

NADE User Login and Password Guide

Version 1.0 – by Jake Schwartz, NADE Webmaster

Welcome to www.nade.org! If you're a new user and are logging in for the first time, or you're having any trouble logging in, please consult this guide. Also, please keep in mind: This guide is visually based on a view from an SSA computer. Your visual experience may differ if you are using different internet browsers or different networks, but the functionality remains consistent with this guide.

Table of Contents

1. [How to log in](#)
 - a. [Accessing the login menu](#)
 - b. [Functionality of the login menu](#)
 - c. [If you encounter the humanity filter](#)
 - d. [The secondary login screen](#) (after the humanity filter)
 - e. [Verifying your login](#)
 - f. [How to log out](#)

 2. [Resetting your password](#)
 - a. [Access the login menu](#)
 - b. [Finding the reset password link](#)
 - c. [Requesting a password reset email](#)
 - d. [Waiting for the password reset email](#)
 - e. [Using the password reset email](#)
 - f. [Creating a new password](#)
 - g. [Your new password confirmation](#)
-

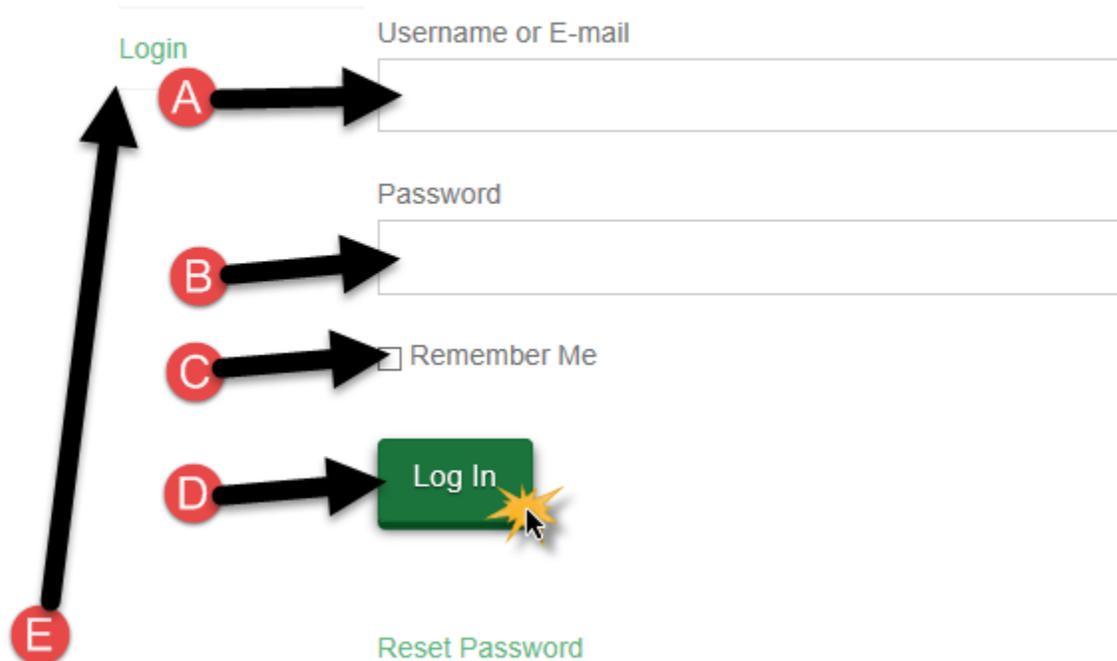
1. How to Log In:

- a. First, on any page of the website, you will see a green triangle in the upper right corner of the screen. Click it:



- b. A foldout menu will appear. Its functionality is described as:

ACCOUNT MEMBER LOGIN

A screenshot of a login form titled "ACCOUNT MEMBER LOGIN". The form contains the following elements: a "Login" label in green, a "Username or E-mail" input field, a "Password" input field, a "Remember Me" checkbox, a green "Log In" button, and a "Reset Password" link in green. Five red circular callouts with white letters A through E are connected to the form elements by black arrows: A points to the Username field, B points to the Password field, C points to the Remember Me checkbox, D points to the Log In button, and E points to the Login label.

- **A:** Enter your Username or E-mail in this box. Generally, it will be your SSA email address, but it could also be a personalized email. It all depends on what you chose as your username when signing up.
- **B:** Enter your password in this field.
- **C:** Check this box if you would prefer that your Internet Browser remembers your login information. Please remember that if you are doing this from your work PC, it is common that SSA will clear your browser information, so this “Remember Me” checkbox may not work as desired.
- **D:** Once all the appropriate fields have been filled out, click the “Log In” button, and you will be logged into your account.

- c. Occasionally, on logging in, you will be asked to prove your humanity. If that's the case, you will be presented with a simple math problem. Enter its solution and click the "Continue" button:

