



New York State School Social Workers' Association New Membership Platform Tutorial

“NYSSSWA Members – How to LogIn/Sign In to Your Account”

Thank you for your membership and support. The New York State School Social Workers' Association (NYSSSWA) is pleased to be using YourMembership as our new association management system to process Memberships, Events, Continuing Education hours as well as provide an On-line community that encourages member engagement. This tutorial will assist you in signing in to our new website and on-line community.

1. Members: Sign in with the following link: <https://members.nyssswa.org/login.aspx>
2. Member/Event – Login/ Sign in page:

Member/Event -- Login/Sign In

Welcome to NYSSSWA's On-Line Community

Sign In Here To:

- Register for an Event
- Join or Renew Your Membership
- Access NYSSSWA's On-Line Community and Member pages for current NYSSSWA members

NEW to NYSSSWA?

- Want to Join or need to create a "Non-member" account in order to register for an event? [Click Here.](#)

Past Members/Past Event Attendees or SSWs Already in Our Database:

- You can "Sign In" to your account below which will take you to a notice regarding when your membership/ registration expired and an opportunity to "Securely renew your membership now" or to continue. You have the opportunity to Renew your membership but you DO NOT need to be a member to register for an event.

HOW TO SIGN IN for the FIRST TIME:

- **Everyone's** initial **Username** is the **email address you used with 123Sign up** (whether it is still an active email or not--you can change when you update your profile). **If you can't get in, try other email addresses you may have used.** (Especially important if you are trying to access member discount rates for events.)
- Your initial **Password** is: Nyssswa1

Contact member.services@nyssswa.org if you experience any problems.

Sign in using your credentials

☒ Remember Me

- a. If this is your first time logging in, note below:

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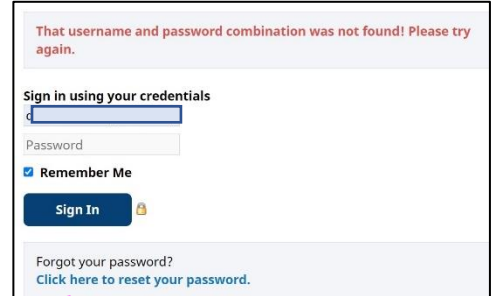
3. If you have already changed your password, proceed accordingly.

4. Error Message--Wrong Username and/or Password

a. Try a different email address.

- i. People often **don't remember** whether they used their work or home email address so if you don't get in, try again.
- ii. **If your work email address has changed**, you might try your former email address so you can get in and then you can update it in your profile.

b. If you reset your password from Nyssswa1 and have forgotten your password, you will need to **"Click here to reset your password"**.



The screenshot shows a login interface. At the top, a red error message states: "That username and password combination was not found! Please try again." Below this is a section titled "Sign in using your credentials" containing a username input field, a password input field, and a "Remember Me" checkbox. A blue "Sign In" button is positioned below the password field. At the bottom of the form, there is a link that says "Forgot your password? Click here to reset your password." A pink arrow points from the text "Click here to reset your password" in the list item to this link.

5. If this is your FIRST TIME signing in, see Tutorial ["How To Sign In For the First Time"](#) for step by step assistance if you need it.

6. If you have questions or need further assistance, contact member.services@nyssswa.org.