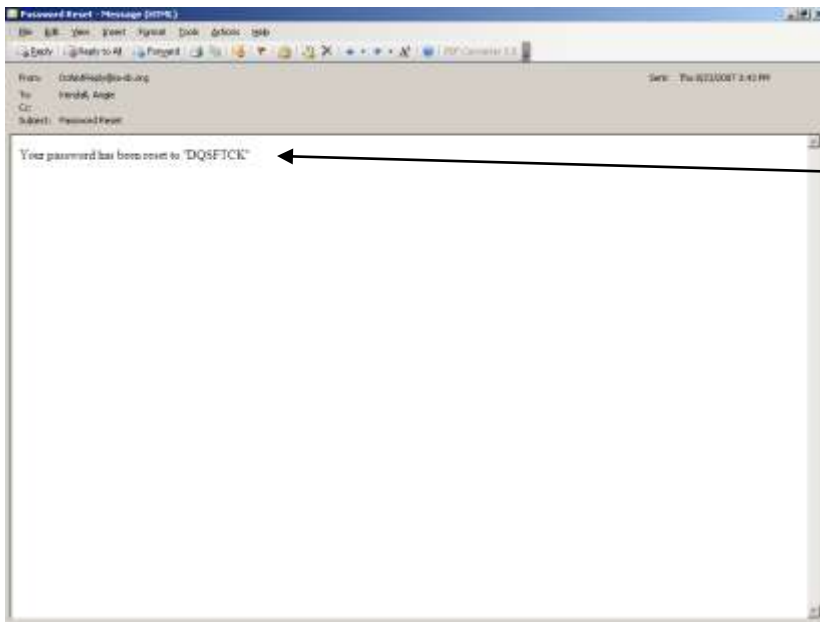
You will then see a screen called Password Recovery.

Key in your email address (which is your username on the log in area) at the school that you use all the time and click on Reset Password.



You will then see a screen like the one here, saying Password Reset Completed Successfully.

An email message will be sent to the email address you typed in on the last screen which will contain a temporary password.



This is what the email will look like. You will see a temporary password, just copy this password, without the quotation marks.

See next screen...



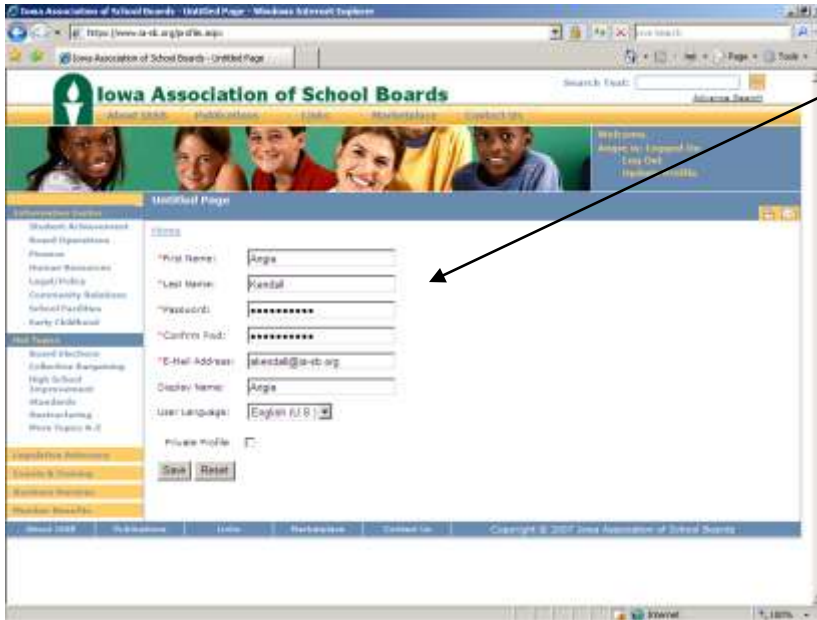
You will paste the temporary password (*be sure to only paste in the letters, do not paste in the quotation marks*) in the login box and then type in your email address for your username, then click Go.

You will see a screen like this one.



You will know when you are logged on as you will see this in the login area. You will see- *Your name is logged in.*

You will then need to click on Update Profile in order to customize your password.



This is what the profile update screen looks like. Just type in your new password two times and click save. *Please remember to write down your password as we do not have access to this information.*



You will then see a screen like this one. It will have an acknowledgement of your profile change. You are now ready to view all of the Member Only Areas of the website. Just click to the area you want to view from the Information Center box on the left.