

## How to Create a Member Account In the NTA Secure Member Portal

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The website of the North Texas Area of the Christian Church (Disciples of Christ) in the Southwest has set up a secure Member Portal for the clergy and lay leaders of the area.

The NTA Member Portal is Password-protected and, upon your first visit, you will need to register to gain entrance to the portal. It only takes a few seconds to complete the registration process.

To complete the registration of your Member Account in the secure Member Portal, you will need the secret Member ID that we sent you in a separate e-mail message. Your Member ID is a secret alpha-numeric text string we created for you. It functions much like a PIN code of an ATM machine to authenticate that it is indeed you completing the Member Login form. We have loaded your information and the secret Member ID we created for you into TeleWorship's security data base. When you complete the Member Login form (shown below) we will compare the Member ID you entered with the Member ID we loaded. If they match, your Member Account will be instantly set up and you will gain immediate access to the Member Portal.

Please note that your Member ID is not your Username. You may declare your own Username upon registration. The Member ID is used solely for authenticating your registration.

### Create a Member Account for the First Time

With your Member ID handy, go to [http://www.ntaccsw.org/pages/member\\_home](http://www.ntaccsw.org/pages/member_home). You will then see the following page:

My Account Login Logout Members Staff Contact Us Search Go

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### Member Registration and Login Page

This is the Entrance Page to the NTA's Member Portal. This page provides two functions: 1) to register a new member; and 2) to login an existing member. If this is your first visit to the NTA's Member Portal, complete the short form on the left side of the page below. **You must know your Member ID Number (sent you by e-mail.)** The system will check the Member ID Number that you enter below against the one that is stored with your account records. If it matches - a user account will be created for you and you will have immediate membership access privileges. You only have to register once. To return to the Member Portal in the future, simply log in using the Username and Password you registered. Log in using the section on the left side of the page below.

<b>Login</b>	<b>Register</b>
Username*: <input type="text"/>	First Name*: <input type="text"/>
Password*: <input type="password"/>	Last Name*: <input type="text"/>
<input type="checkbox"/> Remember Me	E-mail Address*: <input type="text"/>
<b>Login</b>	Confirm E-mail Address*: <input type="text"/>
Forgot password?	Member ID*: <input type="text"/>
	Username*: <input type="text"/>
	Password*: <input type="password"/>
	Confirm Password*: <input type="password"/>
	Password Hint: <input type="text"/>
	<input type="checkbox"/> Remember Me
	<b>Register</b>

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The Member Login page is used to register new Member Accounts as well as login returning Members who have previously registered. Please note the different areas on the left- and right-hand sides of the page.

Upon you first visit, you will be required to complete your registration. On the right-hand side of the page, go to the column of fields under "Register" and fill out your personal information. An example (using my information as only an example) is shown below:

**Register**  
First Name\*: Bill  
Last Name\*: Anderton  
E-mail Address\*: bill@teleworship.com  
Confirm E-mail Address\*: bill@teleworship.com  
Member ID\*: 000000  
  
Username\*: Bill Anderton  
Password\*: ●●●●●●●●●●  
Confirm Password\*: ●●●●●●●●●●  
Password Hint: on a clear day  
 Remember Me  
  
**Register**

Your Member ID is case sensitive. In other words, upper- and lower-case letters are considered to be different. Please enter your Member ID exactly as it was provided to you.

## Important Notes for Successfully Completing You Member Account

**Hint:** Your Username may be displayed to other Members of the Member Portal from time to time in things like blogs and discussion forums. It will be helpful to others if you use a user-friendly Username like your full name (example "Bill Anderton") rather than a more cryptic Username (example "ba49teac"). However, we will accept any Username you wish to use.

**Hint:** Your Password can be any thing you wish but we recommend that you use one that is not easily guessed by third parties wishing to gain unauthorized access to your account.

**Hint:** We will use the e-mail address that you provide to send you critical communications. Please check your e-mail inbox occasionally for important message from us.

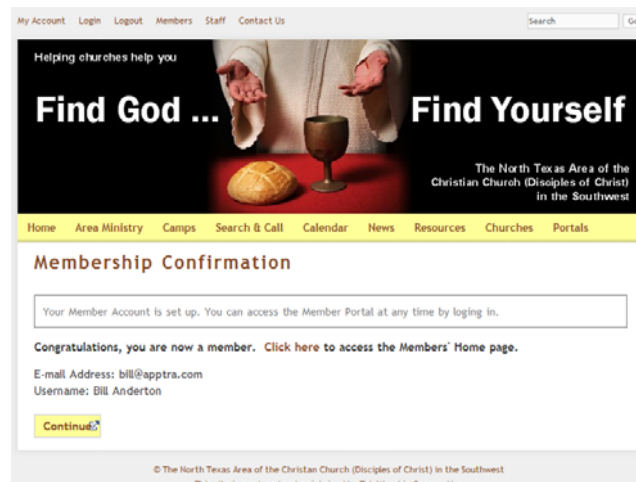
**Hint:** Please make sure that all e-mail messages from ntaccsw.org AND teleworship.com are NOT blocked by your SPAM filters. Be sure that e-mail messages from both domains are allowed (on your "safe" list).

**Requirement:** Please note that to complete your Member Account, you must provide a valid and unique e-mail address that is NOT used by another Member of the site. If you share an e-mail address with someone else who has also signed up for a Member Account, the system will only accept the first person to complete their account. Later applicants using the same e-mail address will NOT be accepted without a unique non-duplicated e-mail address. You may use any another valid e-mail address you have or you can sign up for a new e-mail account at Hotmail (MSN), Gmail (Google) or Yahoo. Be sure to check your e-mail inbox for important messages from us.

## Completing Your Registration

When you have completed filling out the "Register" fields, click the "Register" button. The Member ID you entered will be checked against your Contact's Member ID field in the database that we enter when we authorized your access. If the Member ID you entered matches the one in our data base, a user account will be created for you, and you will have instant access privileges.

Your successful completion of your Member Login will be evidenced by the Member Confirmation Page being displayed as shown below:



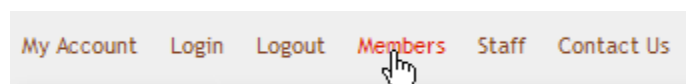
Click the "Continue" button to gain immediate access to the Member Portal.

That's all there is to it!

Note that you only need to register once. You may return to the Member Portal any time you wish by merely logging in using the Username and Password you set up (see the instructions below.)

## To Return to the Member Portal

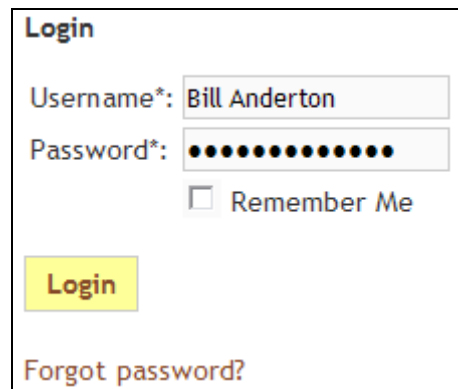
You only need to register once. Whenever you wish to return to the Member Portal, simply click on the "Members" link at the top of every page of the website:



Clicking on the "Members" link will cause the Members Login Page to be displayed again:



If you have previously registered, use the “Login” section on the left side of the page. Type in your Username and Password and click the “Login” button:



## If You Have Forgotten Your Password

If you have forgotten your Password, click the “Forgot Password?” link. The system will reset your Password to a new temporary one-time-use Password and e-mail it to your e-mail address that we have stored in our system. You can use this one-time-use Password to login and reset your account with a new permanent Password.

## If You Need Help

If you need help, please call me at TeleWorship at (214) 295-1195 (direct dial) for assistance.