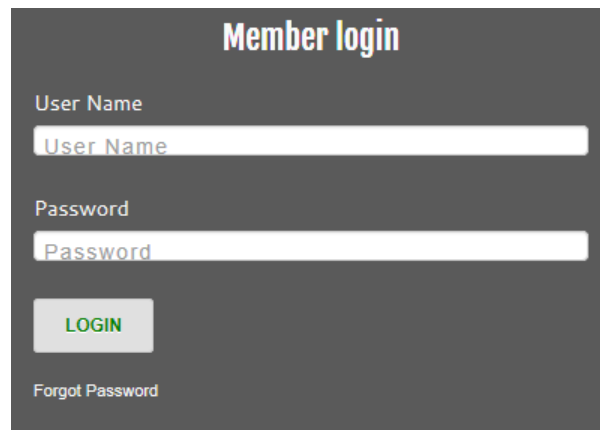


# How To Change Your Password Or Reset A Forgotten Password

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The process is the same for both changing your password and for resetting a forgotten password.

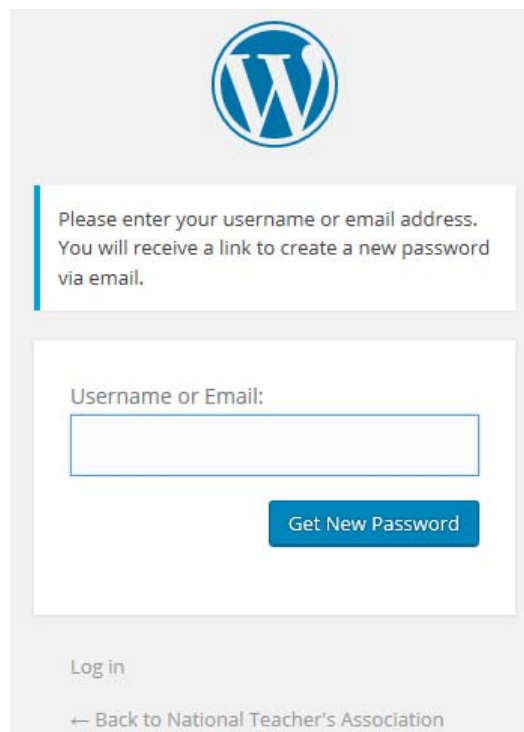
First, browse to the [NTA website](http://www.NTAdance.com). (<http://www.NTAdance.com>) At the bottom of every page you will find the following **Member login** area.



The screenshot shows a dark grey rectangular box titled "Member login" in white text. Below the title, there are two input fields: "User Name" and "Password", each with a white text box containing the label text. Below the "Password" field is a green "LOGIN" button. At the bottom left of the box is a link labeled "Forgot Password" in white text.

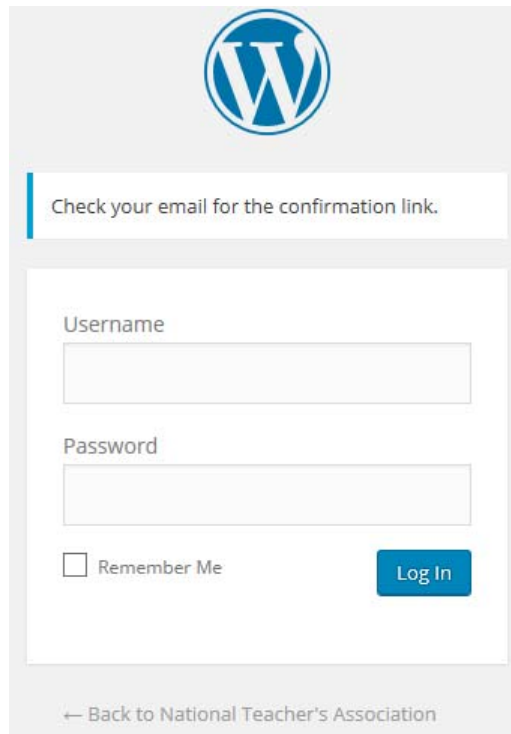
Click the **Forgot Password** link. (directly below the **Login** button)

A page with the following dialog box will appear. Enter the email address that you have provided the NTA and click the **Get New Password** button.



