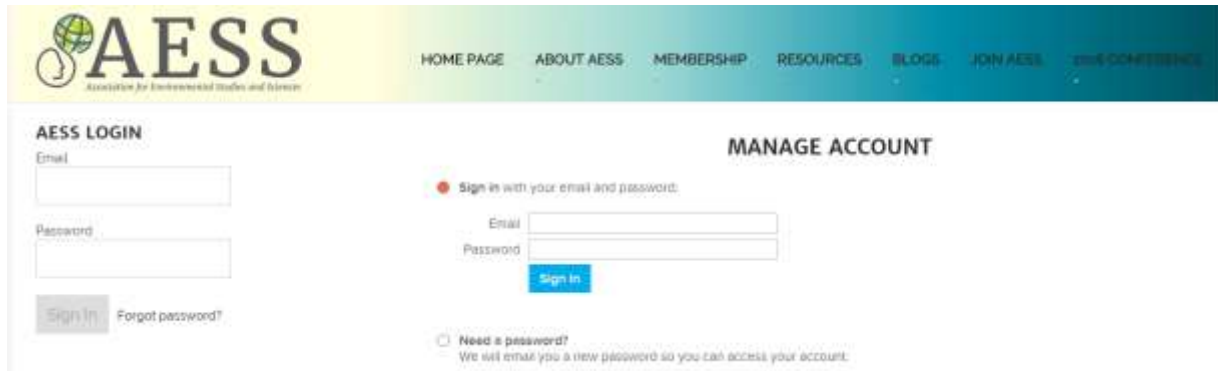


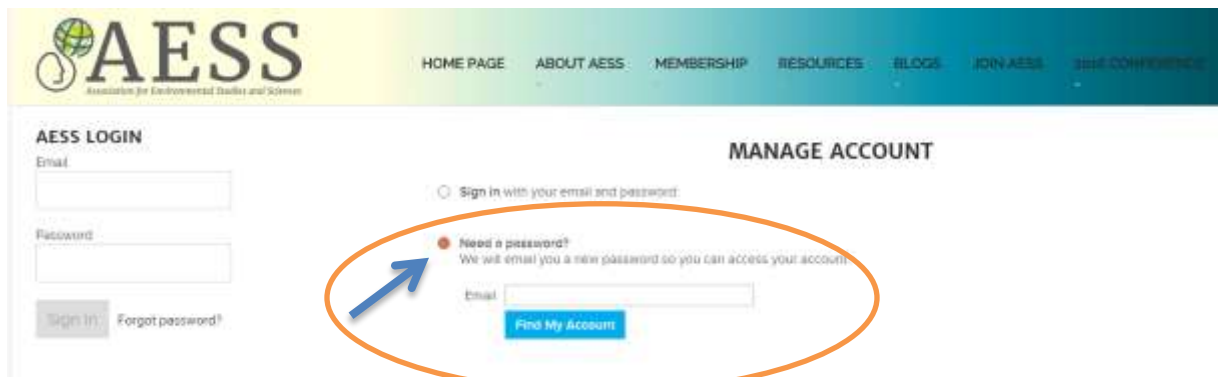
How to **access your AESS Membership Account for the first time** on aessonline.org and change your password.

Navigate to <https://aessonline.org/about-aess/membership-types-signup/manage-account/>



