

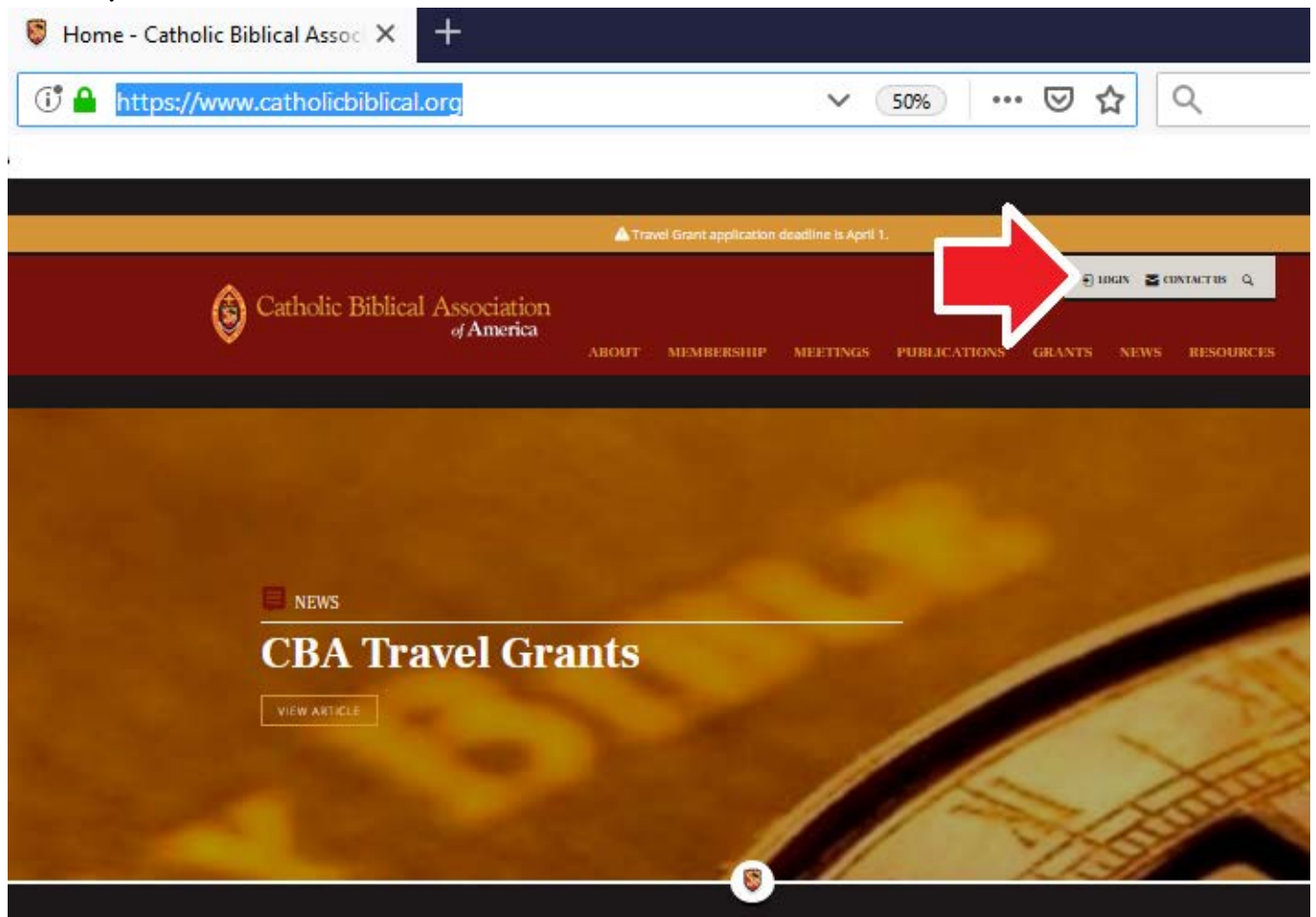


Catholic Biblical Association of America

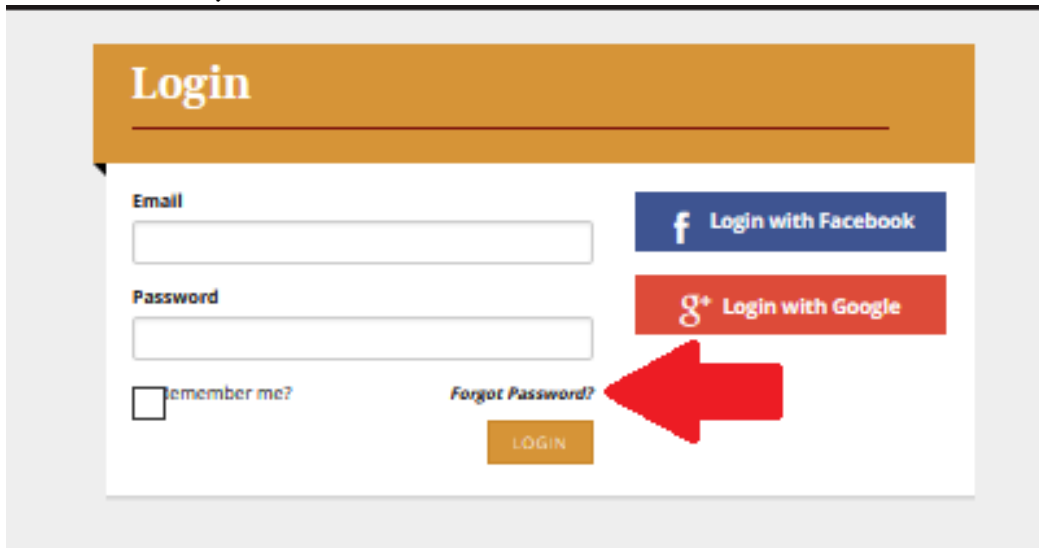
Resetting Your CBA Member Password

At any time, you may reset your CBA member password with the following procedures.

- 1) Go to the CBA website
(<https://www.catholicbiblical.org/>).
Be sure to check your web browser settings to see that pop-ups are permitted.
- 2) Click on the "LOGIN" link in the grey box in the right corner of the screen.
