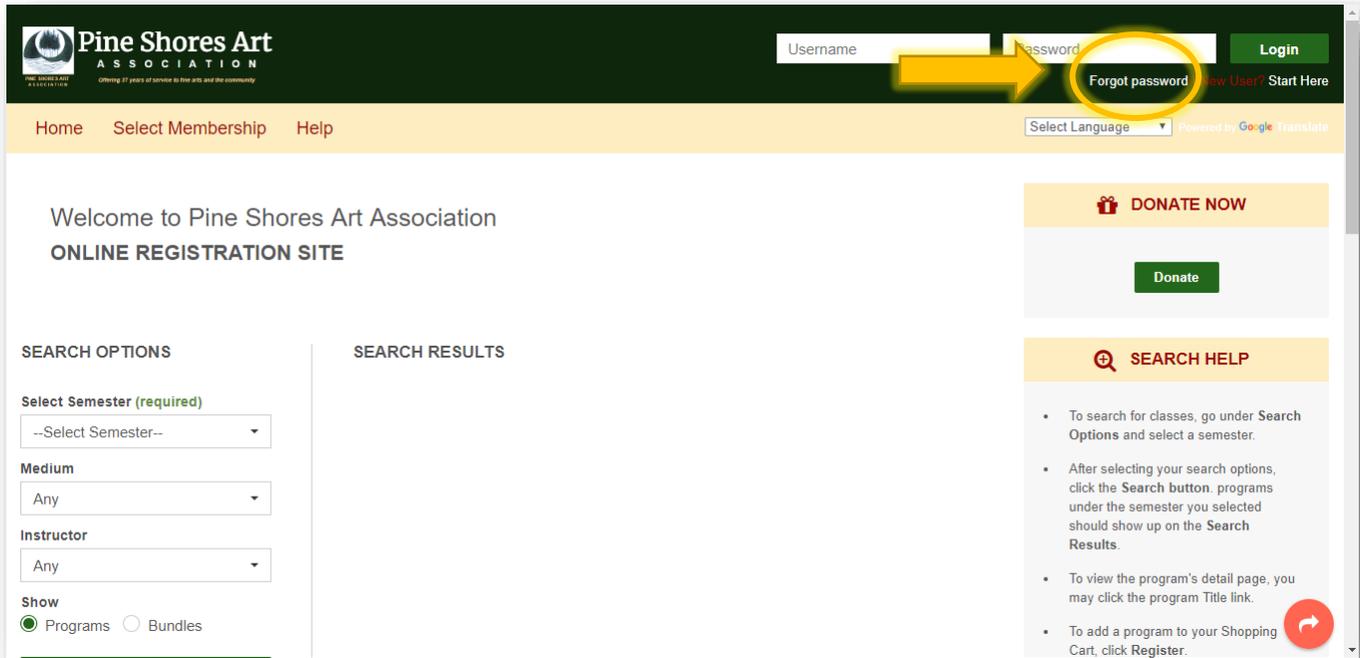


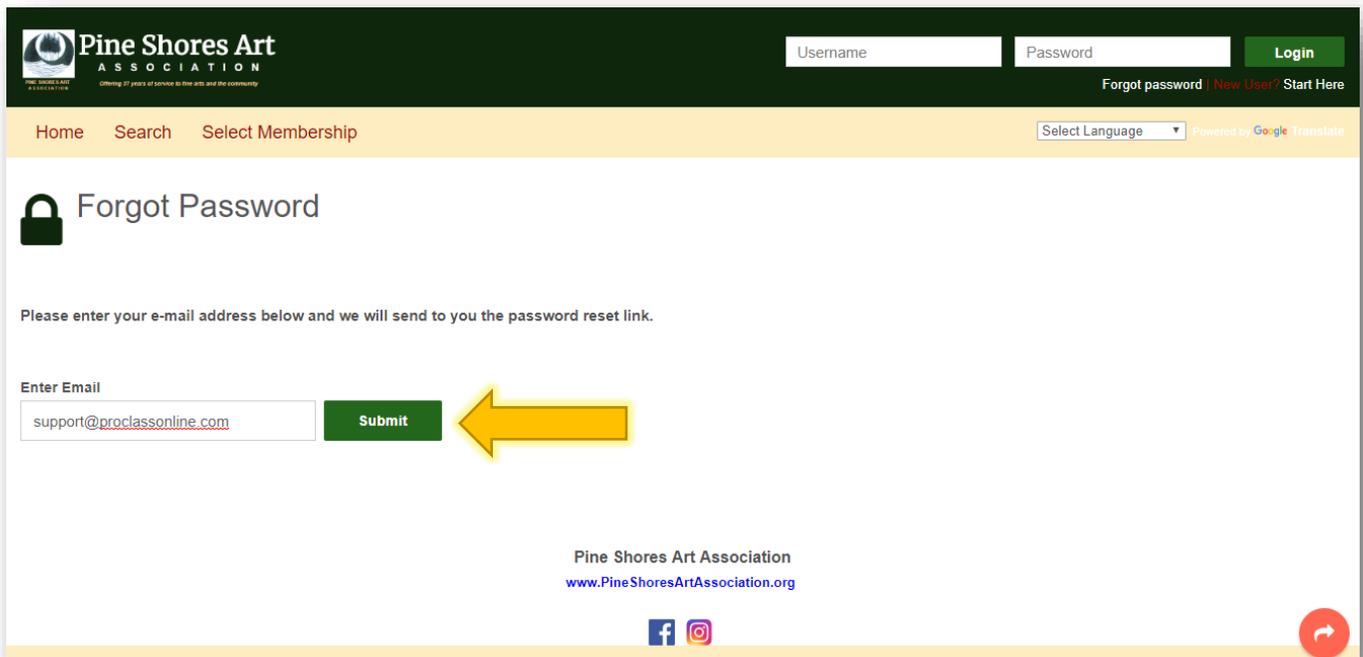
Online Account Reset Password

1. From the online registration site click the Forgot Password link on the header. It will lead you to the Forgot Password page. Or click this link: <https://reg130.imperisoft.com/pineshoresartassociation/LoginHelp/Registration.aspx>



2. In the Forgot Password page, enter the e-mail address you have in the system then click the Submit button. And the system will automatically send you the Reset Password Email.

Note: If email has not yet received after 10 minutes, please check your Spam or Junked folder.



The screenshot shows the top navigation bar of the Pine Shores Art Association website. On the left is the logo with the text "Pine Shores Art ASSOCIATION" and "Offering 27 years of service to the arts and the community". To the right are input fields for "Username" and "Password", and a green "Login" button. Below these are links for "Forgot password" and "New User? Start Here". A secondary navigation bar contains "Home", "Search", and "Select Membership" on the left, and a "Select Language" dropdown and "Powered by Google Translate" on the right. The main content area has a white background with the heading "Email Sent!" and a message: "Your login information has been sent to support@proclassonline.com". A green button labeled "Go to Login Page" is positioned below the message.

3. You should be able to receive the Reset Password Email. Check your email, read the message and click the link to reset your password. This email can only be used once, and it expires within 30 minutes if not used.

The screenshot shows an email interface with a dark header. At the top are icons for "Reply", "Reply All", and "Forward". Below these is the sender information: a circular profile picture with "PS", the name "Pine Shores Art Association", and the email address "<psaaeducation@gmail.com>". The subject line is "Online Account Info". The recipient is listed as "To Support". The email body has a white background and contains the following text: "Dear PSAA," followed by a paragraph: "To reset your password please