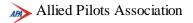# Allied Pilots Association

Reset/Change
Password

04-28-2011

Reset Password

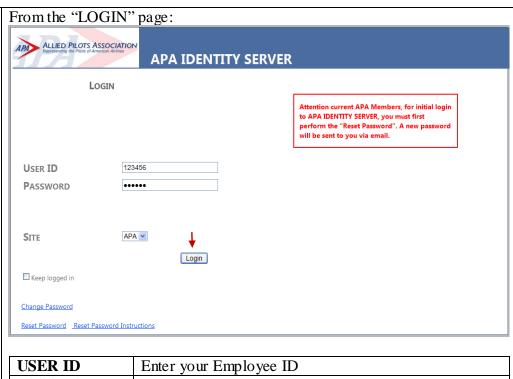| Step	Process	Action
1	Initial sign in	From the APA Public's home page, http://public.alliedpilots.org/apa/default.aspx, click on the "Member's Home Page" button to go to the "APA IDENTITY SERVER" login page: From the "LOGIN" page, click on the "Reset Password" link to start the process:
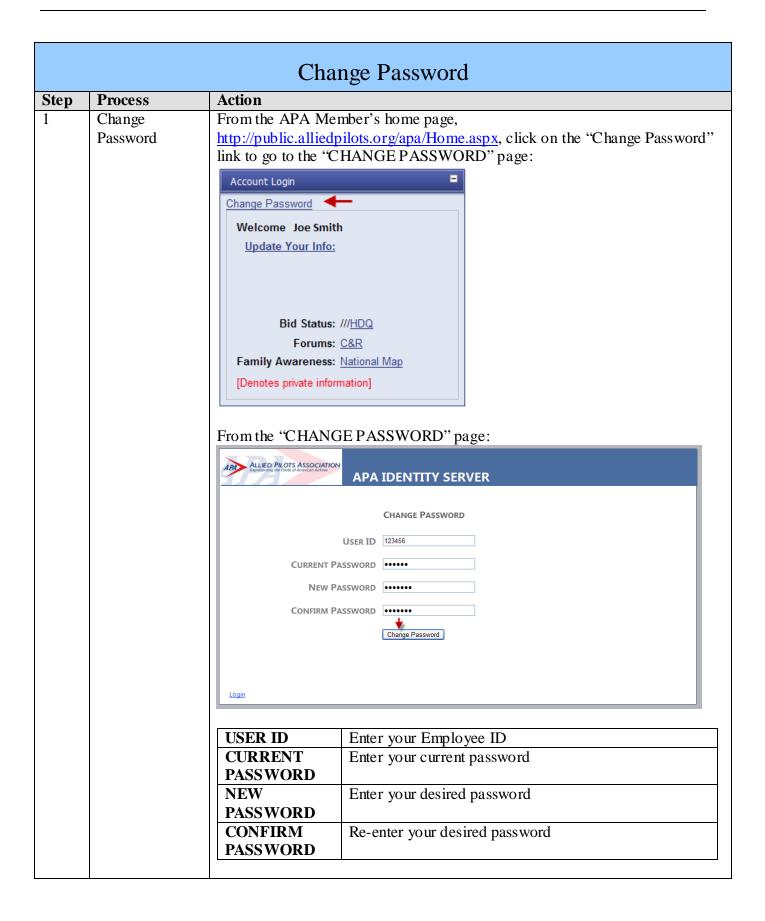
2	Reset Password	From the "RESET PASSWORD" page:
		- To continue with the "Reset Password" process, enter your USER ID (Employee ID) and EMAIL ADDRESS then click the "Reset Password" button. **Please note:** A new password will be sent to you via email. You will need the new password to sign into "APA IDENTITY SERVER" system. Or… - To cancel the "Reset Password" process, click on the "Login" link to go back to the "LOGIN" page from step 1.
3	Login with new password	Once Password has been reset, click on the "Login" link to go to the "LOGIN" page:

From the "LOGIN" page:

USER ID	Enter your Employee ID
PASSWORD	Enter the new password that was provided in your email
SITE	System defaults to "APA"
Keep Logged in	If unchecked: Keep logged in The APA Identity Server will require you to sign in each time, after logout or browser is closed. If checked: Keep logged in The APA IDENTITY SERVER will automatically provide you access to APA site without signing in again. **Please note**: To cancel the "Keep logged in" that you previously checked you must select "Logout".

Change Password

Step	Process	Action
1	Change Password	From the APA Member's home page, http://public.alliedpilots.org/apa/Home.aspx, click on the "Change Password" link to go to the "CHANGE PASSWORD" page:

From the "CHANGE PASSWORD" page:

USER ID	Enter your Employee ID
CURRENT PASSWORD	Enter your current password
NEW PASSWORD	Enter your desired password
CONFIRM PASSWORD	Re-enter your desired password

		Click the "Change Password" link to confirm. A message is displayed when process completes. Click on the "Login" link to start the login process:
2	Login with new password	From the "LOGIN" page: | **USER ID**	Enter your Employee ID
PASSWORD	Enter your new password
SITE	System defaults to "APA"
Keep Logged in	If unchecked: ☐ Keep logged in The APA Identity Server will require you to sign in each time, after logout or browser is closed. If checked: ☑ Keep logged in The APA IDENTITY SERVER will automatically provide you access to APA site without signing in again. **Please note**: To cancel the "Keep logged in" that you previously checked you must select "Logout".	