The screenshot shows a light grey dialog box with a blue circular logo containing a white "W" at the top center. Below the logo, there is a white text box with the following text: "Please enter your username or email address. You will receive a link to create a new password via email." Below this text box is another white text box labeled "Username or Email:" with a white input field. To the right of the input field is a blue button with white text that says "Get New Password". At the bottom left of the dialog box, there is a link labeled "Log in" and a link labeled "← Back to National Teacher's Association".

The following screen will appear. Check your email for a message from **Webmaster (NTA)**




The image shows a WordPress login interface. At the top center is the WordPress logo (a blue 'W' inside a circle). Below the logo is a white box with a blue border containing the text "Check your email for the confirmation link." Underneath this is a larger white box with a light gray border containing a login form. The form has two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form area, there is a link that says "← Back to National Teacher's Association".

The following is a sample of the email that you will receive.  
(some information below was intentionally blurred)

**NTA Password Reset**  
Webmaster (NTA)  
Sent: Thursday, January 21, 2016 5:21 PM  
To: Harmon, Lawrence J.

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Someone requested that the password be reset for the following account:  
<http://www.ntadance.com>

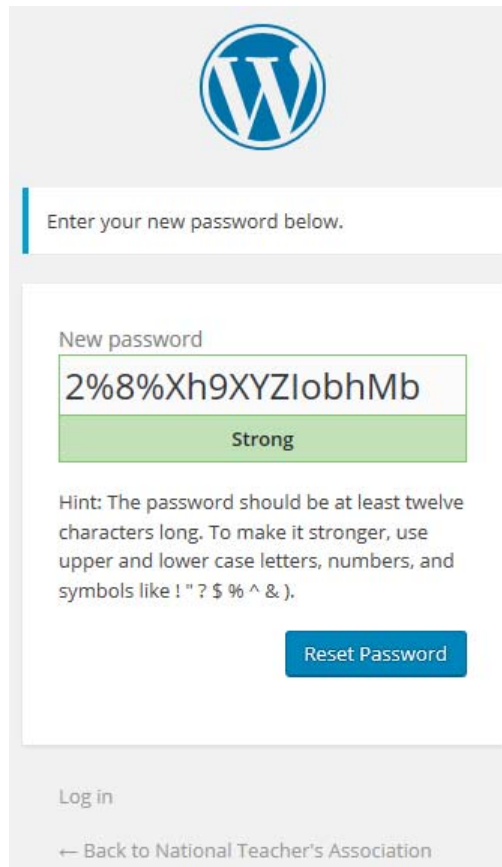
Username: 

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address: [http://www.ntadance.com/wp-login.php?action=rp&key=\[blurred\]&login=\[blurred\]](http://www.ntadance.com/wp-login.php?action=rp&key=[blurred]&login=[blurred])

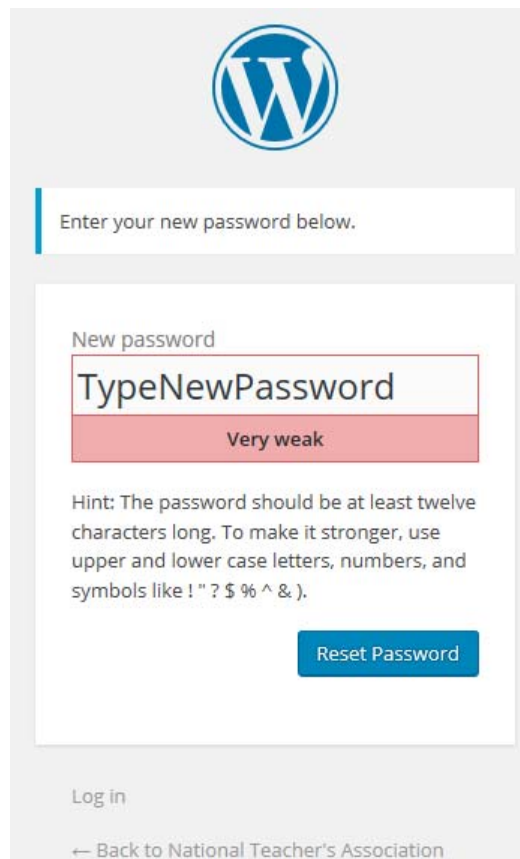
Copy the link (**highlighted in yellow above**) and paste it in your browser. (Internet Explorer, FireFox, Chrome, etc.)