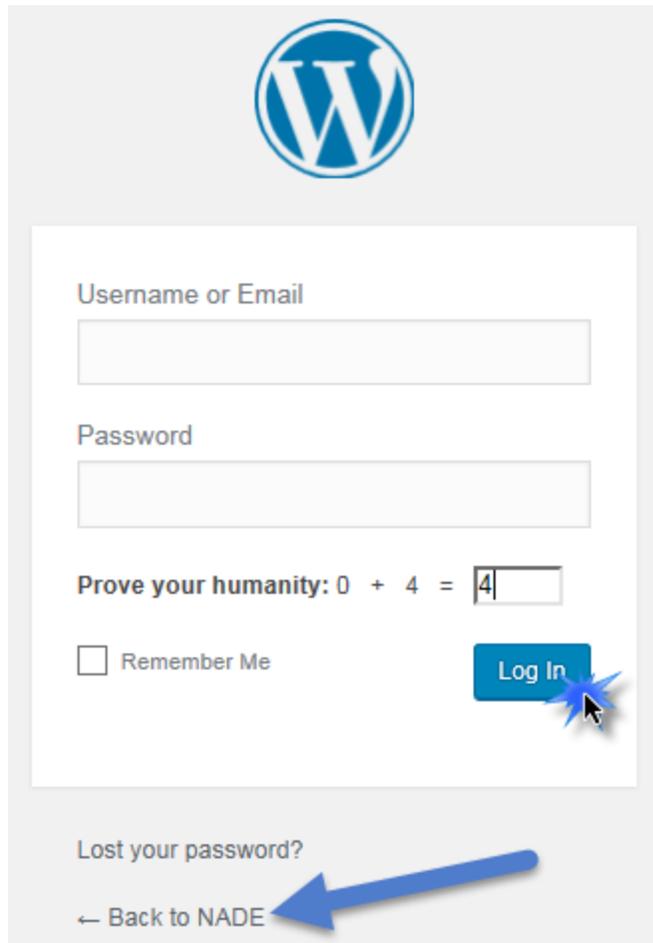
Please solve this math problem to prove that you are not a bot. Once you solve it, you will need to log in again.

Prove your humanity: $6 + 7 =$

Continue

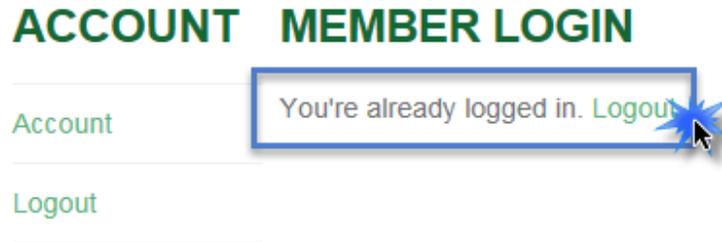


- d. You will be brought to a screen that will request a second math verification and your login information once again. This page has the same functionality as the image in section 1b, but it also has a “Back to NADE” option. **Clicking it will simply send you back to the NADE home page, and you will have to try to log in again.** Once you’ve entered all the information, you can click “Log In:”



The image shows a WordPress login form. At the top center is the WordPress logo, a blue 'W' inside a circle. Below the logo is a white rectangular form area. Inside this area, there are two input fields: the first is labeled 'Username or Email' and the second is labeled 'Password'. Below these fields is a math verification question: 'Prove your humanity: 0 + 4 =' followed by a small input box containing the number '4'. To the left of the 'Log In' button is a checkbox labeled 'Remember Me'. The 'Log In' button is a blue rectangle with white text. A blue arrow points to the 'Log In' button. Below the form area, there is a link that says 'Lost your password?' and another link that says '← Back to NADE'. A large blue arrow points to the '← Back to NADE' link.

- e. Once you've clicked "Log In," you will be redirected to page you originally used the login tool from. You can verify that you are indeed logged in by clicking the green triangle again. This time, the menu will pop out and say "You're already logged in."



- f. Remember: you can always open this popup menu with the green triangle to log out of your account. You just have to click the "Logout" link that appears in the image above.

2. How to Reset Your Password if you have forgotten it:

- a. First, expand the popup menu on the NADE site by clicking the triangle in the upper right corner of any page on the site:



- b. Click the “Reset Password” link in the menu that pops up:

ACCOUNT MEMBER LOGIN

Login

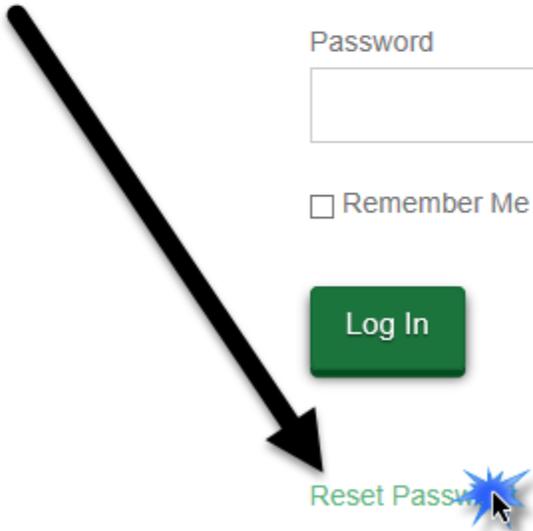
Username or E-mail

Password

Remember Me

Log In

Reset Password



- c. Enter your Username or Email address (the address you used to create your account), and click the “Request Password Reset” button:

LOGIN

REQUEST A PASSWORD RESET

Enter Your Username or Email Address

Request Password Reset

- d. You will arrive at a page that tells you that your password reset request was successful. An email will be sent to the email address that is associated with your account. If you believe that your email has failed, please allow up to ten minutes for this email to arrive before trying this process again. Getting multiple reset emails may cause you issues.

LOGIN

SUCCESSFULLY REQUESTED PASSWORD RESET

Please click on the confirmation link that was just sent to your email address.

- e. Once your email arrives, you will need to click the link in it to continue and reset your password:

Someone requested to reset your password for [redacted] on NADE at <http://www.nade.org>

To reset your password visit the following address, otherwise just ignore this email and nothing will happen.

http://www.nade.org/login/?action=reset_password&mk



- f. You will be redirected to a screen on nade.org that will request that you enter a new password and confirm that it is typed correctly. After doing this, click the “Reset Password” field:

ENTER YOUR NEW PASSWORD

Password:

Password Confirmation:

Password Strength

Reset Password



- g. Once your password has been successfully reset, you will be presented with a message notifying you about the change. You can now use steps 1a – 1e to log into nade.org!

LOGIN

SUCCESSFULLY REQUESTED PASSWORD RESET

Please click on the confirmation link that was just sent to your email address.