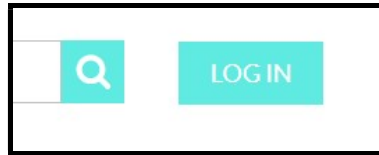
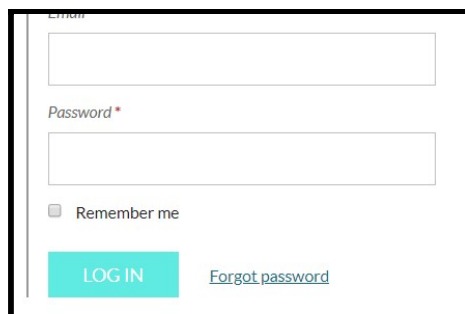


## How To Log In the First Time

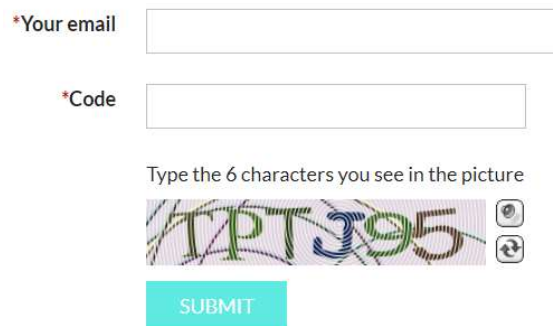
- Click on Log In located in the upper right hand corner.



- You will see the following: You do not have to enter your Email address. Click on Forgot Password.

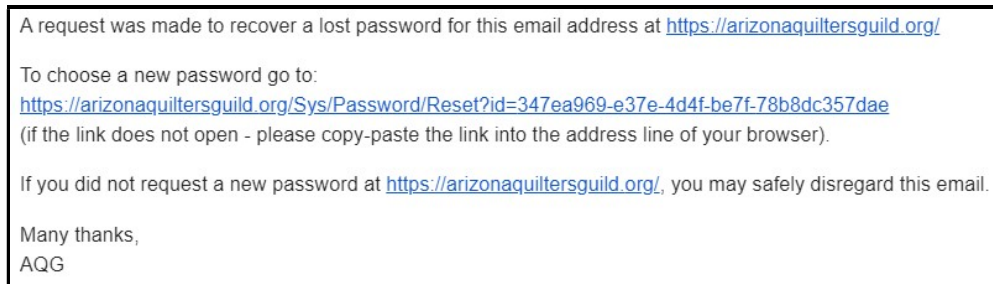
A screenshot of a login form. It features two input fields: the top one is empty, and the bottom one is labeled "Password \*". Below the password field is a checkbox labeled "Remember me". At the bottom left is a teal "LOG IN" button, and at the bottom right is a blue link labeled "Forgot password".

- The next page requires your email address. Enter your email address in the first box. Use the email address that was in your announcement letter. Only members of AQG will be recognized.

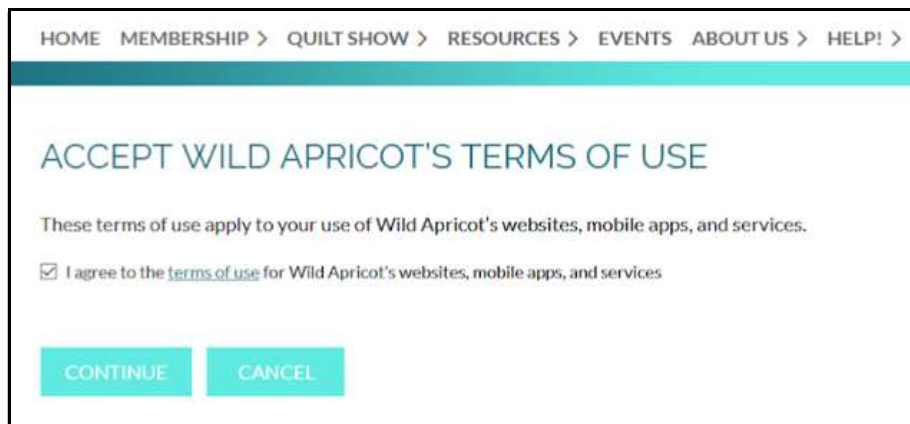
A screenshot of a registration or verification form. It contains three input fields: the first is labeled "\*Your email", the second is labeled "\*Code", and the third is a CAPTCHA image. Below the CAPTCHA image is a teal "SUBMIT" button. The CAPTCHA image shows the text "IPT 395" in a stylized font with a background of colorful, overlapping lines. To the right of the CAPTCHA image are two small circular icons: a megaphone and a refresh symbol.

- Next enter the code you see at the bottom of the page. (This code prevents you from being spammed by someone.) If the code is difficult to read, you can have it said out loud by clicking on the megaphone or changed if you click on the circled arrows.
- Next click on Submit. If you are a member of AQG you will receive an email with your individual code.

- Once you have received the email verifying you wanted a password change. Click on the link following the text "To Choose a new password go to:"



- When you click on the link you go to a page that asks if you will ACCEPT WILD APRICOT'S TERMS OF USE. You can read the Terms of Use by clicking on the link. To accept these terms, click in the small box and press CONTINUE.



- At this page you can set up your new password. Enter your new password, verify it in the next field, then click on Set New Password.

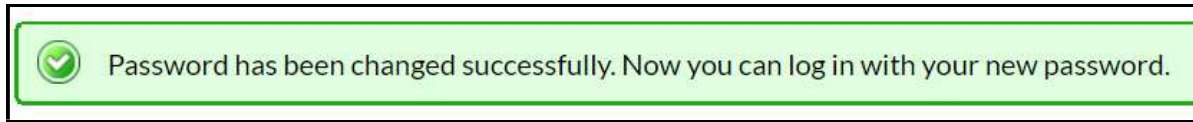
## RESET YOUR PASSWORD

\*New password

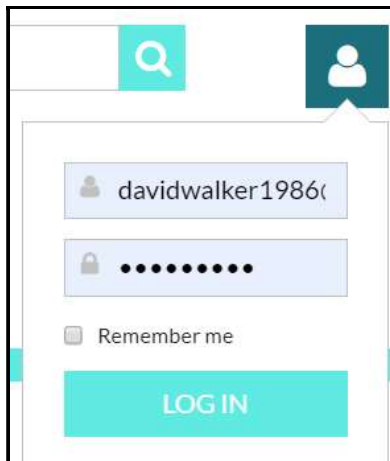
\*Confirm new password

SET NEW PASSWORD

- The following message will appear.



- To log in, click on the "shadow person" in the upper right-hand corner.
- Now enter your email address and your password.

A screenshot of a login form. At the top left is a teal search icon. At the top right is a teal user icon. Below these are two input fields: the first contains the text "davidwalker1986@" and the second contains a series of black dots representing a password. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a teal button with the text "LOG IN" in white capital letters.