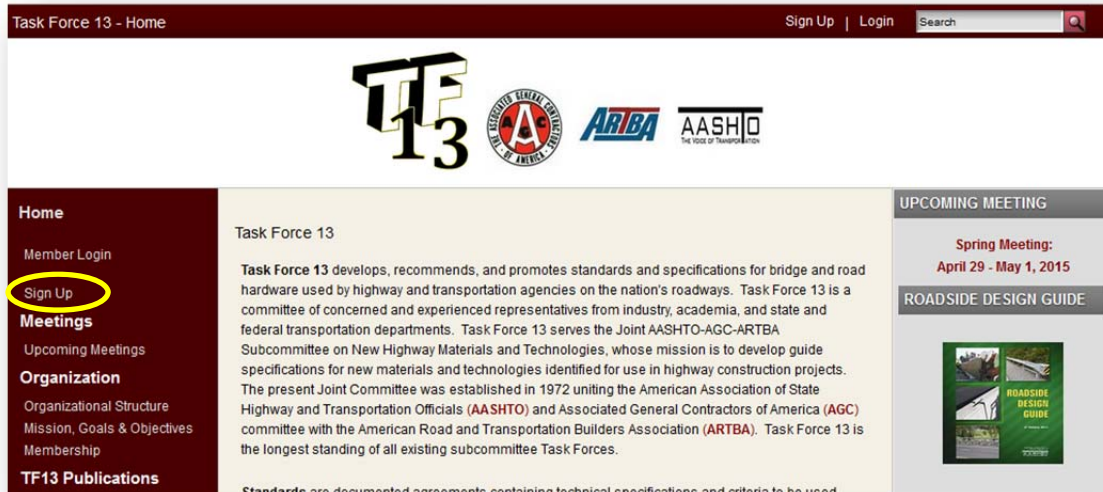


- Instructions for Creating a User Account and Signing In -

- 1 Visit the Task Force 13 website at: <http://www.aashtotf13.org>
Note: This is the new website address, which looks very similar to the old address, but with “http” instead of “https”. Using the old address will cause your browser to prompt you about an expired security certificate. This is a legacy issue that can safely be ignored. To avoid the prompt in the future, always use the above web address.
- 2 Click on “Sign Up” in the menu bar on the left side of the home page.



- 3 Fill in your first name, last name, and email address, then scroll down the page. Do not yet hit “Save”.

Note: Your personal information is held securely in an encrypted database and is not shared with any third parties. Only Task Force 13 officers have access to this information.

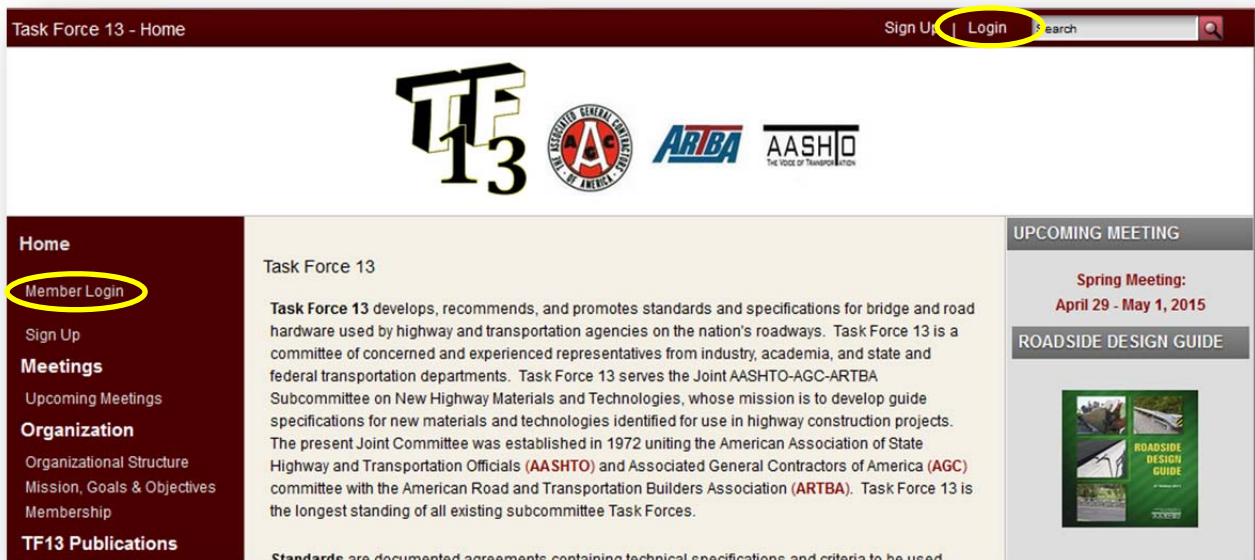
The screenshot shows the 'New Member Sign Up' page. The top navigation bar includes 'Sign Up' and 'Login' links. The left sidebar menu has 'Sign Up' highlighted. The main content area features the Task Force 13 logo and logos for ARIBA and AASHTO. A central text block welcomes the user and provides instructions. Below the text, there are three input fields for 'First Name', 'Last Name', and 'Email', each with a red asterisk indicating they are required. There are 'Save' and 'Cancel' buttons below the fields.

- 4 Create a username and password that meets the criteria specified on the web page and click “Save”.

Note: Passwords are stored in the database using multiple layers of encryption. As such, forgotten password retrieval is not possible by Task Force 13 officers. Users must instead reset their password using the methods provided by the website.

- Signing In -

- 1 From the Task Force 13 main page (<http://www.aashtotf13.org>) click on either “Login” from the top menu bar or “Member Login” from the left menu bar.



- 2 A pop-up menu will appear. Enter your credentials and click “Login”. If you have forgotten your password, click on “Reset now”. If you have forgotten your username, please contact a Task Force 13 officer or the [webmaster](#).

