**How to Log In to LAFTA and Change Your Password**

1. Go to laftalouisville.org
2. On the left side you will see “LAFTA Members Log-in.”
3. For **Username,** use the first letter of your first name and your last name, all lower case, no spaces.

EXAMPLE: vwheatley

1. For **Password,** use the password you currently have. For many of us, this is lafta2016, all lower case, no spaces. Some of us have different passwords. It appears that the lafta2016 password is no longer working, so this is the time to create your own password, following the steps below.

**If you have forgotten your password and cannot log in, or if lafta2016 no longer works for you, do the following:**

1. Click on Forgot Password? found under the blue LOGIN button on the left-hand side of the page.
2. You will be asked to enter your email (the one you use for LAFTA). A new, very long and impossible to remember password will be sent to your email.
3. Open your email, highlight the password, and click “copy.” (Or you can just write down the password and enter it manually in the next step, but copying and pasting is recommended.)
4. Go back to LAFTA’s login page. Enter your user name. Click on the password box and click “paste” to enter your new password. (Or you can just enter it manually if you wrote it down instead of highlighting and copying.)
5. Hit the blue LOGIN button.
6. You should be logged in and see a new screen that says, “Welcome LAFTA members.”

 **Now you can change your password to something uniquely yours that you will remember.**

1. On the left-hand side of the page, you will see 4 blue buttons: Logout, My Secure RSS, Edit Profile, Welcome Page.
2. Click on “Edit Profile.” Scroll down to “Password.”
3. Type in a password that you want. It is always best to have a somewhat strong password, so try to include letters, capital letters, numbers, and symbols.
4. Retype the password on the next line.
5. Scroll down and click the blue “Update” button to change your password.
6. Record your password somewhere easily accessible for when you want to login next time.
7. Go ahead and log out and then log in to make sure your new password works.

If you do happen to lose or forget the password, you can go through this process again. If you are still having trouble, email me, and I’ll assign you a new password. (Vickie.wheatley19@gmail.com)

**Please take a minute to try to log-in and change your password, even if the old password is working. We should all have our own passwords so that we have some security and no one can log in using our names.**

**You can also edit your phone number and address on this page, but for now you need to alert LAFTA, through the Contact Page, that you’ve made a change. There is no automatic update to the Membership List on the website at this time.**