

CALC membership – updating your details (including email)

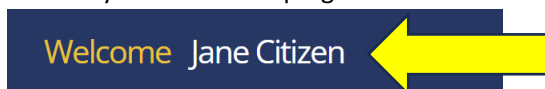
If you want to update your CALC membership details (including if your email has changed) and you know your login details, on calc.ngo:

1. At the top of the website, put your details in the Member Login boxes and click the 'Log in' button.



- **Note.** You can log in even if your email is not current. As long as you know the email and password associated with your account you can log in.

2. Click on your name at top right.



3. You will then get a summary screen showing your details.
4. Also on this screen is an 'Edit' button. Click on this button to change your details.

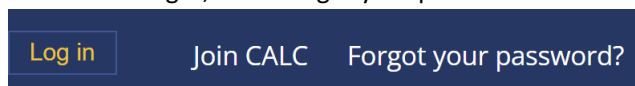


5. In the Edit screen you can update all your details, including your email.
6. Make any changes you need to, then scroll all the way down the page (it is quite a long page) and click the 'Save' button.
7. Your details have been updated.

CALC member login – resetting your password

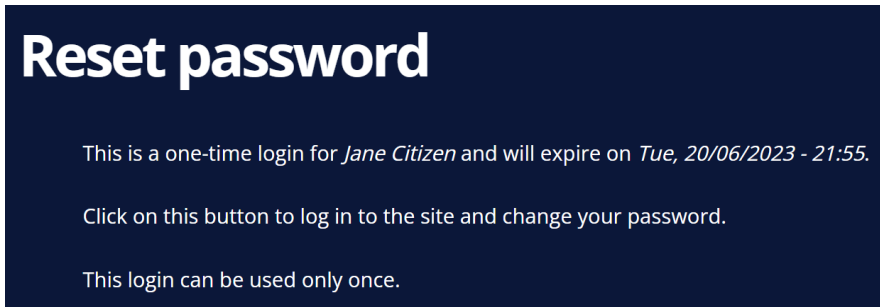
If you have forgotten your CALC password, you need to reset it. On calc.ngo:

1. Over on the right, click 'Forgot your password?'



2. You will get a screen to add your email address (use the email associated with your account).
 - **Important!** If you no longer have access to the email associated with your account, this will not work because an email to reset your password will be sent. If you do not have access to your email and have forgotten your password, contact the Secretary (k.hannah@gov.je).
3. You will then get an email with a link in it.
4. Open the email and click on that link (the long link near the top of the email).
 - **Note.** Make sure you have the most recent email – if you have already attempted this you will have other emails that will look similar – there will be a new email and you must use that one.

5. You will get a screen like this:



6. Click on the 'log in' button.
7. You will then get your member screen, and it will look like a form to fill in. It will include boxes for your password, and for confirming your password – put in the password you want to use.
8. Then scroll down to the bottom of the screen and click 'Save'.
9. Your password has been reset.