## **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 <u>www.calstaff.org</u>
- 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).

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- 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.

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

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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.

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