

Dear Member:

Welcome to our new new website, which is part of the national ASTD network. The new portal website features many improvements and updates, including a new look, enhanced navigation, members-only content, and other exciting features.

Getting started

The ASTD Eastern PA portal website can be accessed by entering the current chapter web address (www.easternpa.astd.org). Once you access the current site, you will be redirected to begin the set-up process for a new single sign-on for the portal/ASTD site.

Step-by-step instructions and screenshots are provided below to help you get started by creating your single sign-in and member profile.

Logging-in

To log-in, select the "Sign In" button at the top right-hand side of the screen. You will then be prompted for your user name and password. National ASTD members can use their national log-in to access the site.

Creating a member profile

To get started, you will need to create a member profile.

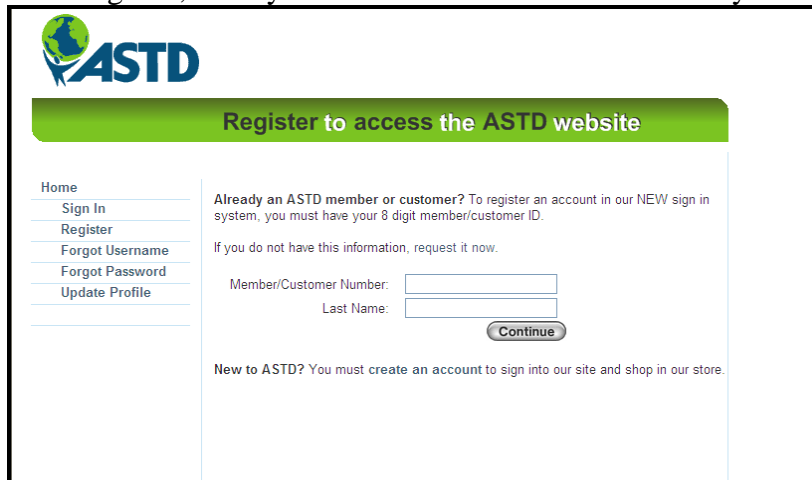
To create a member profile, select "Register" from the left-hand navigation.

If you don't have an account in the new sign-on system, be sure to create one first by clicking on "Don't have an account in our NEW sign in system? Create one now" message.

A screenshot of the ASTD website's sign-in page. At the top left is the ASTD logo. Below it is a green banner with the text "Sign in to access the ASTD website". On the left side, there is a navigation menu with links: Home, Sign In, Register, Forgot Username, Forgot Password, and Update Profile. The main content area contains the text "If you have already created a profile in our NEW sign in system, please sign in now." followed by input fields for "User Name:" and "Password:". Below these fields is a "Sign In" button. Underneath the button are links for "Forgot your password?" and "Forgot your username?". At the bottom of the main content area is a link that says "Don't have an account in our NEW sign in system? Create one now."

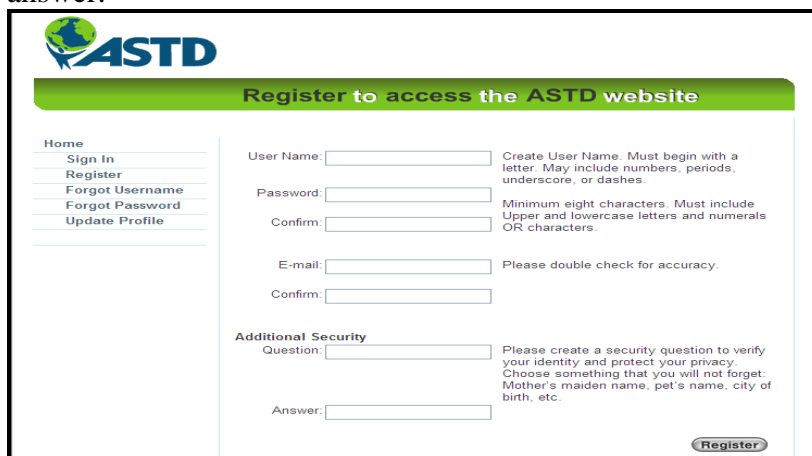
Registering

1. To register, enter your member/customer number and your last name.



The screenshot shows the ASTD website registration page. At the top left is the ASTD logo. Below it is a green banner that says "Register to access the ASTD website". On the left side, there is a navigation menu with links: Home, Sign In, Register, Forgot Username, Forgot Password, and Update Profile. The main content area has the heading "Already an ASTD member or customer? To register an account in our NEW sign in system, you must have your 8 digit member/customer ID." Below this, it says "If you do not have this information, request it now." There are two input fields: "Member/Customer Number:" and "Last Name:". A "Continue" button is located below the "Last Name" field. At the bottom, it says "New to ASTD? You must create an account to sign into our site and shop in our store."

2. You will then be asked to create a user name, password, and provide a security question and answer.



The screenshot shows the ASTD website registration page for new users. It has the same layout as the previous screenshot. The main content area has the heading "New to ASTD? You must create an account to sign into our site and shop in our store." Below this, there are several input fields and instructions: "User Name:" with instructions "Create User Name. Must begin with a letter. May include numbers, periods, underscore, or dashes."; "Password:" with instructions "Minimum eight characters. Must include Upper and lowercase letters and numerals OR characters."; "Confirm:"; "E-mail:" with instructions "Please double check for accuracy."; "Confirm:"; "Additional Security Question:" with instructions "Please create a security question to verify your identity and protect your privacy. Choose something that you will not forget: Mother's maiden name, pet's name, city of birth, etc."; and "Answer:". A "Register" button is located at the bottom right.

3. You should now have access to log-in to your chapter's portal site and to ASTD national website.

Please note: National ASTD member services will not be able to retrieve user name and password information for you. However, members can contact member services and reset log-in information. If you are having trouble creating your profile or accessing the portal site, please contact me, astdepa.admin@gmail.com.

Best regards,
Rick Kerner
Website Admin