

# Your CALC membership

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In this document you will find instructions for —

Page 2: Update your contact details, including your email address

Page 3: Forgotten your password? How to save a new password

## CALC membership — updating your details (including email)

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If you want to update your CALC membership details (including if your email has changed) and you know the email and password associated with your account, this is what you need to do:

- Go to <https://www.calc.ngo/>
- At the top of the homepage, enter your email and password and select **Log in**



A dark blue horizontal bar containing the text "Member Login" in yellow. To its right are two white input fields labeled "Email" and "Password". Further right is a blue button with the text "Log in" in white.

- Click on **your name** at the top right of the page



- You will be taken to this screen



- Click on **Edit**
- In the Edit page, you can make changes to your account, including changing your email and password
- Once you've made your changes, scroll down to the bottom of the page
- Click on **Save**



### **! IMPORTANT !**

After you've updated your details, please notify the CALC Secretary via email to ensure the current mailing list reflects this change. CALC Secretary email: [calcsecretary01@gmail.com](mailto:calcsecretary01@gmail.com)

# CALC membership — forgotten your password

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If you have forgotten your password, you can reset this on <https://www.calc.ngo/>

**To change your password, you will need the following:**

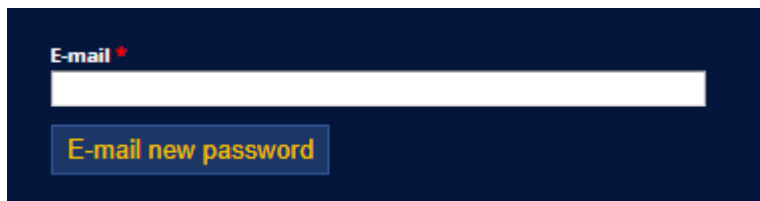
- The email you used to create your CALC membership
- Access to the email mailbox where the reset password link will be sent
- If you do not have either of these, please contact the **CALC secretary** directly.

If you know your email address and have access to the email mailbox, you can proceed below:

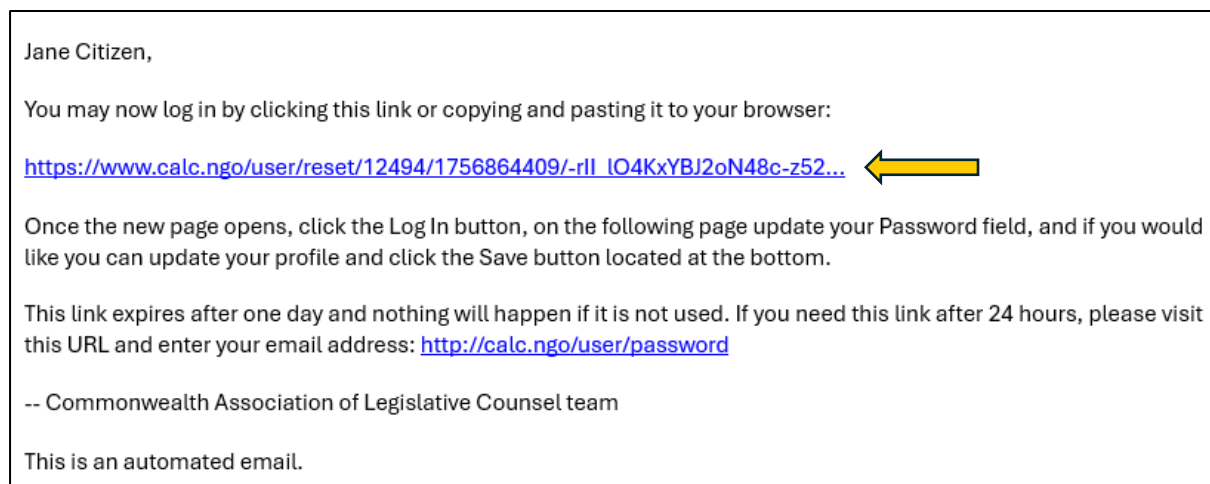
- At the top of the homepage, select **Forgot your password**



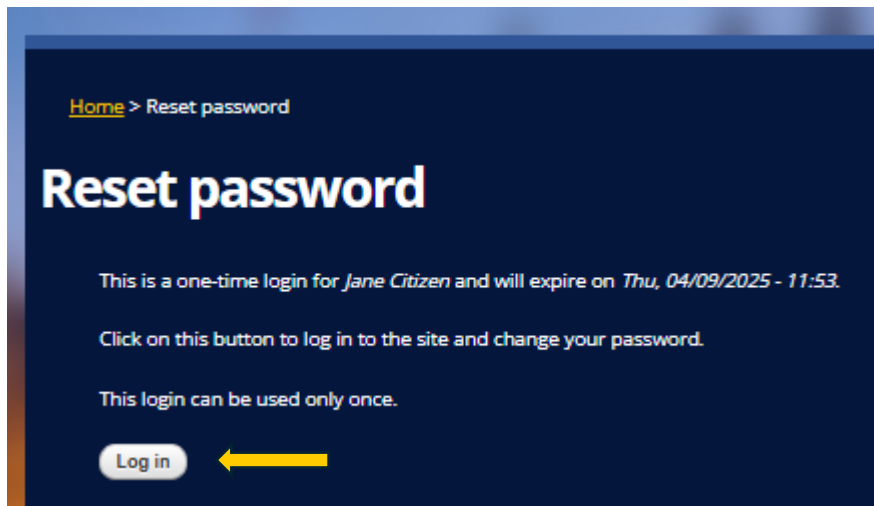
- You will be taken to this screen



- Enter the **email** you used when you created your CALC membership
- The following email will be sent to your email address with a **reset password link**



- Click the first link in your email
- You will be taken to a new page called Reset password (see image next page)
- Click on **Log in**



- You will be taken to **your member profile** on the CALC website
- Enter your **new password** in both fields



- Once you've made your changes, scroll down to the bottom of the page
- Click on **Save**

