Sign In, Sign Out, and Change Your Password

This procedure walks you through the steps to sign in, sign out, and change your password for your Council Connect account.
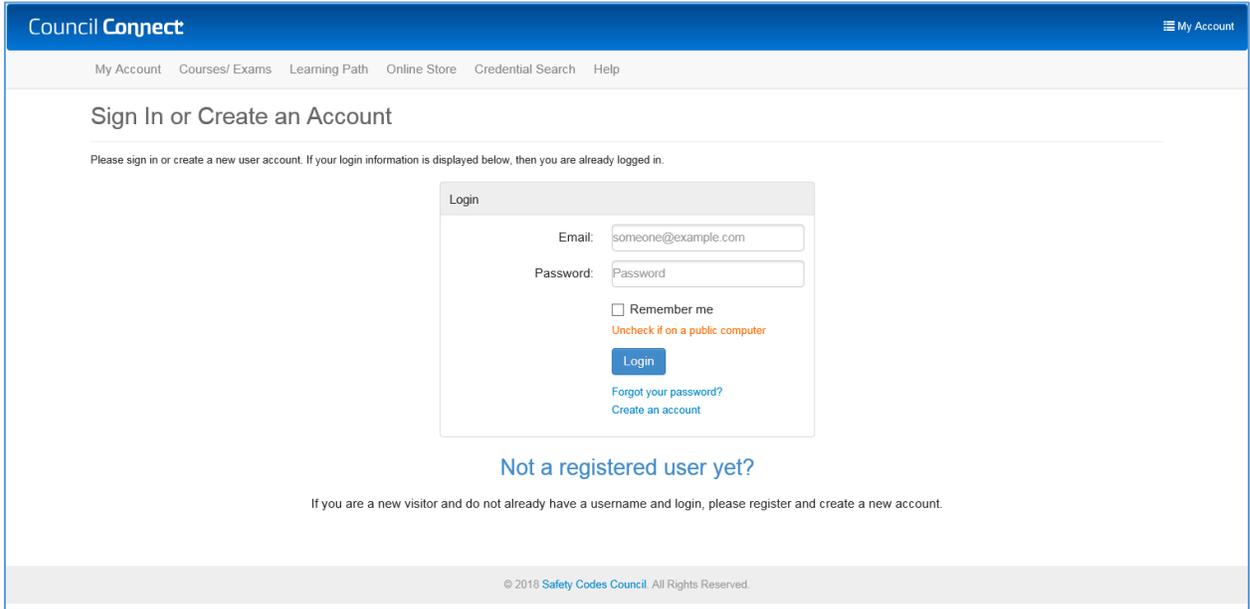
Access Sign In Page

1. From the **Safety Codes Council** website:
   a. Click **Council Connect** from the menu bar in the top right

Sign In

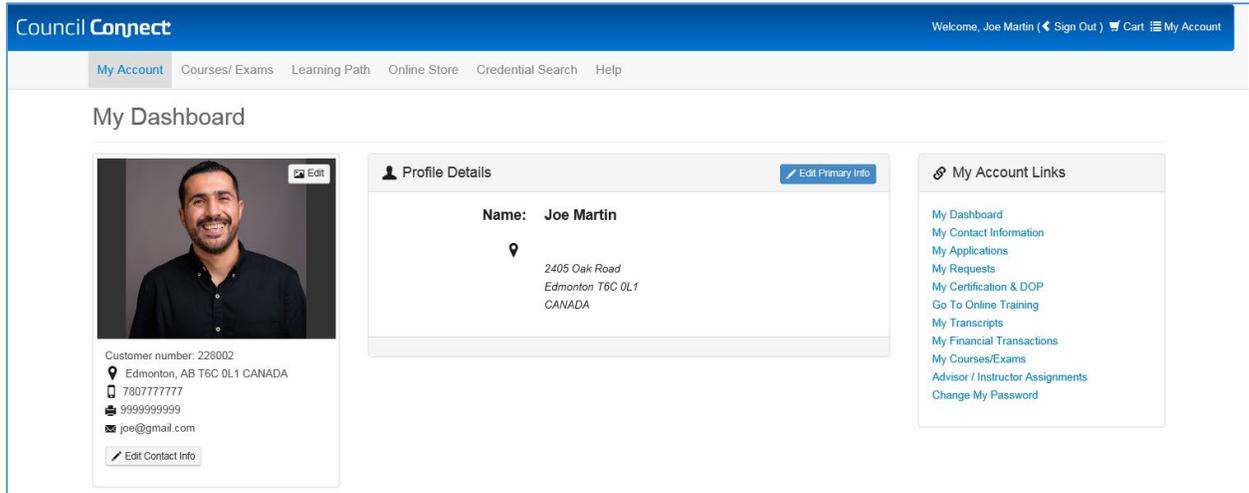2. From the Sign In or Create an Account page:
    a. Enter your **Email** and **Password**
    b. Click the **Remember me** check box (only if you are not on a public computer)
    c. Click **Login** to access your dashboard

