

INSTRUCTIONS TO REGISTER FOR NCPTA WEBSITE Page 1

IMPORTANT! These instructions are only for individuals who have NEVER registered/logged into the NCPTA website. If you have forgotten your password, you can reset it using the “Forgot Your Password” Link” link on the website.

To access the Members Only Sections of the NCPTA website, you must first register. Below are instructions for registering and accessing your information.

Login Information

User Name: APTA Membership Number
Temporary Password: NCPTA316

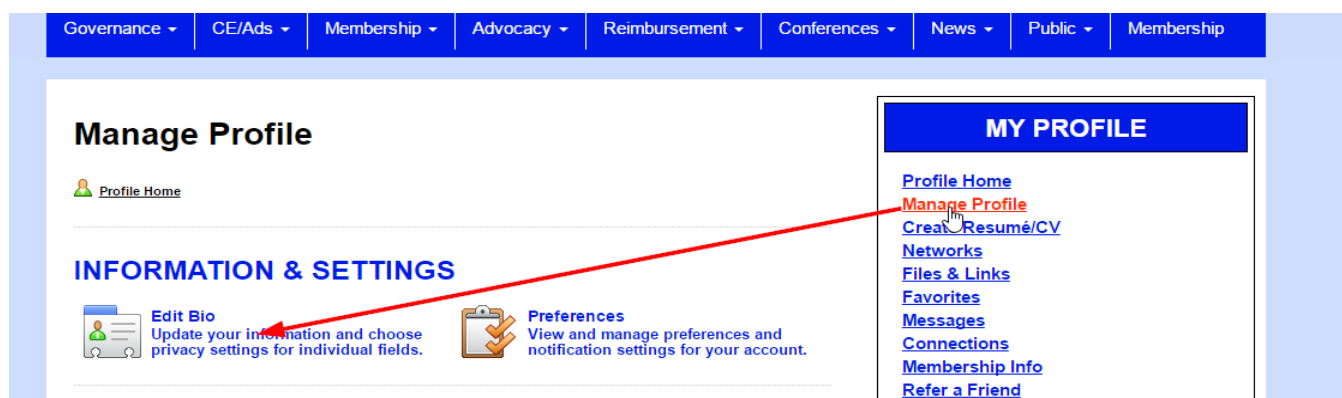


The login form contains the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- A checked checkbox labeled "Remember Me".
- A blue button labeled "Sign In" with a lock icon to its right.

For security, you are required to change your password after you log in for the first time. (Your username **must** stay the same)


1. In the **Profile Box** on the right side of page, click **Manage Profile**
2. Under **Information and Settings**, select **Edit Bio**



The screenshot shows the website's navigation menu at the top with items: Governance, CE/Ads, Membership, Advocacy, Reimbursement, Conferences, News, Public, and Membership. The main content area is titled "Manage Profile" and includes a "Profile Home" link. Below this is the "INFORMATION & SETTINGS" section, which contains two options: "Edit Bio" (with a description: "Update your information and choose privacy settings for individual fields.") and "Preferences" (with a description: "View and manage preferences and notification settings for your account."). On the right side, there is a "MY PROFILE" sidebar menu with links: Profile Home, Manage Profile (highlighted with a red arrow), Create Resumé/CV, Networks, Files & Links, Favorites, Messages, Connections, Membership Info, and Refer a Friend.

3. In **Account Information** section, click on the **Change** link, next to **Password**

* Required Fields

Account Information	
Your Personalized URL	(create a personalized url)
Username	ymadministrator (change)
Password	(change)
 E-Mail Address *	<input type="text" value="NoReply@yourmembership.com"/>
Confirm E-Mail *	<input type="text" value="NoReply@yourmembership.com"/>

4. Enter your new password into both fields and click submit.

The new password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

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Reviewing Your Information

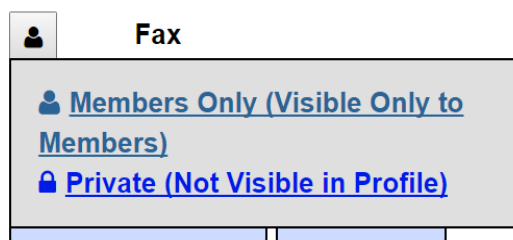
1. In the Profile Box on the right, click **Manage Profile**, select **Bio** to review your information.
2. The information in your profile is currently what is on file with APTA.
3. Review the information and make note of any content that needs to be updated with APTA.

PLEASE NOTE THE FOLLOWING:

- **You cannot make changes in your profile on the NCPTA website. You must do so in your profile on APTA's website at www.apta.org. Your login and password for APTA is NOT the same as this website.** If you don't remember your APTA login information to access your information on the APTA website, contact APTA Member Services at 800/999-2782 or memberservices@apta.org
- **Changes made in your APTA profile will not be updated live**, as the two sites are not connected electronically. APTA's membership data must be imported into NCPTA's website before your changes will display there.

Privacy and Visibility of Profile:

1. **Not Visible to Others:** Fields that only you can see.
2. **Visible to Signed-In Members Only:** Only visible to signed in NCPTA members.
3. If you prefer certain information not be visible, even to NCPTA members, set the visibility selector  in front of the field to **Private (Not Visible in Profile)**.
4. **NOTE:** Fields with no visibility selector can **NOT** be changed to Private and will only be visible to signed in members. No fields will be visible to the public.



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Questions?

Contact Diane Drumm, NCPTA Administrative Assistant, at website@ncpt.org.