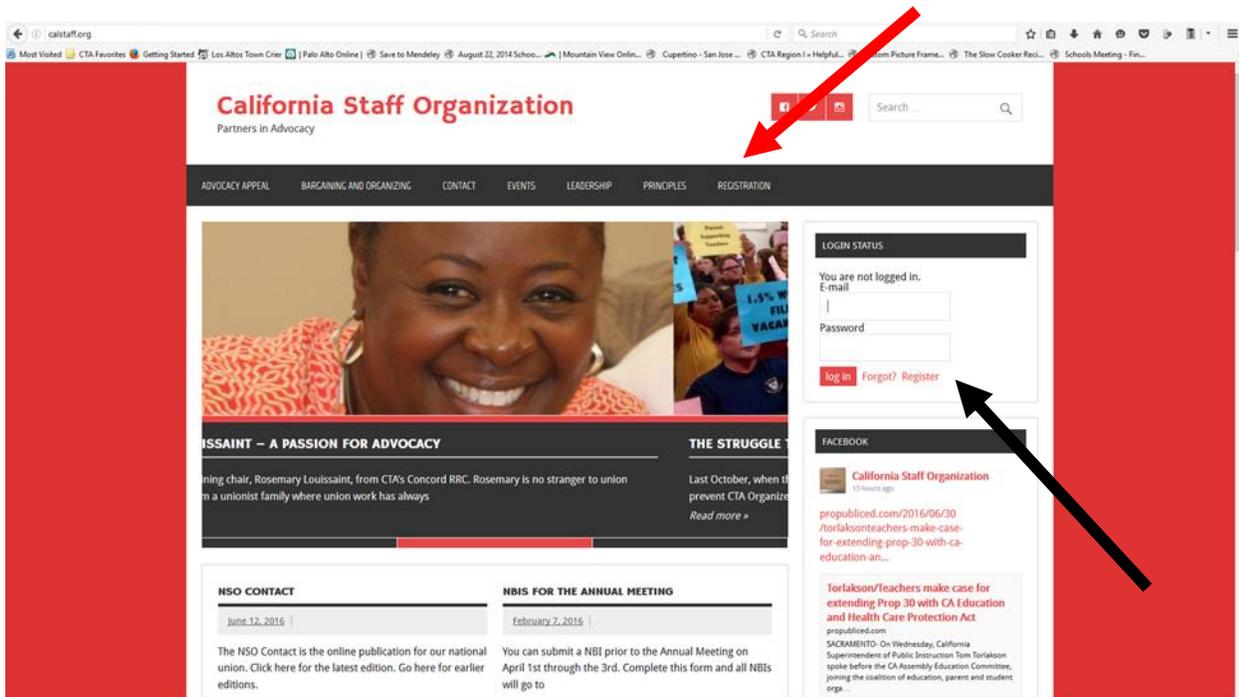


## Creating a User Account

A step by step process of creating a user account on the CSO website. Also includes information on creating a new password if you forgot your old one.

1. Go to [www.calstaff.org](http://www.calstaff.org)
2. On the Menu, click on Registration (red arrow) *OR* click Register under Log-in Status (black arrow). If you click Registration from the Menu, click “CSO Members” to get to the Registration Form.



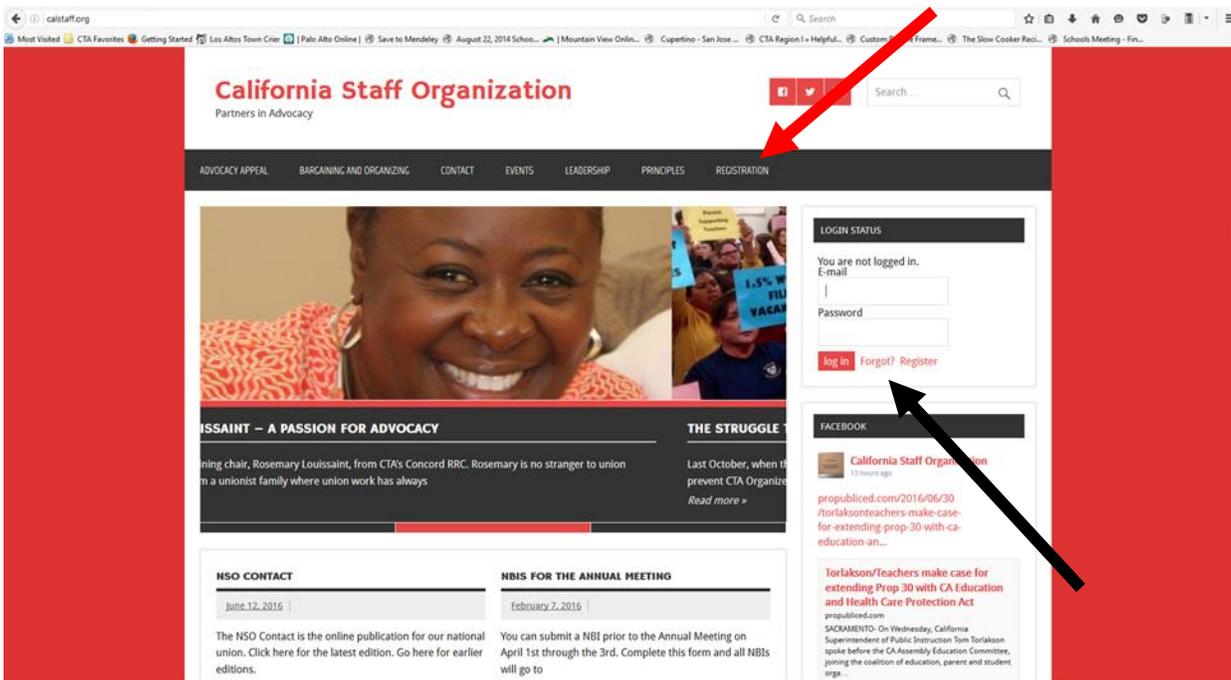
3. Either option will take you to the Registration Page with a Registration Form (shown below).