Note: If you do not have an account please register by clicking **Create an account** link below the login button. Refer to the tutorial in HELP - Resources for detailed instructions on how to **create a new account**.
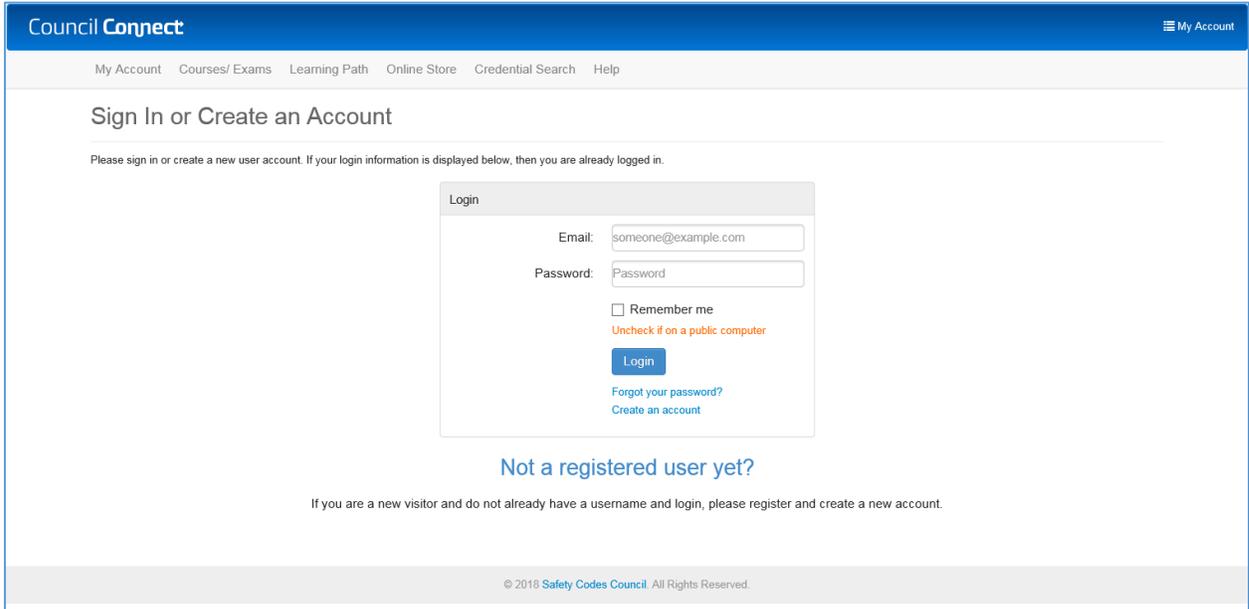
Sign Out

3. From the **My Dashboard** page:
   a. Click **Sign Out** on the top right of the page

Change Your Password – Forgot Password

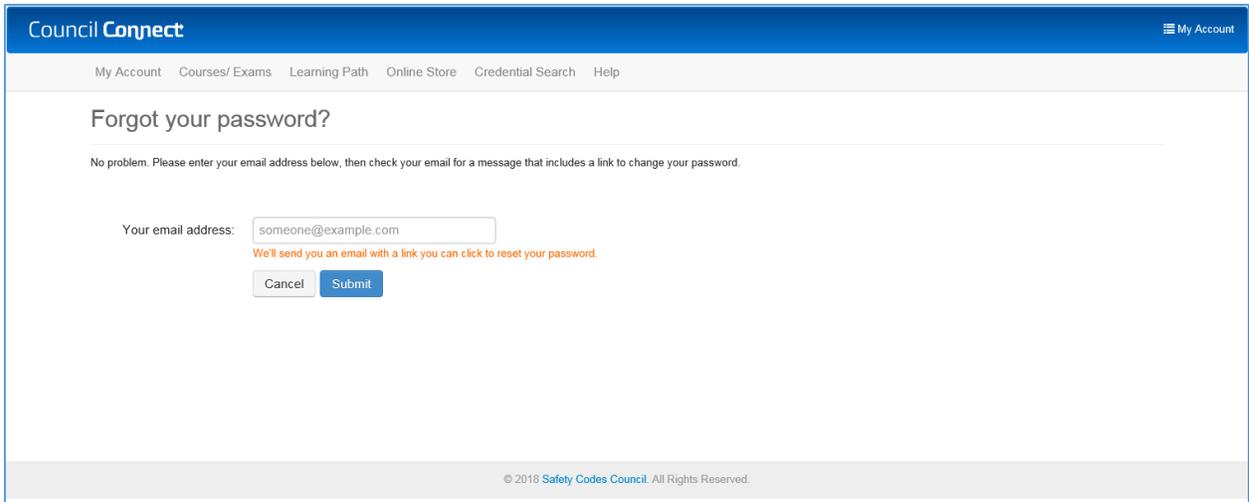There are two ways to change your password:
1. From the **Sign In or Create an Account** page (if you forgot your password)
2. From the **My Dashboard** page (if you know your password)

First, we will review changing your password from the sign in or create an account page (forgot password), then we will review changing your password from your dashboard (password known).

