Step by Step
“System Login”
Instructions
If you **KNOW** your login credentials...

- **Slide 4**

If you **DO NOT** know your login credentials...

- **Slide 6**

Password Reset Process...

- **Slide 7-10**

Login Credentials Verified...

- **Slide 5**

- **Slide 11**

Help/Contact Us...

- **Slide 12**
• Go to cadca.org
  ○ Select [Member Login]
• Login with your credentials [email and password used in registration]
• *Same as CADCA Community login*
If you see this page, you are CADCA Mid-Year ready!

- STOP HERE. Lookout for the platform access email Wednesday, July 22nd
  - Remember your [email and password] credentials as they will be MANDATORY to access the Mid-Year platform July 26th-30th
If you have EVER attended a CADCA training event, you already have a profile in the system.

- The email used to receive your confirmation is the email associated with your account.

If you DO NOT know your password; Select [Forgot Your Password]
• Enter your email address
  ○ Select [Submit]
Once you select [Submit] you will get the confirmation below:

```
Thank you for your request!
An email was sent to dthomas@cadca.org with instructions to change your password.
```
• You should immediately receive an email from [No-Reply@cadca.org] as shown below:
  o Select the link to reset your password
Create a new password
  - Select [Change Password]

Note [Primary Email] for your credentials to be used during Mid-Year
• If you see this page, you are CADCA Mid-Year ready!
  ○ STOP HERE. Lookout for the platform access email Wednesday, July 22\textsuperscript{nd}
    ▪ Remember your [email and password] credentials as they will be MANDATORY to access the Mid-Year platform July 26\textsuperscript{th}-30\textsuperscript{th}
Specific Mid-Year Questions

- Visit cadca.org/myti2020 for all updates

Issues with Membership/Login

- Contact Membership at membership@cadca.org or call 703-706-0560 x261 or x228

Registration/Authentication Questions

- Contact CADCA Meetings Team at events@cadca.org or call 703-706-0560 x253