The screenshot shows the 'REGISTRATION' page. The main heading is 'REGISTRATION' followed by 'New User Registration'. The form includes the following fields: 'First Name\*', 'Last Name\*', 'Email\*', 'Confirm Email\*', 'Password\*', 'Confirm Password\*', 'CSO Newsletter' (with a checkbox), and 'Region\*' (with a dropdown menu). A red arrow points to the 'Register' button in the 'LOGIN STATUS' section on the right side of the page. The 'LOGIN STATUS' section also includes fields for 'E-mail' and 'Password', and buttons for 'log in', 'Forgot?', and 'Register'. Below the 'FACEBOOK' section, there is a post from 'California Staff Organization' with the text 'The real problem isn't teachers'.

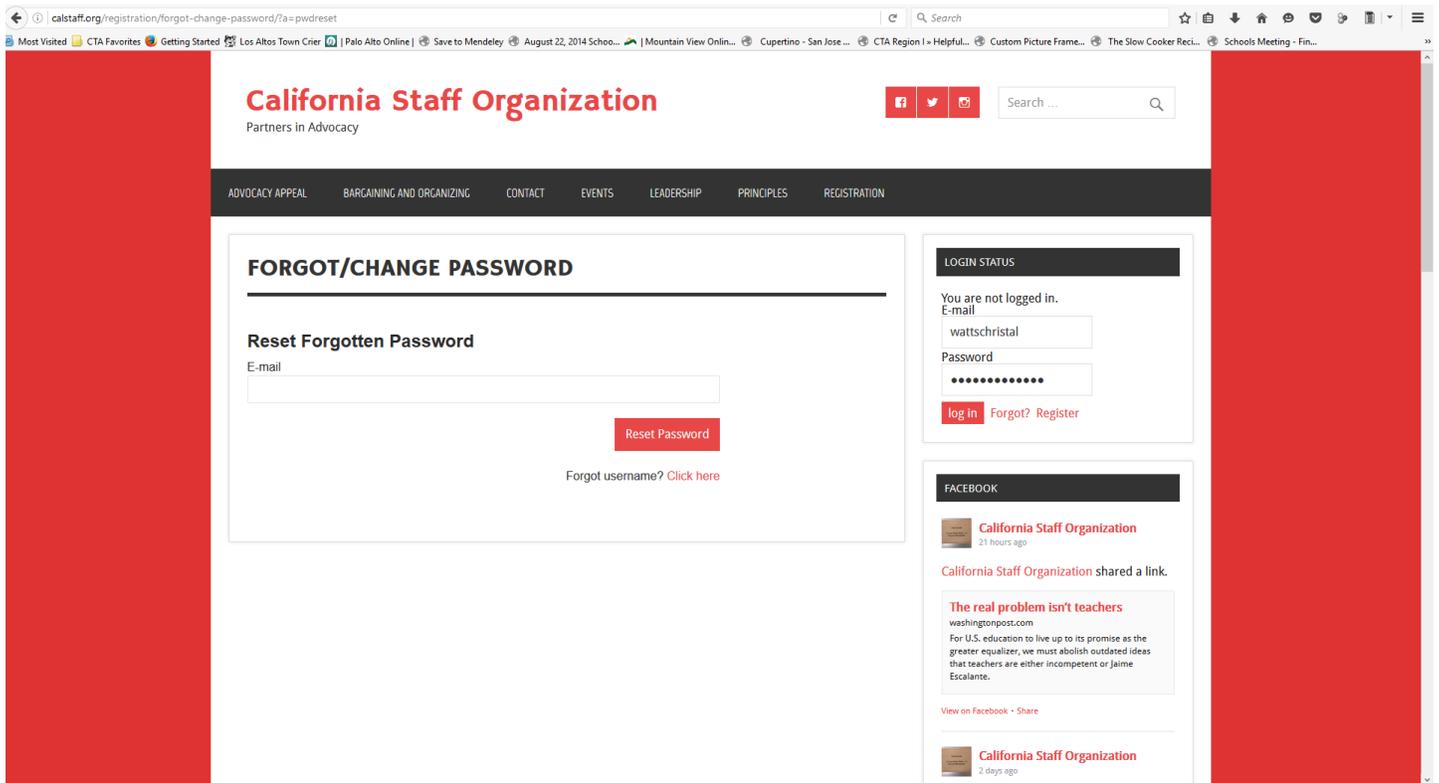
4. Complete the Registration Form. Please note the following:
  - a. your username is your e-mail address used to receive CSO communications.
  - b. Your password is the one you create – so make it one that you can remember.
5. You will receive an e-mail stating that you have been registered, but need approval. Once you are approved, you should receive another e-mail stating that you have been approved. Most approvals occur within 24 hours of registering at the website.
6. In order to log in to view protected content, you will use your e-mail address that you used to register for the website and the password you created.

