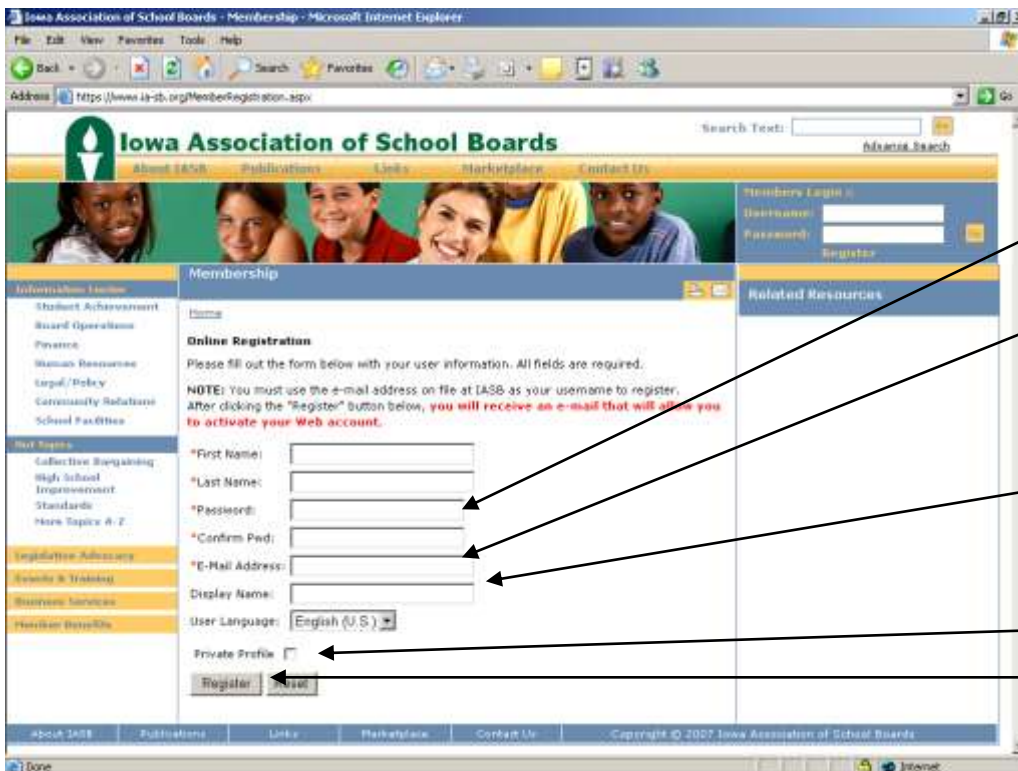


Steps to Register and Access IASB'S Member Only Areas



Go to a page on our website which contains members only information. Then click on the word **Register**. You will be taken to a form for you to fill in with your email address, log in name (which allows you to see that you are online) and a password that you choose.



Online Registration Form

Fill in all of the information asked.

Your **password** will be of your choosing. (We do not keep track of passwords)

Your **email address** will be the one you use at your school, and contained in our database.

Your **display name** will show that you have access to the Member's Only area.

Please disregard the **Private Profile** Box then click on the **Register** button.

You will receive an email back to you with a link for you to finalize your registration.

You will receive an email from DoNotReply@ia-sb.org which basically says:

Please do not reply to this email. The "from email address" does not accept incoming email. Welcome to www.ia-sb.org. You have registered to open a member's only web account on our site. To complete activation, please visit https://www.ia-sb.org/activatemember.aspx?uid=your_email_address and an activation id number, which should be inserted in the registration box.



After you have activated your online account, go in and type in your **email address** in the **Username** box.

Then type in the **Password** you selected at the time of registration, click **Go**.

You must record your password, as we do not have access to that information.

Now you will be able to view any Member's Only areas included on the website.