

LOGIN INSTRUCTIONS

The members-only section on our new website is now up and running. As the site has been redesigned and a new database created, each person has a new username and password. Please remember that the office does not have access to your current password. To retrieve your username and receive a temporary password, please follow these steps:

1. Please go to the login page at <http://www.utdallas.edu/alta/members/login> and click “Lost Password.”
2. Enter your email (the email that ALTA has on file for you) and click “Get New Password.”

NOTE: If the email address you enter does not work, please try one of your alternate email addresses. If that still does not work, or you can no longer access the email you have on file with ALTA, you will need to contact Maria Rosa Suarez (maria.suarez@utdallas.edu, 972-883-2093).

NOTE: If you do not have email, you cannot access the members-only section. First, you will need to set up an email account, and then ask Maria Rosa Suarez to enter your new email into the database before you can retrieve a temporary password.

3. You will receive an email that requires you to click on a link. You must click on the link to receive a second email that will contain your temporary password.

NOTE: After you click on the link, you will be redirected to the ALTA site. However, you will not be able to login until you receive the second email with your temporary password.

4. After you receive your temporary password, please use your new username and temporary password (both of which will be in the second e-mail) to login to the members-only section. After you login, you will be able to change your temporary password to something you can remember.
5. To change your password, go to “Create/Edit Profile” on the “Members” drop-down menu and enter a new password at the bottom of the page.

NOTE: “Create/Edit Profile” is where you can update any part of your profile.