CCAP Website

Resetting and Changing Your Password

Resetting Your Password

1. Go to the website click the **MEMBER LOGIN** on the right.

    MEMBER LOGIN

2. This opens the member login page. On this page you may:
    a. Register (if you are a new user)
    b. Reset your password (if you are an existing users)
3. To reset your password, click on the link for **Forgot Your Password?** Or you may click on the link for **Reset Password**

User Name

Password

Login

Forgot Your Password?

Employees Only

NEW USERS

Registration on this website benefits county officials and s providing access to additional information and members as it pertains to their CCAP membership, Insurance, Techn programs.

Others are welcomed to register for alert notifications only public website information does not require a login.

- Register

PROBLEMS

- Instructions on how to reset / change your password (I
- Reset Password (this will send you a new password us information you registered with!)

4. On the Reset Password page you can enter your user name or email you used to register with on the site. (If you do not remember either, you must contact helpdesk@pacounties.org.)

Forgot Your Password?

If you forgot your password, you can use the tool below to reset it. You will receive an email with the email used when you registered with the new password.

It is recommend that you copy the password, login with the new password, then immediately change your password.

Reset Your Password Below
Enter your User Name or Email Address to receive your password.
User Name or Email Address:
Submit

3. After you enter your information, click **Submit** and the message below will appear on the screen. (This is NOT your password but a new password that was generated for you!)

Forgot Your Password?

If you forgot your password, you can use the tool below to reset it. You will receive an email with the email used when you registered with the new password.

Your password has been sent to you.

It is recommend that you copy the password, login with the new password, then immediately change your password.

5. You will now receive an e-mail that contains a new password.

Membership Password Recovery

To

You have requested this mail because you have forgotten your password to CCAP.

Your user name is:

Your temporary password is: G*KJz(onIs8;)K

Your temporary password can be changed immediately by logging onto the Change Password Page using your user name and temporary password.

The ChangePassword page is located at http://ccap.pacounties.org/Pages/ChangePassword.aspx.

Thank you.

IMPORTANT: It is recommended that you COPY the new password (make sure you do not have spaces, etc. when copying) and paste that as your password to login!

6. You should now be able to login with the new password. See further instruction on **Changing Your Password!**

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Resetting and Changing Your Password

IMPORTANT: You **MUST** be logged in to change your password (not reset but change)

1. Login to the website click the **MEMBER LOGIN** on the right.

MEMBER LOGIN

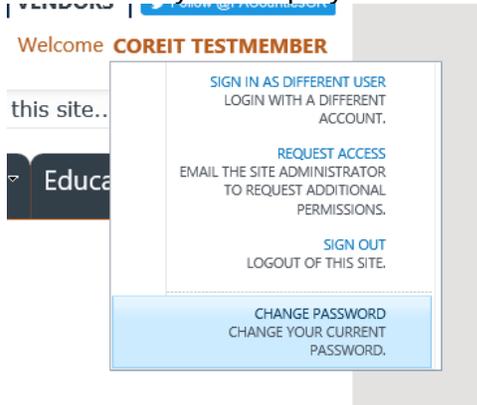2. Login with your user name and password

User Name

Password

3. Click the button for **Login**

4. Once you are logged on, you should see your Display Name at the top right with the welcome message:

Welcome **COREIT TESTMEMBER**

5. Click where your display name is showing; this enables a drop down menu

Welcome **COREIT TESTMEMBER**

SIGN IN AS DIFFERENT USER
LOGIN WITH A DIFFERENT ACCOUNT.

REQUEST ACCESS
EMAIL THE SITE ADMINISTRATOR TO REQUEST ADDITIONAL PERMISSIONS.

SIGN OUT
LOGOUT OF THIS SITE.

CHANGE PASSWORD
CHANGE YOUR CURRENT PASSWORD.

6. Select **CHANGE PASSWORD**
7. This should open a new page for Changing Your Password!
8. On this screen you MUST paste (from the email you received) the password that was sent to you, then enter a new password (twice)

Change Your Password

Change Your Password
Password:
New Password:
Confirm New Password:
Change Password   Cancel

9. Once you have the information, click on the button for Change Password.
10. This should complete the process!