**I forgot my password – HELP!**

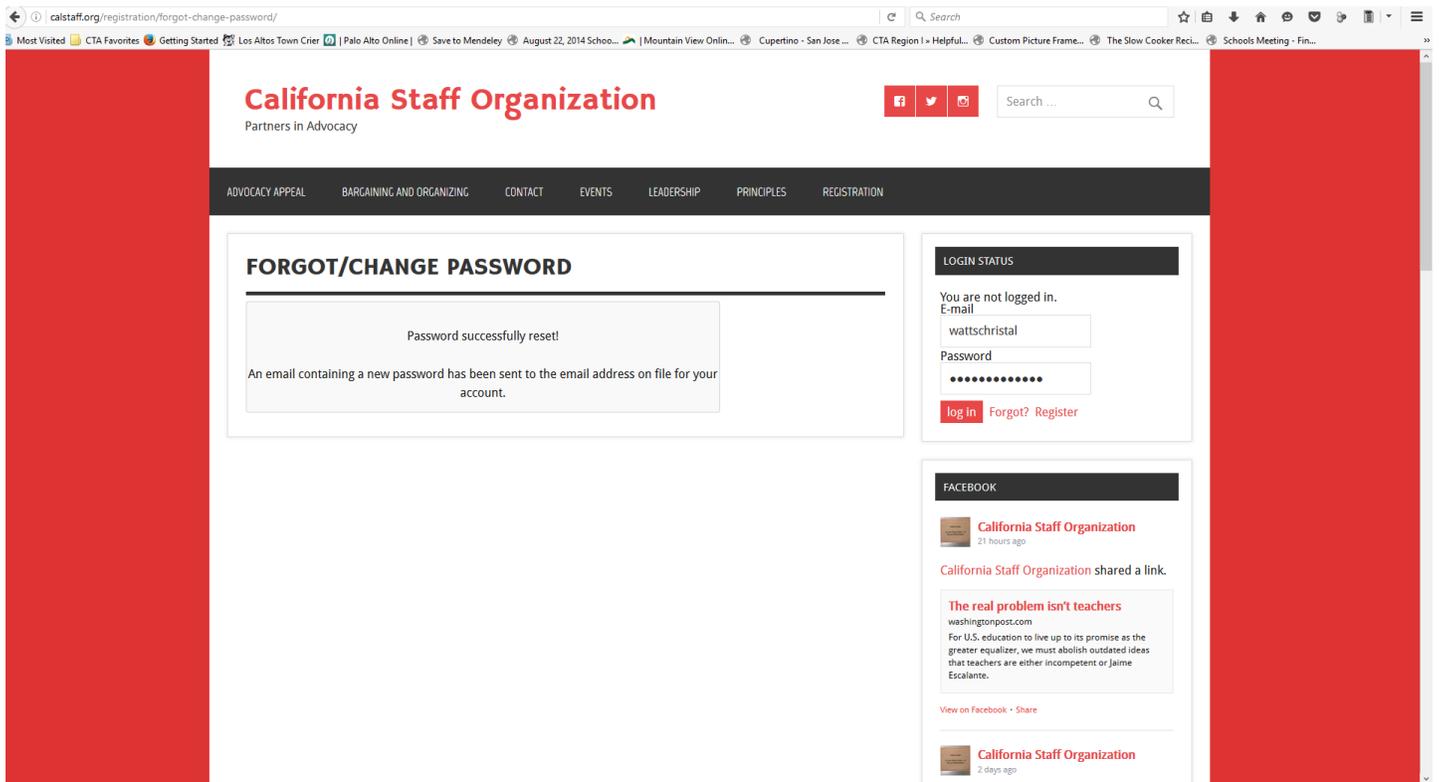
1. On the menu, click on Registration (red arrow) OR click “Forgot” under Log-in Status (black arrow). If you click Registration from the Menu, click “Forgot/Change password.”



