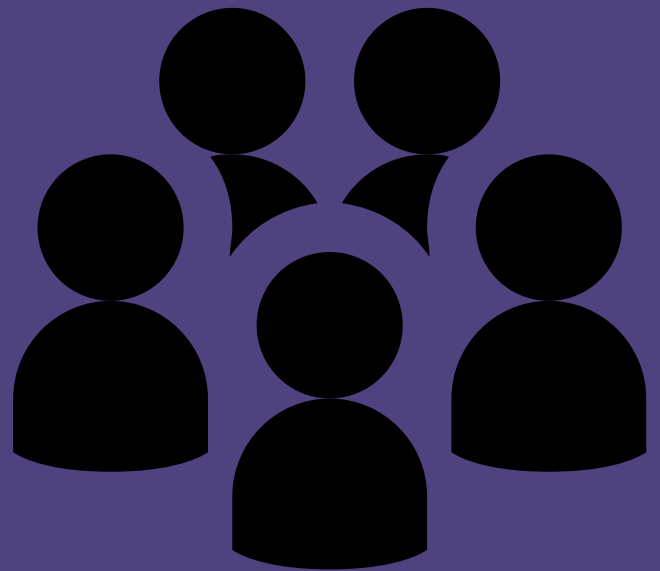


# DIVERSITY ABROAD MEMBERSHIP

## GUIDE TO RESETTING USER LOGIN CREDENTIALS



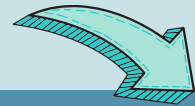
# Resetting Login Credentials

This guide will provide you with instructions to recover your username or password. Please note that if you receive any email stating that you do not have a username, you will need to contact us.



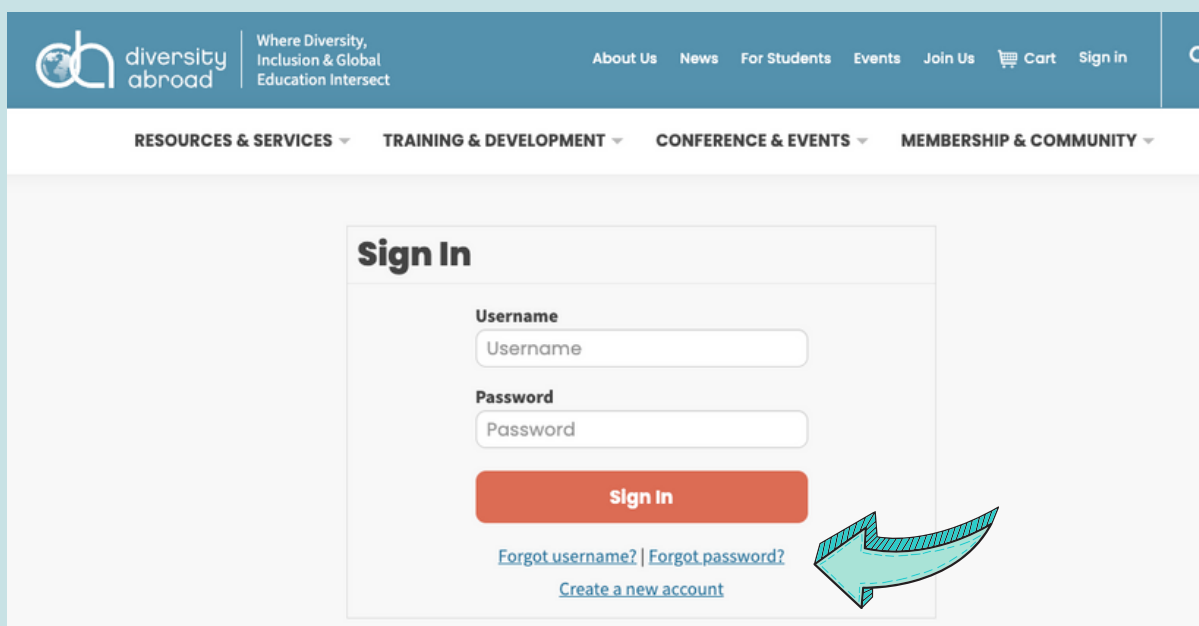
## Step 1

Visit our website and click on "Sign In" in the top right-hand corner.



## Step 2

On the sign in page, click "Forgot Password" or "Forgot Username" depending on your situation.