(See screen shot below).
- 3)



4) Click on the "Forgot Password?" link. (See screen shot below).



5) On the "Password Reset" prompt

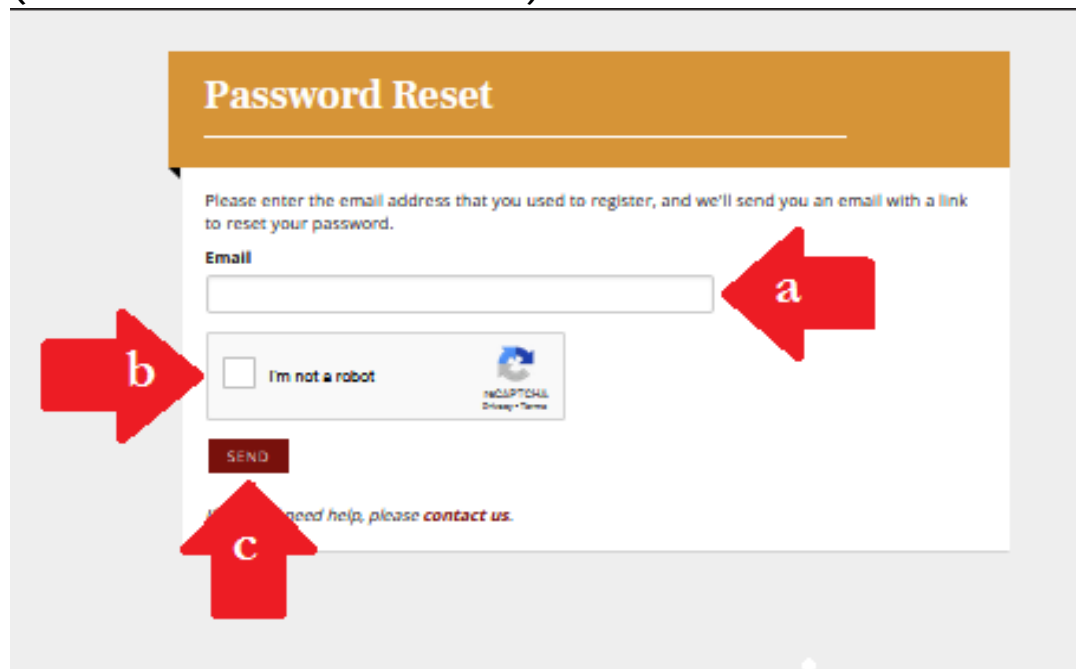
a) type your email.

b) click on the box to the left of "I'm not a robot"

IMPORTANT: WAIT UNTIL THE GREEN CHECK MARK APPEARS BEFORE TAKING THE NEXT STEP!

c) click on the "SEND" button.

(See the screen shot below)

