### Instructions to log in to new aPA Website for the first time:

Go to www.alapsych.org

Click on the Log-in Icon



Once you click on the log-in icon as shown above, click on "forgot password"





At Password Reset screen, enter your email, then check box "I'm not a robot"

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ALABAMA PSYCHOLOGICAL ASSOCIATION Advancing Minds, Transforming Lives	
HOME ABOUT US > PUBLIC INFORMATION > CE/EVENTS > IMEMBERSHIP INFORMATION > ADVOCACY > MEMBER RESOURCES	
*Your email	
	not a robot
SUBMI	

Once you submit your password reset, you will receive an email with a password reset link (example below). Click the link in the email to reset your password

Hello		
A request was made to recover a lost password for this email address at <u>https://www.alapsych.org/</u>		
To choose a new password go to:		
https://www.alapsych.org/Sys/Password/Reset?id=056b8d92-7043-4d83-bf04-e6c4ea6a8fc1		
(if the link does not open - please copy-paste the link into the address line of your browser).		
If you did not request a new password at <a href="https://www.alapsych.org/">https://www.alapsych.org/</a> , you may safely disregard this email.		
Many thanks,		
Alabama Psychological Association		

Enter your new password as indicated below and click SET NEW PASSWORD. Please remember password requirements.

ALABAMA PSYCHOLOGICAL ASSOCIATION Advancing Minds, Transforming Lives	
HOME ABOUT US > PUBLIC INFORMATION	> CE/EVENTS > MEMBERSHIP INFORMATION > ADVOCACY > MEMBER RESOURCES
RESET YOUR PASSWORD	
*New password	
*Confirm new password	
	Password must have: - 12 characters or more - Upper and lower case letters - At least one number - At least one special character #?!@\$%^&*- SET NEW PASSWORD

Once you have successfully reset your password, return to the log in screen to log into your account using your email address as your userid.



# After successfully logging in, click on the member icon and select "View Profile" Enter search string Q ALABAMA PSYCHOLOGICAL ASSOCIA View profile Change password Log out Advancing Minds, Transforming Lives HOME ABOUT US > PUBLIC INFORMATION > CE/EVENTS > MEMBERSHIP INFORMATION > ADVOCACY > MEMBER RESOURCES >

### Select Edit Profile to update your information.



IMPORTANT NOTE: Please be sure to complete this step. Only your basic information was transferred to the new website.

## If you have any issues logging in, please send an email to Kelley at alapsychadmin@gmail.com.