

How to Log In to Website and 123Signup



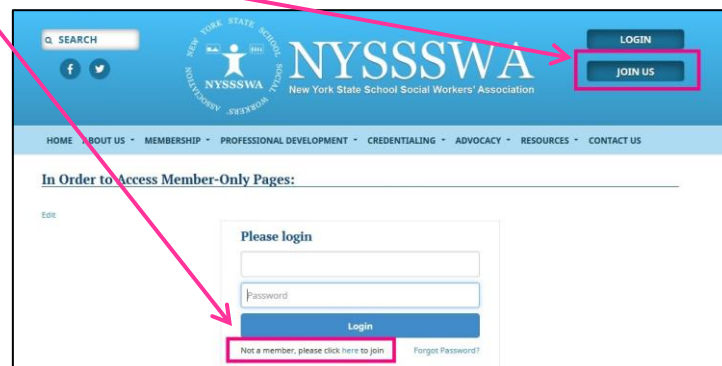
1. To Log In to the website, click on the “Login” button on the upper right hand corner of the home page



2. A website sign up page will appear



3. If you are not currently a NYSSSWAA Member and would like to join, click on “Join Us”.

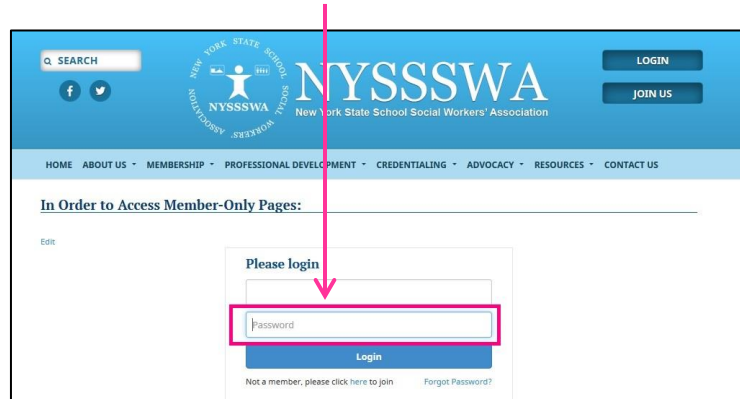


4. If you are a NYSSSWA Member, enter your email address that you used for your NYSSSWAA membership on 123Signup

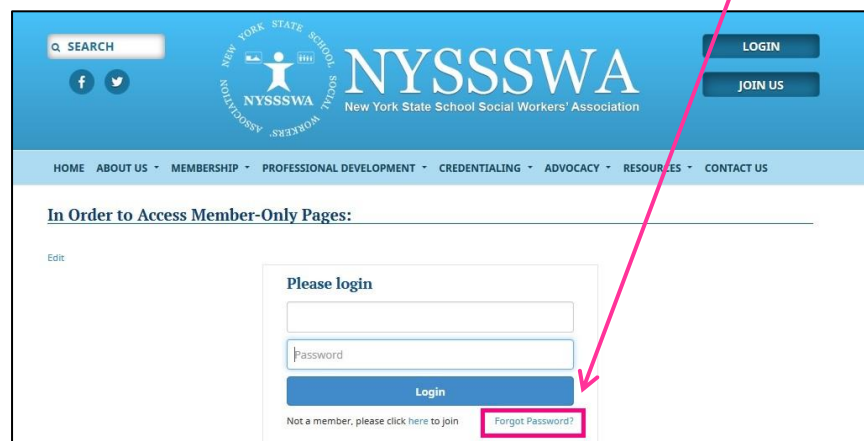


5. **(If you are not able to log in, try a different email address. Locating your records is based on your email address.)**

6. Enter your 123SignUp membership password



7. If you do not remember or do not have a password, use the "Forgot Password" link to generate a random password to your email



- a) Enter the password provided to you in an email.
- b) If you copy and paste this password, **please make sure there are no extra spaces** (leading or trailing) during input.

8. Next hit “Login”



9. Login Success: You will see the following page once you have successfully logged in. You will then very shortly be redirected to the home page and may continue.



10. Login Failure: If you are not a member or your login is not successful, you will see the following instructions:



11. If you are a NYSSSWA member and continue to have difficulties, contact support@123signup.com

12. If you are not a NYSSSWA member and would like to join us and receive full website access in addition to other [member benefits](#), please click on “Join Us”.



13. Thank you for your support and interest in the New York State School Social Workers' Association. If you have any questions or we can be of assistance to you, please contact us at Member.Services@nyssswa.org