# Resetting Login Credentials



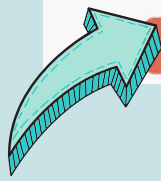
## Step 3

**PASSWORD RESET:** Type in your username (this is usually your email address) in the field. Click "Submit". You will receive a messaging confirming your request submission. Click close and go to your email inbox

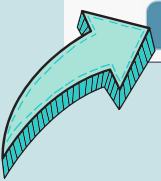
**Password request**

Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.

\*Username  [Forgot username?](#)



Thank you. If the username entered is associated with a valid email address, you will receive an email from us with instructions for resetting your password. If you do not receive this email, please check your junk mail folder or contact us for further assistance.

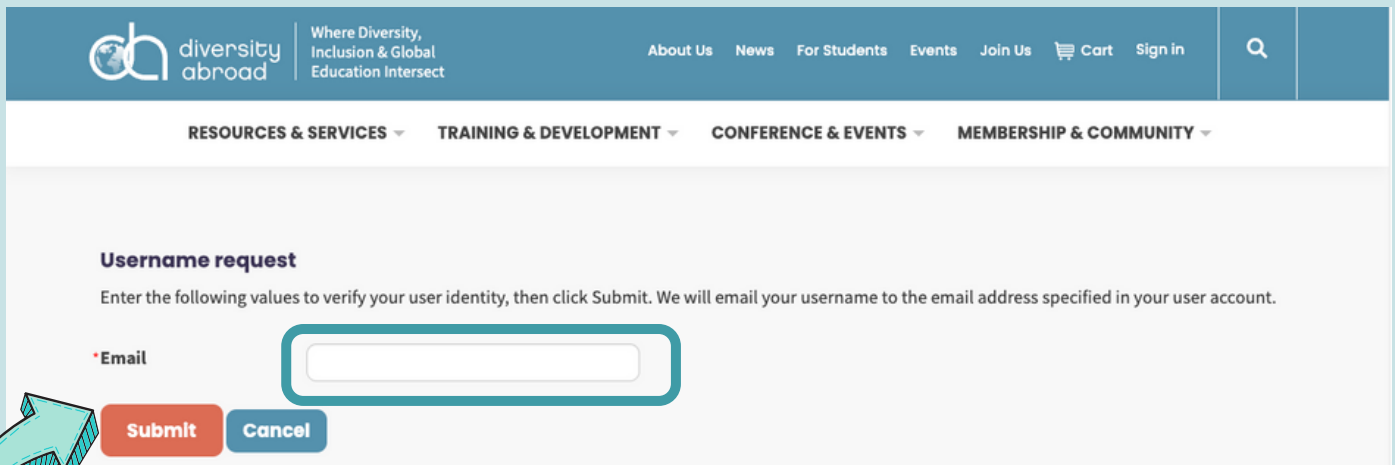


# Resetting Login Credentials



## Step 4

**USERNAME RECOVERY** Type in your email address in the field. Click "Submit". You will receive a messaging confirming your request submission. Click close and go to your email inbox



diversity abroad | Where Diversity, Inclusion & Global Education Intersect

About Us News For Students Events Join Us Cart Sign in

RESOURCES & SERVICES TRAINING & DEVELOPMENT CONFERENCE & EVENTS MEMBERSHIP & COMMUNITY

### Username request

Enter the following values to verify your user identity, then click Submit. We will email your username to the email address specified in your user account.

\*Email

Submit Cancel

Thank you. If the username entered is associated with a valid email address, you will receive an email from us with instructions for resetting your password. If you do not receive this email, please check your junk mail folder or contact us for further assistance.