1. From the Sign In or Create an Account page:
   a. Click the **Forgot your password?** link

2. From the **Forgot your password?** page:
   a. Enter your primary email you have associated with your account in the **Your email address** field
   b. Click the S**ubmit** button

Note: An email will be sent to your account with instructions on how to change your password. You will have 15 minutes to change your password. If you cannot find the email in your inbox, check your junk email.

Change Your Password – Known Password

1. From the **My Dashboard** page:
    a. Click the **Change My Password** link at the bottom of the list in **My Account Links** in the right hand menu bar
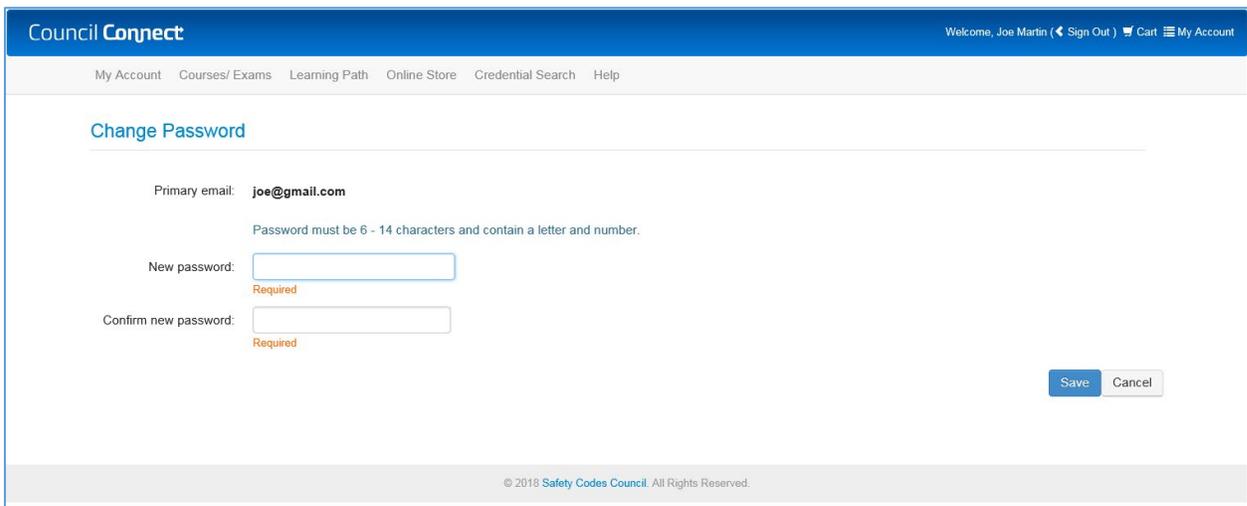
2. From the **Change Password** page enter the following:
    a. Enter your **new password** and **confirm** it in the next field
    b. Click the **Save** button

Your password has now been updated.
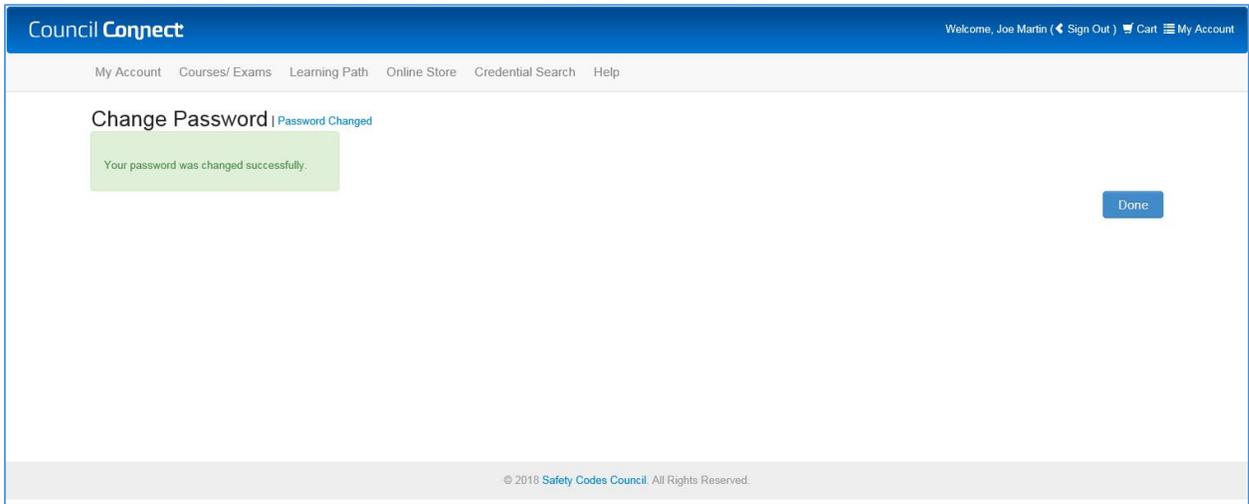
3. From the **Change Password** page:
   a. Click the **Done** button