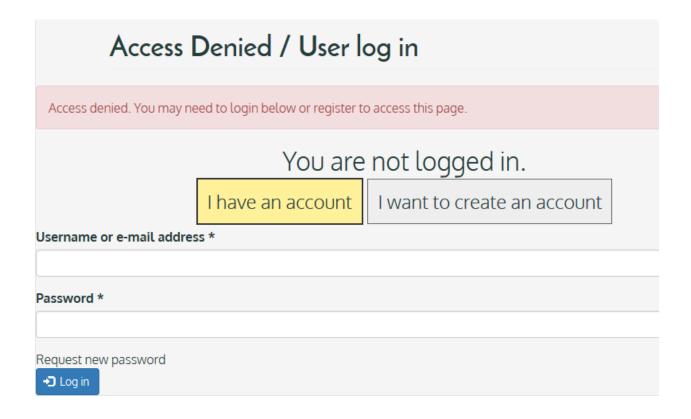


HOW TO: Logging in to the CASW website

1. Navigating to a page for members only will show the following page:

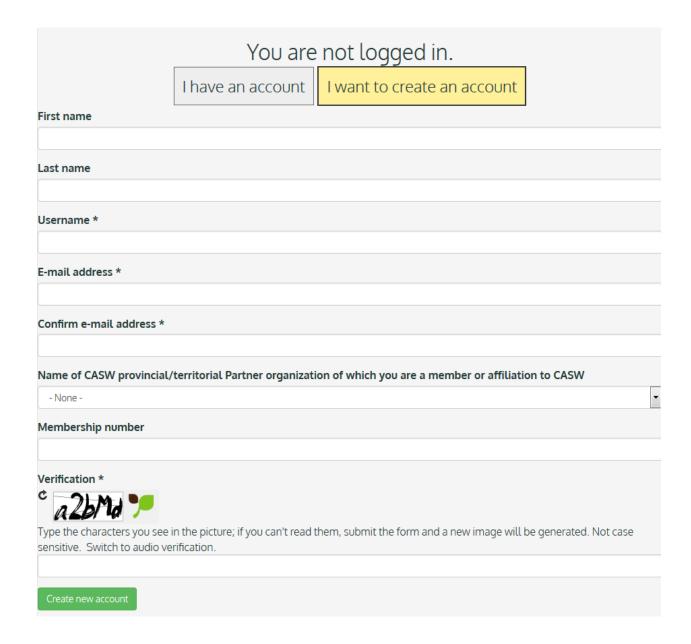
(To prompt a log in page, navigate to www.casw-acts.ca/en/user)



2a. If you already have an account, you may log in using your email and password. The 'Request new password function' will send a link to the email address used while creating your account, logging you in and allowing you to change your password and account details. Please note this link expires after time or after being used once.



2b. If you do not have an account, first click on the 'I want to create an account' button, then fill out the short form and click 'Create new account'.



3. You will receive an automated email with a link to set a password. Please note the link does expire, and if too much time elapses you may need to fill out the form once more to obtain a new link.



- 4. Account verification may take 24-48 hours please contact CASW if you require immediate access or have any issues with creating an account or logging in. You can reach us at 1-855-729-CASW, as well as through <u>email</u>.
- 5. Once your account is verified, you may navigate to member's only pages directly, and the Member's Portal link will appear in the menu under Member Benefits. The Member's Portal allows you to quickly navigate to resources for members of CASW.

