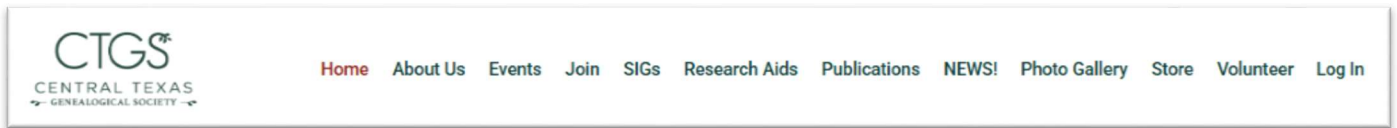


Logging In to the New CTGS Website


Unless you are a new CTGS member, you will need to go through the process of resetting your password before you can log into the new website. This is necessary because the new system has strengthened security, which includes new rules for a valid password and your password from the old website will not work. You will only need to go through this process once. The process is straightforward – just follow these steps. If you run into difficulties contact webmaster@ctgs.org for assistance. At the top of the new home page is our banner and the main menu:





Click **Log In** on the far right of the main menu and that will produce the login form:

Welcome to the Members Login Page
Use Your Login Name / Password to Unlock Features ONLY AVAILABLE to MEMBERS

Sign in to start your session

Login 

Password 


Remember Me 


[I forgot my password](#)

Click **I forgot my password** to start the reset process. You don't need to enter anything in the Login or Password boxes.

On the next form, **enter your email address** and click the red Send Password Reset Link button:

Reset Password

E-Mail Address 



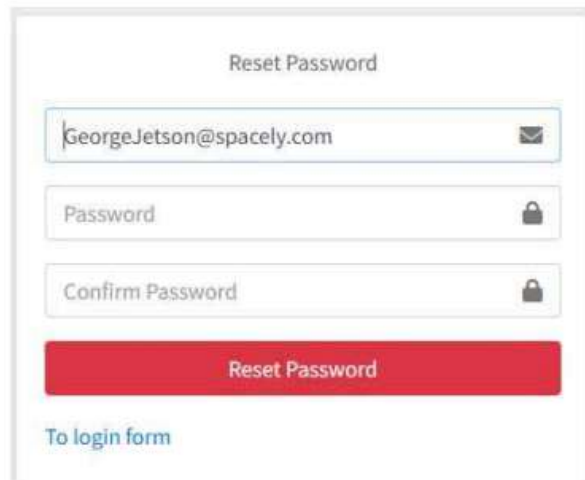
[To login form](#)

In most cases your membership record will be located and you'll see the message:

We have emailed your password reset link!

If you see the error message **We can't find a user with that email address** instead of the green success message shown above, double check that you haven't made a typo and that you have entered the email address where you receive messages from CTGS (in case you have more than one address). If you cannot resolve the problem, contact membership or webmaster for assistance.

The next step is to **check your email** inbox for the message containing the reset link. It will be from "ENS CRM" and have a subject of "Reset Password Notification". Open that email and click on the black "Reset Password" button (or the link included at the bottom of the email). You should then see a new form for resetting the password with your email address already filled in.



The new password must meet all of the following requirements:

- at least 8 characters in length
- contain at least 1 upper case character
- contain at least 1 lower case character
- contain at least 1 number

(Punctuation is optional)

Make a password that meets all of these criteria and enter it twice, once each in the Password and Confirm Password fields. Click the red "Reset Password" button.

The screenshot shows a web form titled "Reset Password". It contains three input fields: an email address field with "George.Jetson@spacely.com", a "Password" field, and a "Confirm Password" field. The "Password" field is highlighted with a red border and contains a red error message: "The Password confirmation does not match." Below the fields is a red "Reset Password" button and a blue link "To login form".

If you see “The Password confirmation does not match.” as shown to the left, the text in Password was not the same as the text in Confirm Password. Unfortunately, there is no way to display what you’ve typed into these two fields. Try entering your new password in both places again. If you continue to get the same error message, you can try typing your new password where it will be seen (for example, word processing page or search box), then cut-and-paste it into both the Password and Confirm Password fields.

If both passwords are the same, your new password has been successfully changed and you will see the normal login screen. However, **you will not be logged in at this point**, you’ll need to go through the normal login process to access the website areas that are not available to the general public. Keep in mind that the normal login process asks for your **login name**, *not your email address*. If you don’t recall your login name, contact membership@ctgs.org or webmaster@ctgs.org for assistance.

Have fun exploring the New CTGS website!

Let us know what you think of it!

info@ctgs.org