JSCA Members
Quick Start Guide

A brief introductory to the Members portion of the JSCAsheville.org website.

- Login and password help
- Edit your profile
Welcome to the members section of the JSCA website. To begin, browse to the JSCA home page: JSCAsheville.org and look for the Member’s Login in the upper left-hand corner of the page (red arrow below).

If you have a password, you can enter your email address and password and click the Login button. If you don’t have a password, have forgotten it, or it doesn’t seem to work, simply click the Forgot password link (red arrow below).

Continued on next page...
To create a new password, fill in the required fields. If you are having difficulty reading the security code, you can click the refresh button and get a new one. Enter your email address and the code, then click **Submit** to continue (red arrows below).

You will see this message:

Check your email.

Continued on next page...
You should receive a link in your email that looks something like this:

Hello Murry Member,

A request was made to recover a lost password for this email address at [http://jcasheville.org/](http://jcasheville.org/)

To choose a new password go to: [http://jcasheville.org/Sys/Password/Reset?id=bc07840f-ede5-4c-8d9e-2b648b1e20a0](http://jcasheville.org/Sys/Password/Reset?id=bc07840f-ede5-4c-8d9e-2b648b1e20a0)

(if the link does not open - please copy-paste the link into the address line of your browser).

If you did not request a new password at [http://jcasheville.org/](http://jcasheville.org/), you may safely disregard this email.

Many thanks,
Jewish Secular Community Asheville

Click the link to go the password reset page (red arrow above).

On the password reset page, type your new password and click: **Set new password**

![Password reset page](image)

Continued on the next page...
You will see this message when your password is reset:

Now you can click the **Login** and enter your email and new password, and go back to the **Home** page. (red arrow above).

When you are logged in, your name will replace the word **Login**.

You will now have access to the members only page. You will find the link to that page in the **More** section of the navigation links bar (red arrow below).

There you are, you now have access to things accessible only to our membership. If you have any additional difficulties, please [CONTACT US]
How to edit or change your profile

- To access your members profile, sign to the JSCA website, then click the members icon:

  ![Website Screenshot](image1)

  - Click: **Viewer Profile**

    ![Website Screenshot](image2)
• Click *Edit profile*

• Edit/change the appropriate fields:

  User ID: 41268326 (This field is generated automatically and cannot be changed)

  First Name: *Murry*

  Last Name: *Member*

  Email: *member@jscasheville.com*

  Alt Email: *webmaster@jscasheville.com*

  Phone: *828-123-4567*

  OTHER

  Street Address: *1234 Any st.*
• Click *Save* when finished: