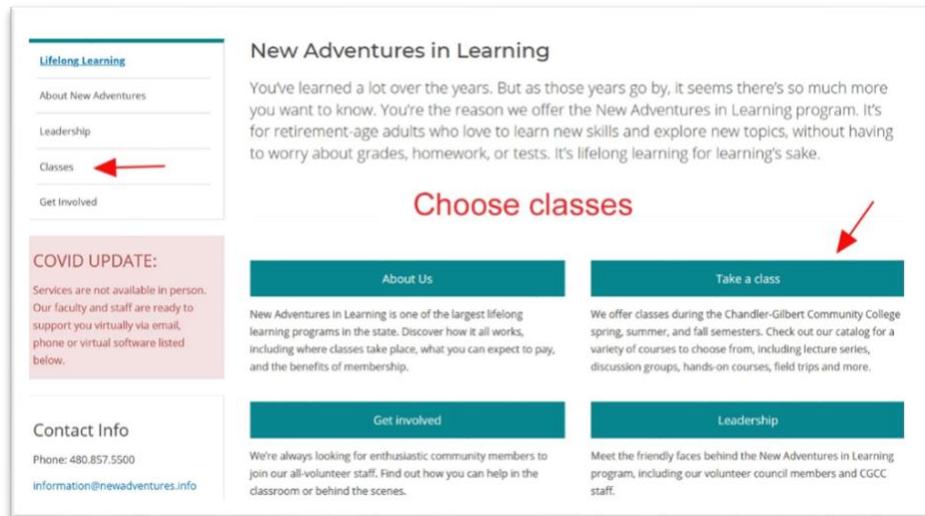


Create Your Online Account for New Adventures Retrieve Your UserName/Change your Password

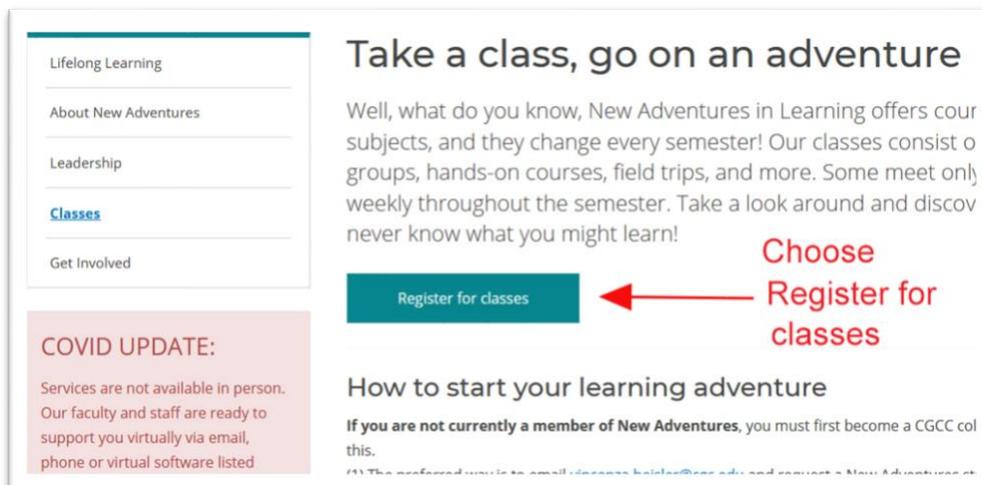
To register for classes, receive notifications, and pay fees to New Adventures, you must have an online account.

Step 1: Create/update your New Adventures online account

1. Log on to the New Adventures www.newadventures.info , then click “Classes” on the left sidebar or click the “Take a class” tab.



2. On the Classes page click the turquoise button “Register for classes”



3. You will be taken to the page below. Click the link **Forgot password** in the welcome paragraph.

The screenshot shows the top navigation bar with the logo, "New Adventures in Learning", and links for "Membership", "Help", "Login", and "New User? Start Here". A "Select Language" dropdown and "Powered by Google Translate" are also visible. The main content area includes a welcome message, instructions for viewing and registering for classes, and a red notice: "Face coverings and social distancing are required for all in-person classes." Below this is a search options section with dropdown menus for "Select Semester (required)", "Category", and "Instructor", and a "Search" button. A red arrow points from the text "Click Forgot Password" to the "Forgot Password" link in the registration instructions.

4. In the box **Enter email**, that appears, type the email address that you use for New Adventures and click **Submit**.

The screenshot shows the "Recover your username or password" page. It features a text input field and a "Submit" button. Red arrows point from the text "Enter your email address" to the input field, and from "Click Submit" to the button. The page also includes the site logo, navigation links, and a language selection dropdown.

5. **Open your email account**, then open the message from New Adventures. Click on the link provided in that message. The link opens a new page with your current assigned Username and boxes to change that username and two boxes for a password that you create.

Don't forget to record your Username and password.

Reset Password

Your current username is:

User Name ← Your current username

(If you wish to change this username, please fill the username field below but if you want to maintain this username then just leave the field blank.)

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 "Abbbxx1#". ← Password requirements

- 8 characters
- 1 upper case letter,
- 3 lower case letters,
- 1 number and
- 1 symbol (like @, \$, &, ? or #).

Username

New Password

 ← Set or reset password

Confirm Password

 ← Set or reset password

Submit ← Click submit.

When you click Submit, your account is now created or updated and you will be taken directly to the registration page for New Adventures.

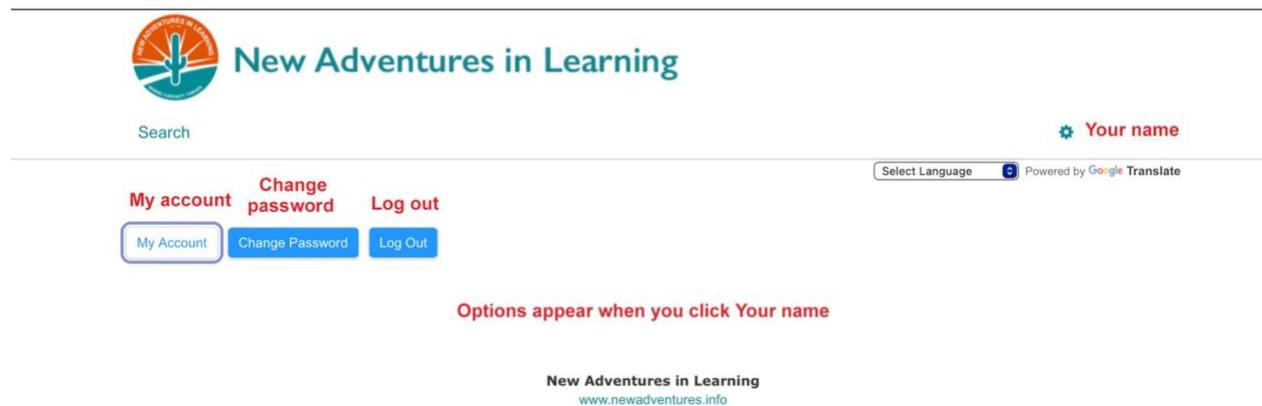
The registration page shows a cog symbol with your name beside in the upper right corner. This indicates you are successfully signed in.



Welcome to the New Adventures in Learning Online Registration Site

To view classes: Choose the semester from the pulldown menu and click Search. Click the class title for more detailed information about the class.

Click on your name to access your account, to change your password or to log out.



The **My Account** button will take you to a page where you can change your UserName as well as update phone numbers and mailing addresses and see classes you have taken and classes you are registered in as well as details of your membership status and payments made.

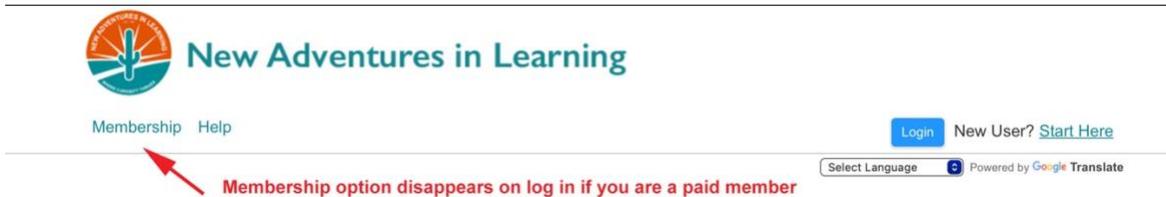
The **Change Password** button allows you to change your password.

To change any of the information be sure to click **Save** to retain your changes. (Save button is at the bottom of the page.)

Q & A

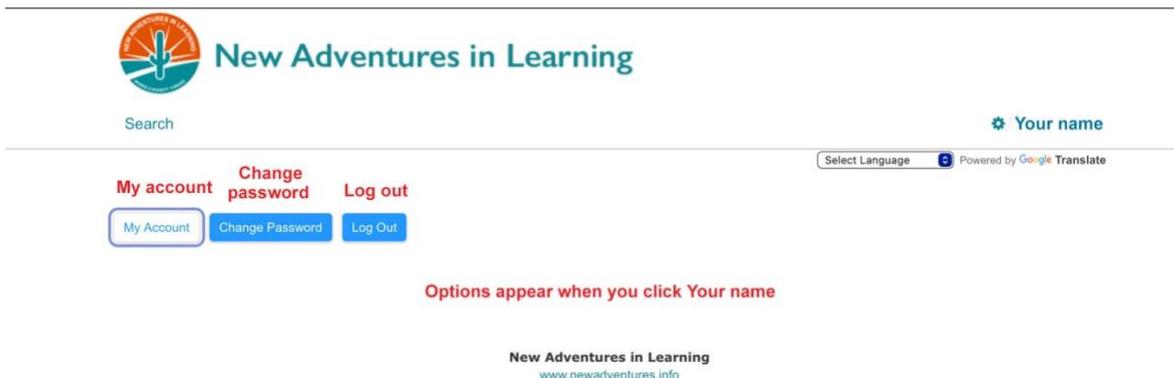
1. How do I know if my membership is paid?

Under the logo there is an option to select Membership. If, when you log in using your Username and Password, the Membership option disappears, you are an active member.



2. How do I change my Username or password?

When you are logged in, click Your Name next to the cog symbol in the upper right corner to access buttons for My Account and Change Password.



The **My Account** button will take you to a page where you can change your Username .

The **Change Password** button allows you to change your password.

To change any of the information be sure to click **Save** to retain your changes. (Save button is at the bottom of the page.)

Clicking **Search** (top of the page under the New Adventures logo) returns to the registration page.