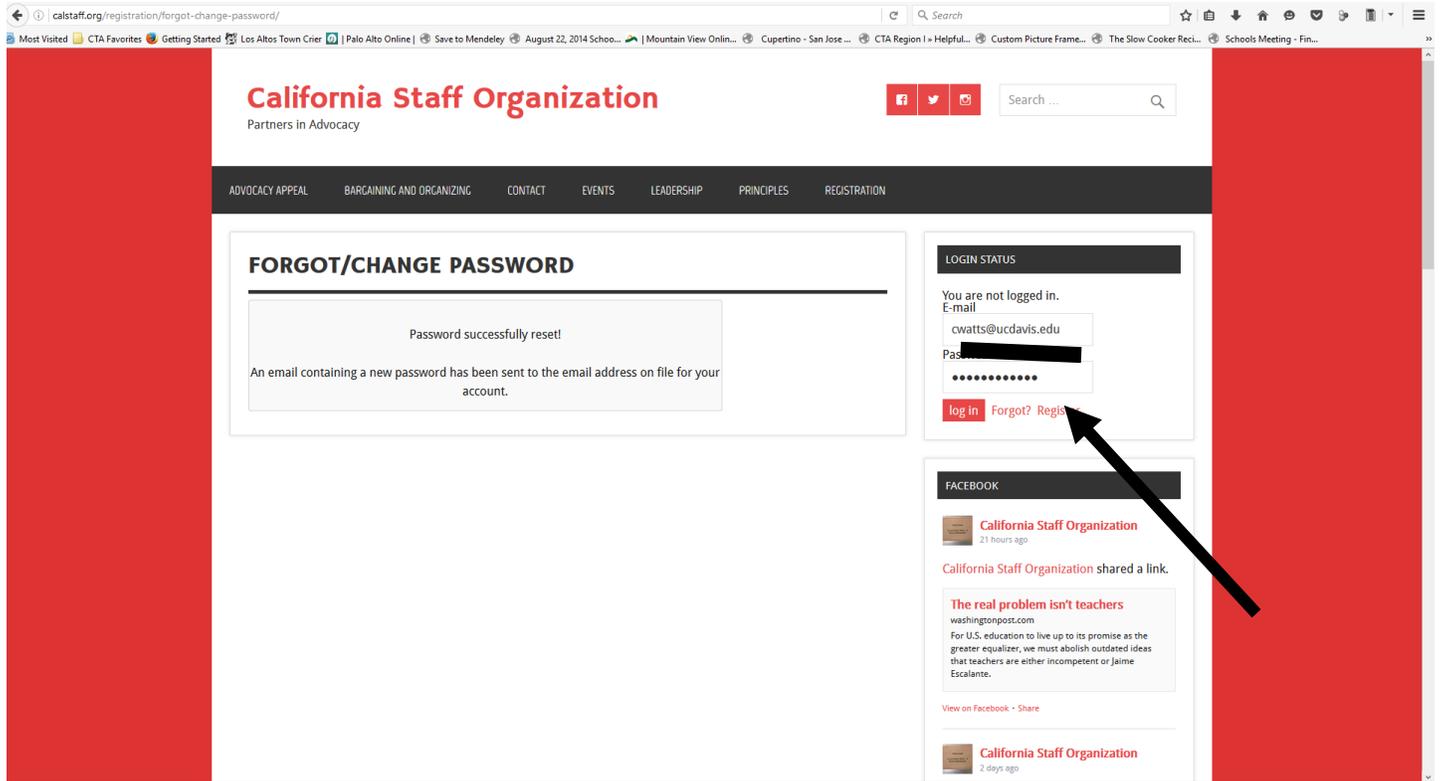
2. On the next page (in this document), you will see the Forgot/Change Password form. Enter the e-mail you used to register for the website.



3. When that's completed, click the "Reset Password" and you will this:



4. Check your personal e-mail for the new temporary password. Copy and paste the new temporary password in the form. Click log-in (red button).



5. You will be taken to a page to enter a new password. Create your new password.

