



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

### “View Session Selections”

Thank you for your event registration. This tutorial will assist you in viewing your session selections.

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

**Member/Event -- Login/Sign In**

Membership > Renew Your Membership

Welcome to NYSSWA's On-Line Community

Sign In Here To:

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

**NEW to NYSSWA?**

- 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 we have on record** (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.)
- **Password:** Passwords have been changed. Look at "Forgot your password?" and click on "Click here to reset your password." to be sent a link to reset your password.

**Need Help?** See [Step by Step Tutorials.](#)  
Contact [memberservices@nyssswa.org](mailto:memberservices@nyssswa.org) if you experience any problems.

Sign in using your credentials

☒ Remember Me

[Sign In](#)

3. 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.

That username and password combination was not found! Please try again.

Sign in using your credentials

☒ Remember Me

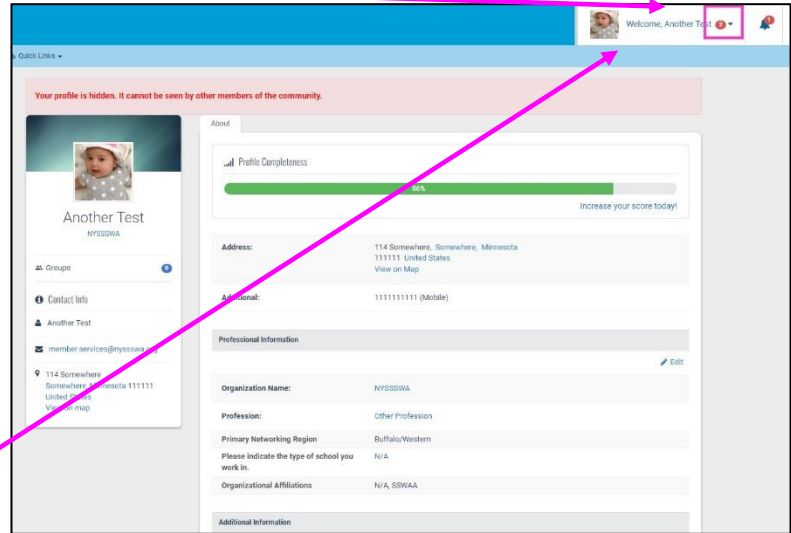
[Sign In](#)

Forgot your password?  
[Click here to reset your password.](#)

- b. If you forget your password, you will need to **“Click here to reset your password”**.

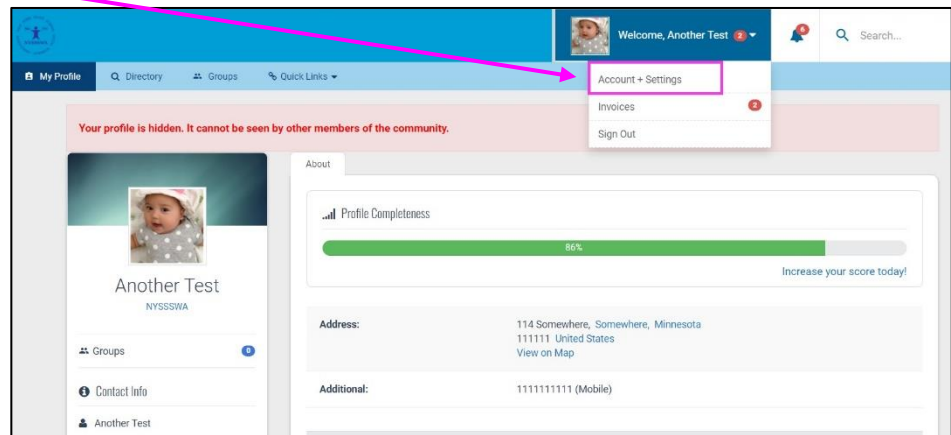
4. Once logged in, you will be directed to **"My Profile"** page.