Close

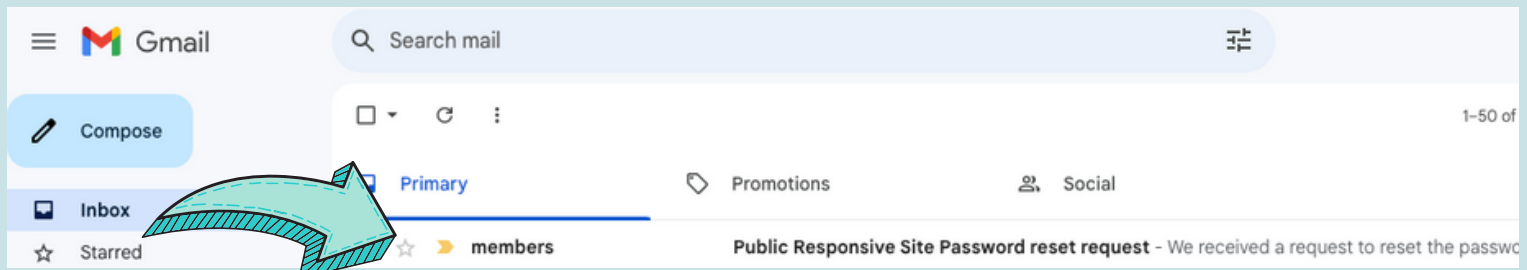


# Resetting Login Credentials



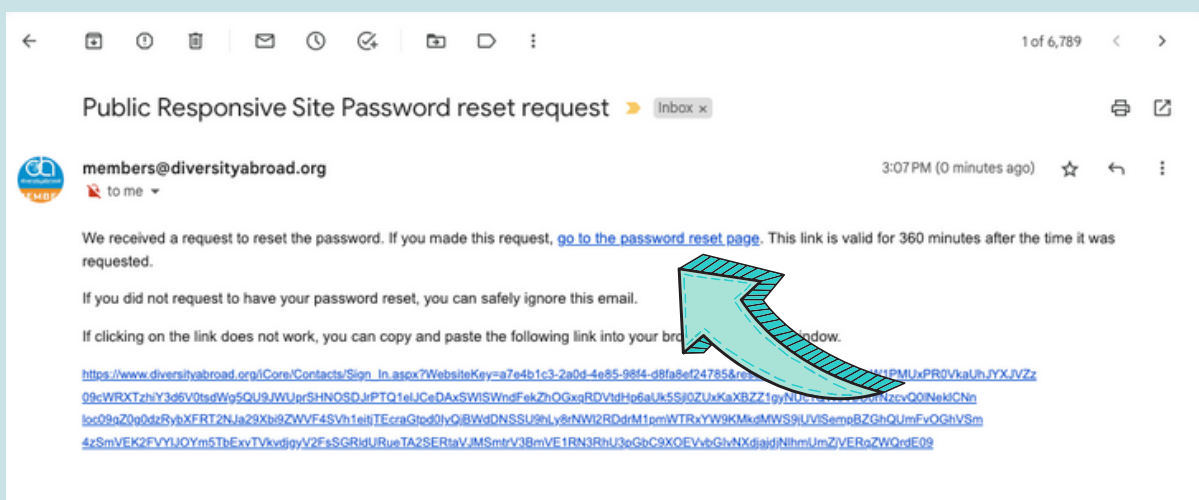
## Step 5

In your email inbox, you will receive an email from [members@diversityabroad.org](mailto:members@diversityabroad.org) with instructions to reset your password or recover your username depending on your request. Please check your spam or quarantine folders if you do not immediately see this email.



## Step 6

Open the email and follow the instructions to reset your login credentials. Click or copy and paste the link to reset your credentials.