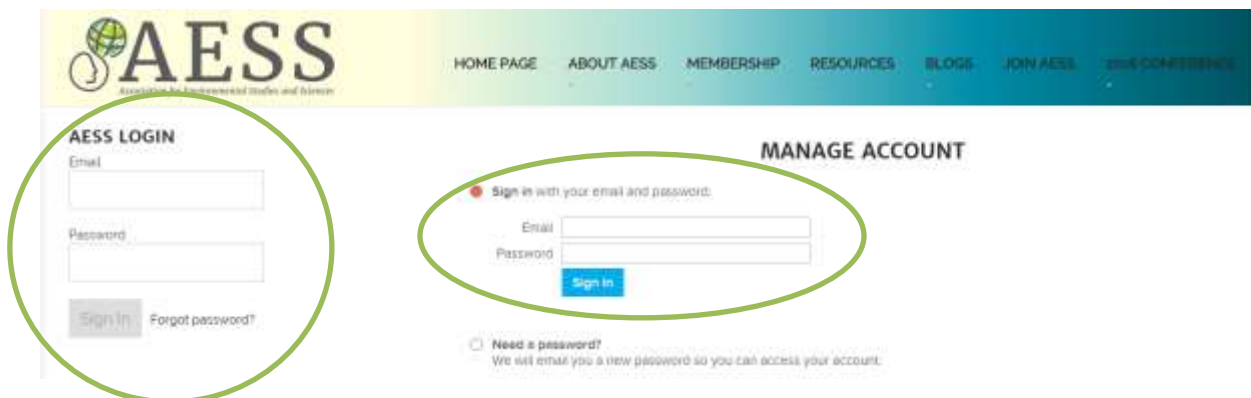
The screenshot shows the AESS website header with the logo and navigation menu. Below the header, there are two main sections: 'AESS LOGIN' on the left and 'MANAGE ACCOUNT' on the right. The 'AESS LOGIN' section has input fields for 'Email' and 'Password', a 'Sign In' button, and a link for 'Forgot password?'. The 'MANAGE ACCOUNT' section has a radio button selected for 'Sign in with your email and password', followed by 'Email' and 'Password' input fields and a 'Sign In' button. Below this, there is an unselected radio button for 'Need a password?' with the text 'We will email you a new password so you can access your account.'

Click on the radial button that says “need a password.” Input your email address associated with your AESS Membership Account. Click “find my account.” A temporary password will automatically be sent to your email.



This screenshot is similar to the previous one, but the 'Need a password?' radio button is now selected and circled in orange. A blue arrow points to this button. The 'Sign in with your email and password' radio button is now unselected. Below the 'Need a password?' option, there is an 'Email' input field and a 'Find My Account' button.


To **change your password**, log into your account with your temporary password. Navigate to <https://aessonline.org/about-aess/membership-types-signup/manage-account/>. Use either the sidebar widget OR the main page login feature (circled below).




This screenshot shows the same AESS Manage Account page. The 'AESS LOGIN' sidebar widget on the left and the 'MANAGE ACCOUNT' main page login form on the right are both circled in green. The 'MANAGE ACCOUNT' section has the 'Sign in with your email and password' radio button selected, with 'Email' and 'Password' input fields and a 'Sign In' button. The 'Need a password?' option is unselected.

Once you have logged in, you will see your membership profile screen (below). Make sure the “about” tab is highlighted. Click on the blue word “change” next to Password to modify your password. Make sure you use a secure password and keep it safe.

MANAGE ACCOUNT

About	Profile	Deal	Committees	Discount	Sign Out
					
Name	<input type="text" value="Carolyn Anthon"/>				
Company/Primary Address	<input type="text" value="1101 17th Street SW ste 250"/>				
	<input type="text" value="Washington DC 20036, US"/>				
Country	<input type="text" value="USA"/>				
Organization or Company name	<input type="text" value="Association for Environmental Studies and"/>				
Occupation or Title	<input type="text" value="Program Coordinator"/>				
Email	<input type="text" value="canthon@ncseonline.org"/>				
Password	<input type="text" value="Change"/>				
Phone	<input type="text" value="202-530-5810 x209"/>				
Fax	<input type="text"/>				
Website	<input type="text"/>				



FAQ

What’s the different between a business card logo and a profile picture?

The business card logo will show up as the avatar for your directory listing (see below). Profile pictures will show up when someone clicks on your name to view your details. You’ll want to put your “profile picture” as your business card to be viewable when browsing the directory.