A page with the following will appear. It will have a *suggested* strong (secure) password already typed in.



The screenshot shows a password reset interface. At the top is the WordPress logo. Below it is a white box with the text "Enter your new password below." The main form area has a label "New password" above a text input field containing "2%8%Xh9XYZlobhMb". Below the input field is a green bar with the word "Strong" in white text. A hint below reads: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \" ? \$ % ^ & )." A blue "Reset Password" button is positioned to the right of the hint. At the bottom of the page, there is a "Log in" link and a "← Back to National Teacher's Association" link.

If you don't like the suggested password, type in a new password that you will remember; as I did below. (passwords are case sensitive) It does not have to be 12 characters long (though longer is better.) When you are satisfied with your choice of new password, click the **Reset Password** button.



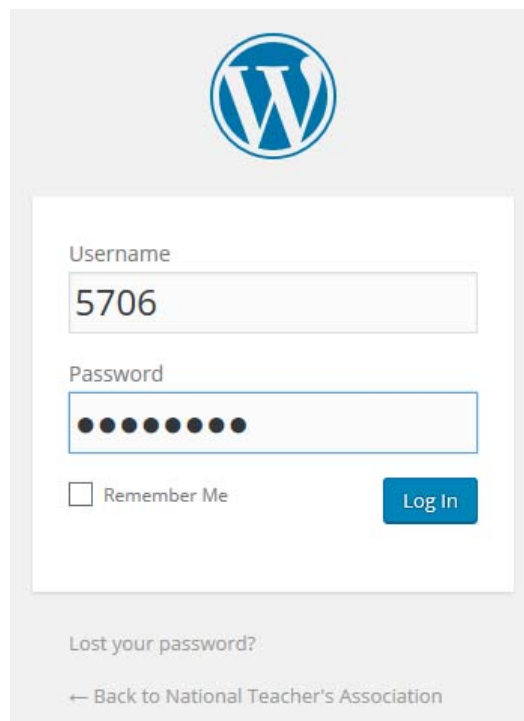
The screenshot shows the same password reset interface. The text input field now contains "TypeNewPassword". Below the input field is a red bar with the words "Very weak" in white text. The hint and "Reset Password" button remain the same. The "Log in" and "← Back to National Teacher's Association" links are also present at the bottom.

The system will confirm that you have changed your password.

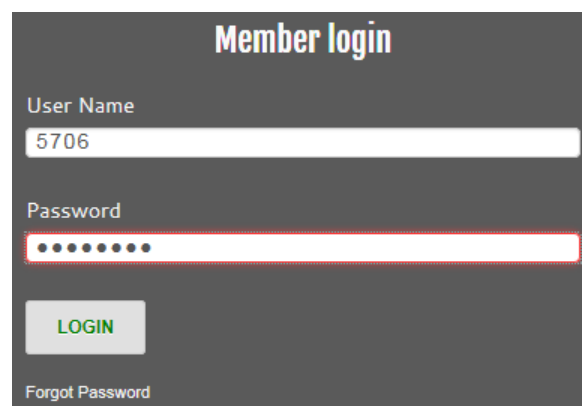


You may click the **Log in** link (or the **Back to National Teacher's Association** link) to log into the web site.

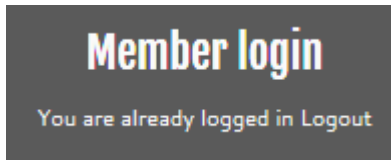
Enter your **Member number** as your username and the password you just created. (passwords are case sensitive)



From now on, when you want to log in to the NTA web site, use your **Member number** and password you just created and click the **LOGIN** button. (passwords are case sensitive)



When you are currently logged into the web site, the bottom of every page will show that you are, in fact, logged in.



If you ever forget your password, you may follow these instructions again.