click on the link below. Your username will be displayed on the password reset page. If you would like to update your username after changing your password please go to the My Account link at the top of the page." Below this is a blue hyperlink "Click here" which is circled in yellow and has a yellow arrow pointing to it from the left. The text continues: "to reset your password." The email concludes with "Sincerely," and "Pine Shores Art Association".

4. After clicking the link, the Reset Password page will open.

The screenshot shows the 'Reset Password' page for the Pine Shores Art Association. At the top, there is a navigation bar with the association's logo, a search bar, and a 'Login' button. Below the navigation bar, the page title 'Reset Password' is displayed. The main content area contains the following text and form elements:

- 'Your current username is: doDrcAHM' - A yellow callout box points to this text with the instruction: **1. This is your USERNAME. Make sure to copy it.**
- 'Enter your new password below: Minimum of 8 characters. Must contain an uppercase, three lowercase, a digit and a non-alphanumeric character (e.g. \$ @ # %). Example "Abbcx1#".' - Below this text are two input fields: 'New Password' and 'Confirm Password'. A yellow callout box points to both fields with the instruction: **2. Change your password. NOTE: Read the Password Requirements.**
- 'Submit' button - A yellow callout box points to this button with the instruction: **3. Click submit.**

5. After Submitting, you can now login to your account with your new password.

The screenshot shows the 'Reset Password' page after a successful password change. The main content area contains the following text:

The password for doDrcAHM has been successfully changed. You may now login to this account with your new password. If you wish to update your username or other account information or preferences please visit the My Account area linked at the top of this page.

A yellow callout box points to the 'Username' and 'Password' input fields in the top navigation bar with the instruction: **4. Enter your Username and Password here.**