Do you need to change your email on the DFW-ALTA website?

No sweat, it's easy! Changing jobs doesn't mean you lose access to the DFW-ALTA website, but you may miss out on email announcements unless you follow the steps below.

If you know your password or still have access to your user name email address:

- 1. Log in using your current user name/email address
- 2. Click "View profile" under your name on the left side of the screen



3. Click the "Edit profile" button



4. The Work e-Mail field is used as your user name for the website. <u>Once you save a new Work e-Mail on</u> your profile, it will become your new user name the next time you log in.

If you forgot your password and no longer have access to your user name email address, then please email webmaster@dfwalta.org and I can reset it and send you a temporary password. You will then be able to follow the steps above.