AAS MEMBER-ONLY LOGON

If you are an AAS member, a record exists with your submitted email address within the website system. Should there be a problem with your AAS membership email address, the AAS membership chair Sylvia Lesko (membership@azarchsoc.org) or Desert Foothills chapter membership representative Glenda Simmons should be contacted for assistance.

If you are logging into the AAS restricted area for Member-only, as a first time user <or> user that forgot their password, please follow this procedure. Please go to AAS Home page http://www.azarchsoc.org or http://www.azarchsoc.org/desertfoothills for the DFC "Home" screen. There are many categories listed but nothing about "Member-only." Look at the upper right-hand corner of the screen. You see an area that says "**email** and a blank space" and "**password** and a blank space". Ignore box that has "remember me" next to it or button that says "Log in." Pay attention to the yellow writing that says "**Forgot Password**" as we progress.

1. Enter your **email** address in the blank space that is on record with AAS.
2. Click on yellow writing that says "**Forgot Password**."
3. "**Reset Password**" screen, enter your AAS listed email address again next to "**Your Email**."
4. Carefully enter the 6 symbol code from the picture into the box next to "**Code**."
5. Click the "**Submit**" button.
6. Go to your own email account used for AAS, an email message sent from this process appears or check your spam area or filters etc. for an AAS message.
7. The email contains a **link** that you click on, **click it**.
8. You are sent to a "**Reset Password**" screen automatically.
9. Next to "**New**" fill in the blank space with desired password for AAS.
10. Next to "**Confirm**" fill in the blank space with the same password entered next to "**New**."
11. Press the "**Set New Password**" button.
12. You should get a **confirmation** of success.
13. Click on the "**Home**" link or go to http://www.azarchsoc.org again. You are all set to proceed!

Future website usage:

1. Enter or select your "AAS favorite" for http://www.azarchsoc.org or chapter Home screen page.
2. Upper right-hand corner of AAS Home screen: enter AAS **email** address and new AAS **password**.
3. Your choice: click box to **remember me** (for password storage) or press **Log in** only.
4. You are now in the restricted area, note it says "**MEMBER-ONLY**" on right-hand side of the bar.
5. Also note: upper right-hand corner: your name, your profile access, change password ability, and **Log out**.
6. MEMBER-ONLY contains: How to Edit Personal Profile, Research Publications, Archaeological Opportunities, and Planning Committee information. Also, for future expansion….
7. Please use **Log out** button, when you are done. Thank you….