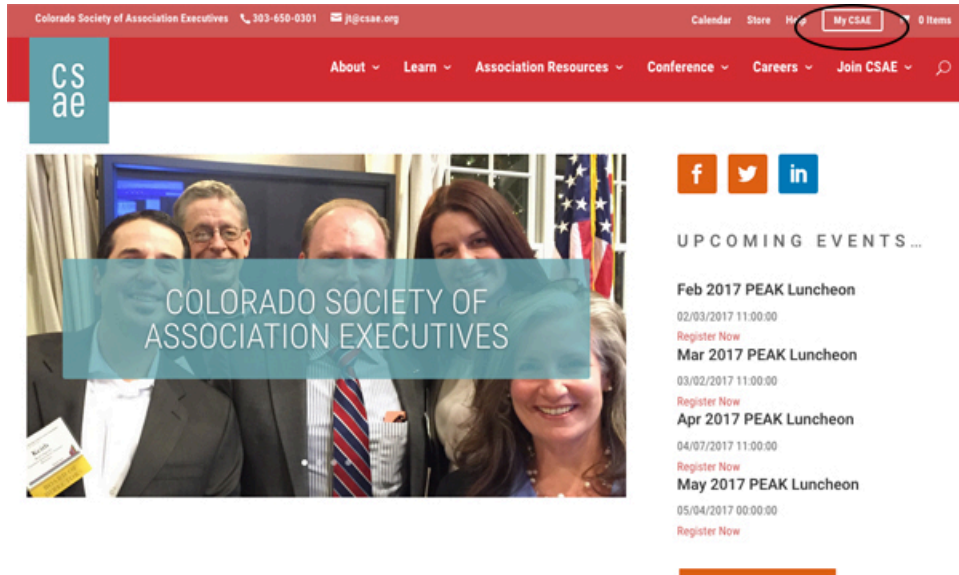


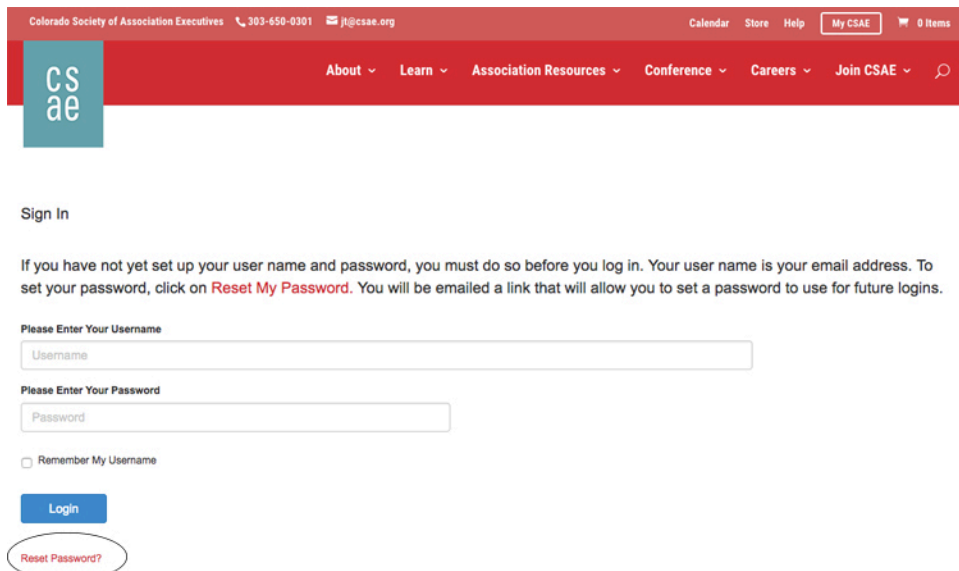
Setting Up Your Password on CSAE.org

Many sections of the CSAE web site require a member log-in (member pricing on events, My CSAE, members only resources, etc.) The first time you log in you will need to create a password. Your user name is your email address you use with CSAE. To create a password, follow the instructions below. If you need additional assistance, contact Mike Brandt at support@csae.org

Step 1: Click on log-in, sign in or My CSAE



Step 2: On the Sign In screen, click on **Reset Password** on the bottom of the text.



