

## How to Change Your SJDS Member Password

*Access to the restricted pages of this website is only available to members of the San Joaquin Dental Society.*

From the webpage ...

### **Step #1\***

**Go to "Login"**

- ♦ **Enter User Name:** ADA Number *(Do not use dash marks, just type ADA #, i.e. 023121234)*
- ♦ **Enter Password:** Last Name *(Last name is case sensitive - use capital letter for first letter of last name, i.e., Smith not smith)*

### **Step #2**

**Click "Create New Account"**

### **Step #3**

- ♦ **Complete the Registration form** *(Recommended: use the "secure form")*
- ♦ **If you do not have an e-mail type** *No Email*
- ♦ **At the bottom of the form type in your new "User Name" and new "Password"**
- ♦ **Click "Submit"**

### **Step #4**

#### **Webmaster Notification**

- ♦ The webmaster will be notified that you have registered a new User Name and Password.
- ♦ Your new User Name and Password will be added to the "Restricted" pages of the website, in order that you will have access to the member areas only.
- ♦ Your access to the restricted pages with your new user name and password will occur in 1-2 days.
- ♦ Continue to use your ADA # and Last Name to gain access to restricted pages, until your new user name and password are available on the website.

*\*If you have already logged in and wish to change your "User Name" and "Password," you must "logout," and then start with Step #1 above.*