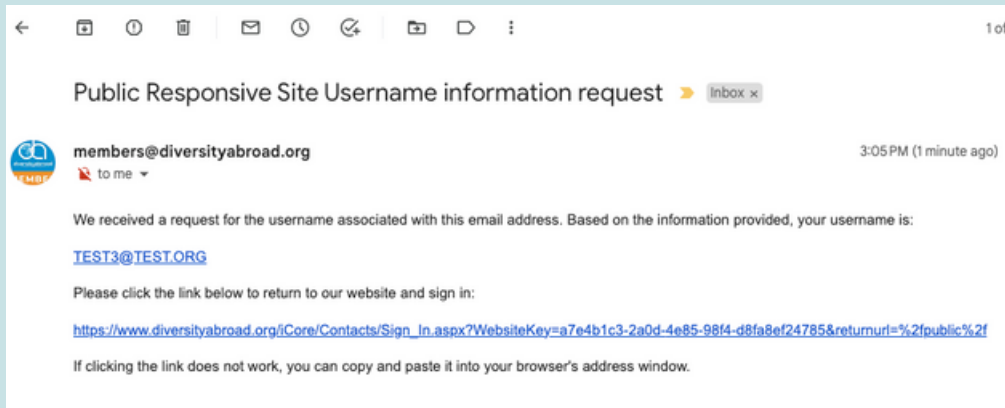


# Resetting Login Credentials



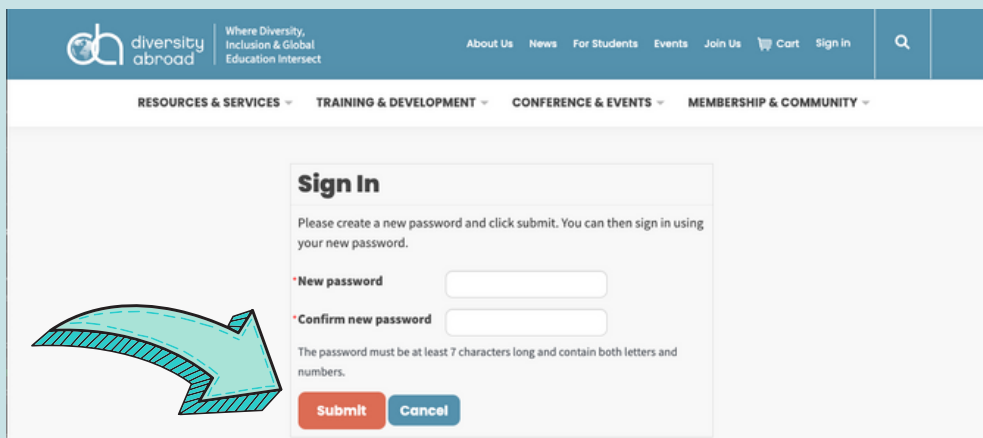
## Step 7

If you requested to recover your username, you will get an email with your username.



\*\*\* Please note that if you do not have a username associated with your account, you will receive an email that states this. You must contact us to complete your account set-up.\*\*\*

If you requested a reset of your password, you will be taken to the following screen to create a new password. Passwords must be seven (7) characters long and consist of letters and numbers. Click "Submit" after creating your password.

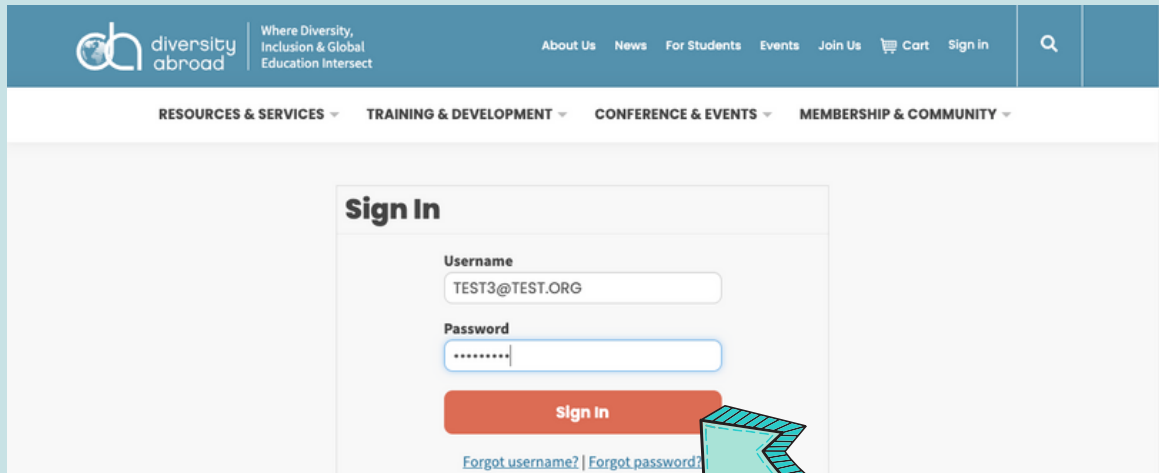


# Resetting Login Credentials



## Step 8

Use your new credentials to login. If you continue to have issues, please [contact us](#).

A screenshot of the diversityabroad website's sign-in page. The page has a dark blue header with the logo and navigation links. Below the header is a white navigation bar with dropdown menus for 'RESOURCES & SERVICES', 'TRAINING & DEVELOPMENT', 'CONFERENCE & EVENTS', and 'MEMBERSHIP & COMMUNITY'. The main content area is white and features a 'Sign In' form. The form has two input fields: 'Username' with the text 'TEST3@TEST.ORG' and 'Password' with masked characters '.....'. Below the fields is a red 'Sign In' button. At the bottom of the form are two links: 'Forgot username?' and 'Forgot password?'. A large, hand-drawn teal arrow points from the bottom right towards the 'Sign In' button.