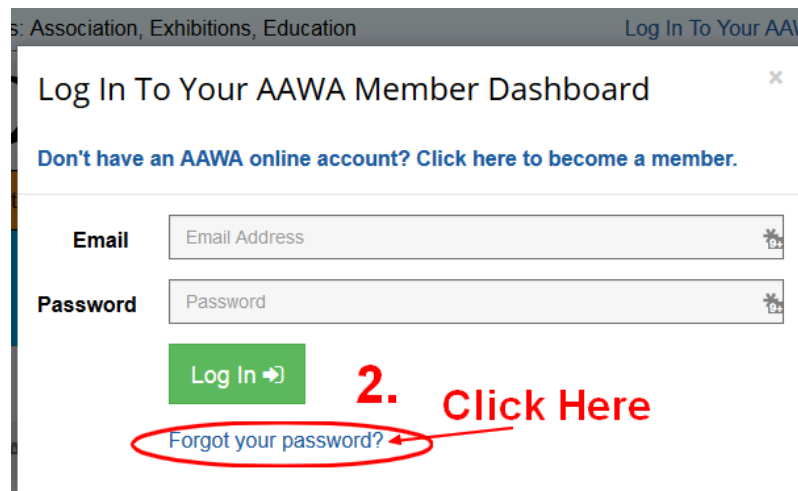


# Lost Password / Create New Password

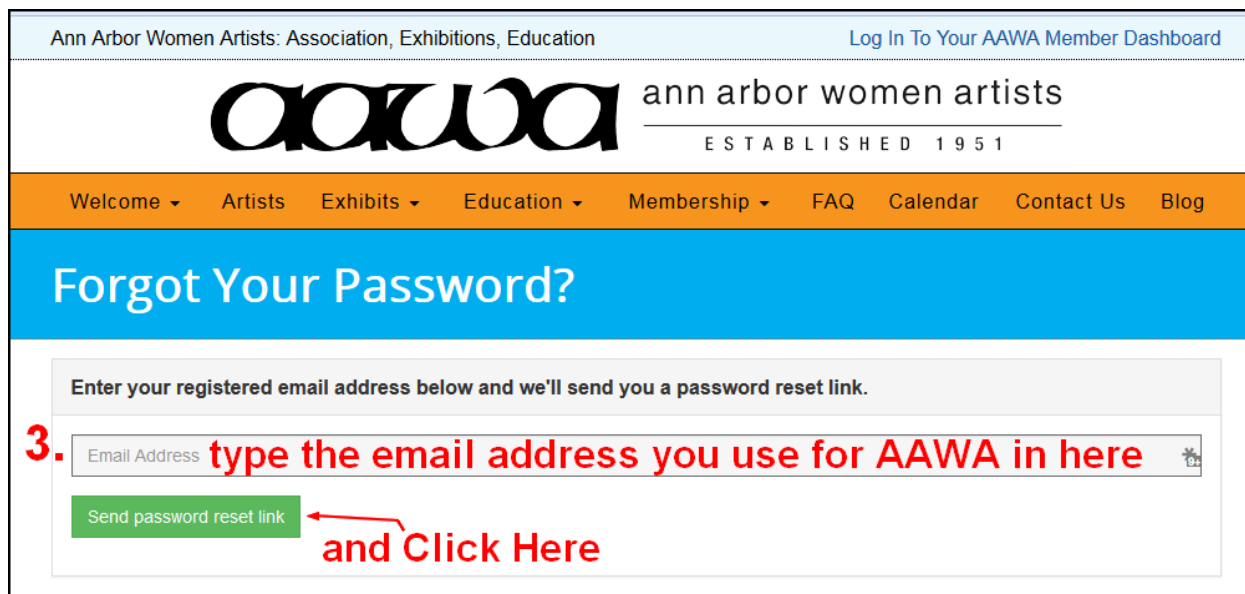
1. Go to <http://annarborwomenartists.org> and click the log in link.



2. Click on 'Forgot your password?' in the smaller window that opens.



3. Type in your email address and click the send button



4. A message will appear telling you that a reset link has been sent to your email.

The screenshot shows the top navigation bar of the Ann Arbor Women Artists website with the logo and the text "ann arbor women artists ESTABLISHED 1951". Below the navigation bar is a blue banner that reads "Forgot Your Password?". Underneath the banner is a message box with a red border that says "A password reset link has been sent to [redacted]@gmail.com. You should receive it shortly." This message is circled in red. To the right of the message box is a red "4." and the text "Go to your email." in red. Below the message box is a form with a text input field containing "[redacted]@gmail.com" and a green button labeled "Send password reset link".

5. You are looking for an email from the Ann Arbor Women Artists. It could be in your Inbox, it could be in your Spam/Junk mail. If you use Gmail, it could be in your Promotions tab. The title will appear as below.

The screenshot shows a Gmail inbox interface. The top bar includes the Google logo, a search bar, and the Gmail logo. Below the top bar are buttons for "COMPOSE", "Inbox (17)", and "Starred". The main area shows a list of emails. The top email is from "Ann Arbor Women Artists" with the subject "Your Ann Arbor Women Artists Password Reset Request". This email is circled in red. To the right of the email list is a red "5. Find and Open" and the text "Hello Dee, You've requested a" in red.

6. Inside the email from the website you'll find a link. You need to click on that link to confirm that this is the email address you use for AAWA and that it is indeed real. Clicking this link will take you back to the website.

The screenshot shows an email titled "Your Ann Arbor Women Artists Password Reset Request" in the inbox. The sender is "Ann Arbor Women Artists" and the recipient is "to me". The email is dated "9:32 PM (1 minute ago)". The body of the email says "Hello Dee," followed by "You've requested a new password from Ann Arbor Women Artists. Please click on the link below to change your password." Below this text is a blue link "Click here to change your password." which is circled in red. To the right of the link is a red "6." and the text "Click Here" in red.

7. You have been brought to the page to reset your password. You need to type it twice, click Update.

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## Reset Your Password

To reset your AAWA password, please enter a new password below. You will automatically be logged in after your password is updated.

7. Type in new password twice.

Click Here

note: make secure password as described below

**Important Note:** Make a secure password of at least 8 characters. Random characters that include numbers, lower case letters, upper case letters and symbols. Be sure to write it down, keep it in a safe place.

8. You will be Logged In. You will be taken to your personal dashboard. You will see a message that your password has been reset. You will see your name in the upper right area of the page. When you Log Out, the next time you want to log into your dashboard, you need to use the new password you just created.

Ann Arbor Women Artists: Association, Exhibitions, Education Hello Dee | [Member Dashboard](#) | [Log Out](#)

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## AAWA Member Dashboard

Your password has successfully been reset and you have automatically been logged in.

8. You are taken to your dashboard

Membership Overview

Membership Dues

AAWA Membership Overview