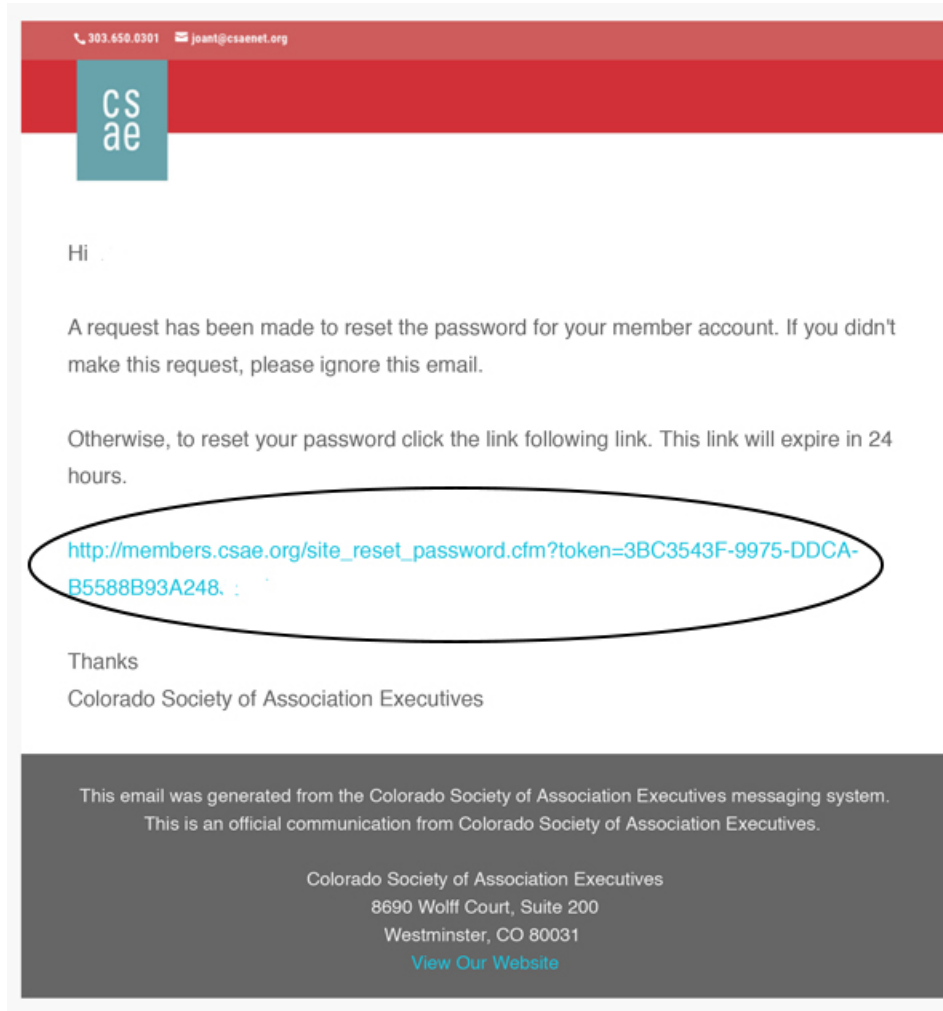
Step 3: On the first Reset Password screen, enter your email address and click on **SUBMIT**

The screenshot shows the top navigation bar of the CSAE website with the logo, contact information (303-650-0301, jt@csae.org), and links to Calendar, Store, and a dropdown menu (About, Learn, Association Resources, Conference, Careers). Below the navigation bar, the page title is "Reset Password". The instructions state: "Enter the email address associated with your member account, then click Submit. We will email you a link to a page that will allow you to easily reset your password." There is a text input field labeled "Email Address" with a placeholder "Email Address" and a blue "Submit" button below it.

Step 4: The next Reset Password screen confirms that you have been sent an email containing a link to use for setting up your password.

The screenshot shows the top navigation bar of the CSAE website with the logo, contact information (303-650-0301, jt@csae.org), and links to Calendar, Store, Help, My CSAE, and a shopping cart icon (0 Items). Below the navigation bar, the page title is "Reset Password". The instructions state: "If the email address you entered is associated with a member account you will receive an email with instruction for resetting your password. If you do not receive this email, first check your junk mail folder. If the email is not there, please contact our [support](#)." The text "support" is a red hyperlink.


Step 5: Open the email you receive and click on the link, or copy and paste it into your browser.



Step 6: On the Reset Password screen, enter your new password, the re-enter it in the second box. Click on **Reset Password**.

Welcome, **Guest** | [Sign In](#)

☎ 303.650.0301 ✉ joant@csaenet.org



SIGN-IN

[Sign-In](#)

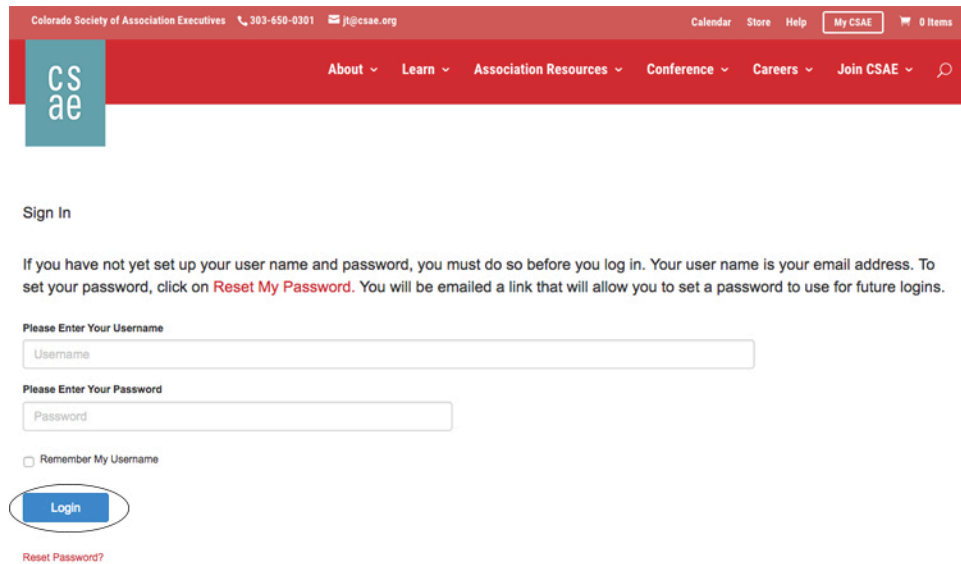
Reset Password

Enter New Password

Confirm New Password

[Reset Password](#)

Step 7: You will then be returned to the Sign In page where you can use your user name and password to sign in.



Colorado Society of Association Executives 303-650-0301 it@csae.org Calendar Store Help My CSAE 0 Items

About Learn Association Resources Conference Careers Join CSAE

Sign In

If you have not yet set up your user name and password, you must do so before you log in. Your user name is your email address. To set your password, click on [Reset My Password](#). You will be emailed a link that will allow you to set a password to use for future logins.

Please Enter Your Username

Please Enter Your Password

☐ Remember My Username

Login

[Reset Password?](#)

Forgot Your Password?

Follow the preceding process to reset your password.

Need to Change Your Password?

Sign in to My CSAE, click on My Account and you can reset your password.

Need More Help

Contact Mike Brandt at support@csae.org