5. Look at the **"Welcome, ..."**  
(Number in red indicates any pending invoices.)

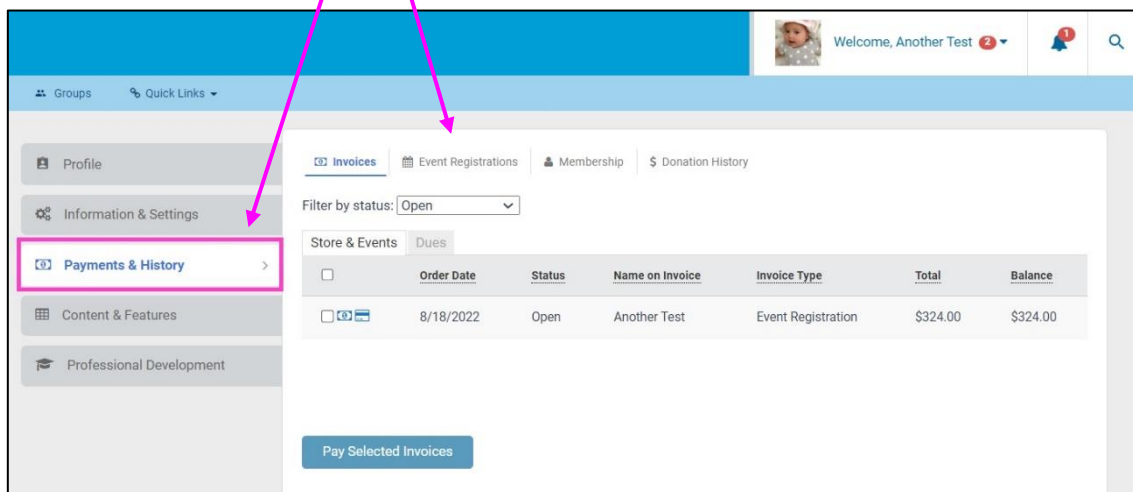


6. Click on "Welcome,..."

7. Click on **"Account + Settings"** on the drop down menu.



8. Click on the **"Payments & History"** Section of your **"Accounts & Settings"** page. Then click on **"Event Registration"** tab.



9. Review your session selections.

10. Click on Pencil to “edit” or make any changes.

11. Click on printer icon to print your selections

The screenshot displays the NYSSSWA member portal interface. The top navigation bar includes links for My Profile, Directory, Groups, and Quick Links. The left sidebar contains sections for Profile, Information & Setting, Payments & History, Content & Features, and Professional Development. The main content area shows the 'Event Registrations' tab, with a sub-section for 'Upcoming Events'. A table lists sessions for 'Thursday, November 3, 2022' under the event '2022 NYSSSWA State Conference'. The table has columns for 'Attendee Name (Sessions)', 'Registration ID', and 'Print'. The attendee 'Another Test' is listed with a registration ID of 21487967. A list of session titles is provided for this attendee, including 'Self-Care Essentials', 'Thursday Luncheon', and various workshops. A pencil icon is circled next to the attendee's name, and a printer icon is circled in the 'Print' column. Arrows from the numbered instructions point to these icons.

Attendee Name (Sessions)	Registration ID	Print
<b>Another Test</b> • "Self-Care Essentials" • Thursday Luncheon • A1: "Creative Ways to Provide Social & Emotional Support TIER 1 for K-6th" • B2: "We Deserve Better: Challenging Burnout Through Radical Self-Care" • Friday Buffet Breakfast • The Art of Becoming Indispensable- What School SW need in their first three years of Practice" • "Don't Get Stuck: Expanding Beyond the Language of 'Equity' and 'Social Justice'" • "Ethics in an Epidemic: Some Important Guidance for School Social Workers During These Challenging Times" • Friday Buffet Luncheon • "Social Media and its Impact on Child Safety"	21487967	

12. **Still need assistance or have questions?** Contact [member.services@nyssswa.org](mailto:member.services@nyssswa.org)