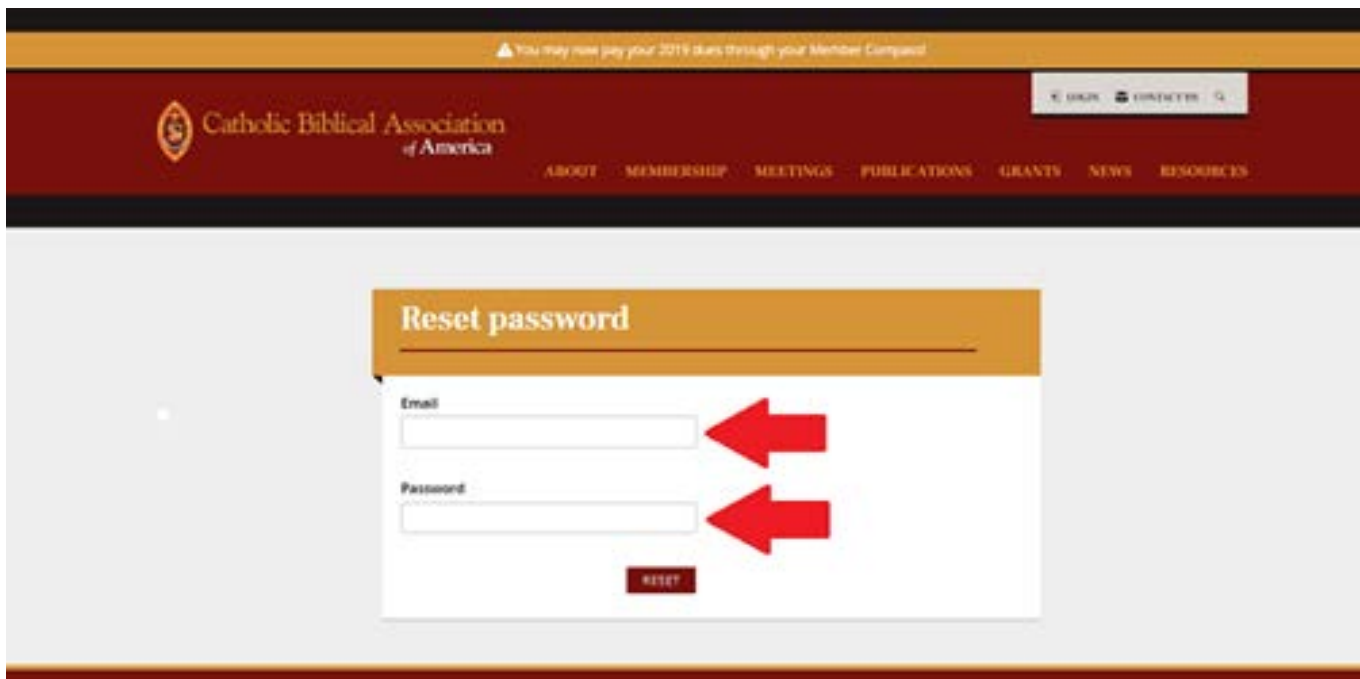


- 6) Check your email inbox. You should receive an email from "CBA" with the subject "Password Reset on Catholic Biblical."
- In the email, click on the link "Reset Password" (See screen shot below).



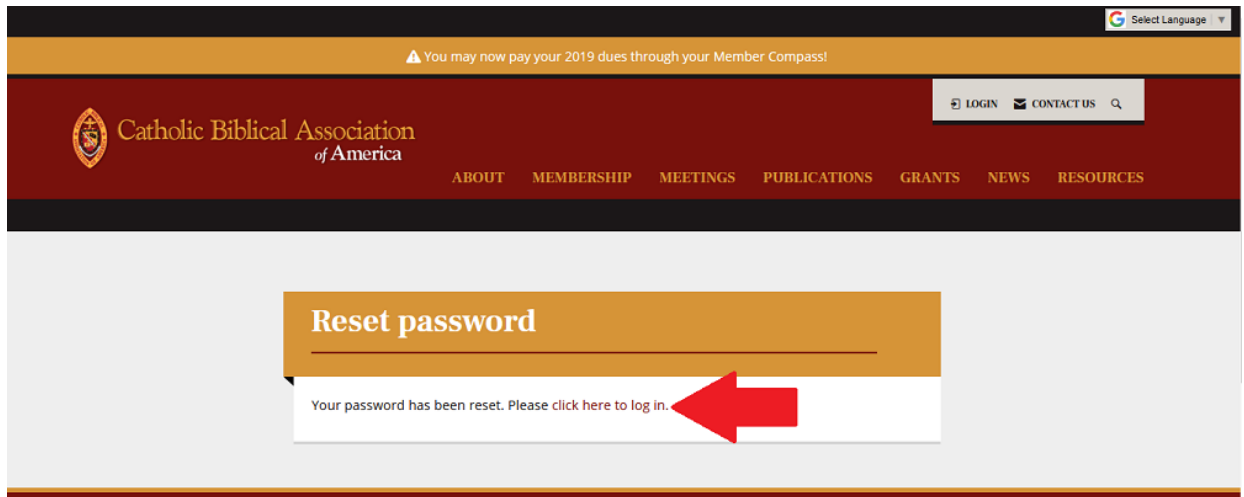
A new web page will pop up.

- Type in the same email address to which the reset link was sent (this is the email of record for your CBA account).
- Type in the password of your choosing.
- Click on “RESET” (see the screenshot below).



7) A new web page will pop up.

- Click on “click here to log on” (see screenshot below)



8) A new web page will pop up.

- You have two options for logging into the system:
 - A. **Email and password used in the previous form.** (NOTE: If you are on secure computer, you may choose to click on the box next to “Remember me?” to save your log in credentials to that computer. If ever you have forgotten your password, you can click on “Forgot Password?” and a new form will pop-up in which you may put your email address and a link to reset your password will be sent to your email address.)
 - B. Using social media (Facebook or Google) by clicking on the appropriate button. N.B. This method is entirely secure. CBA will not gain access to your social media account information if you choose this option.
- Once you have selected your method click on the gold button “LOGIN” (see the screenshot below).

The screenshot shows the top navigation bar of the Catholic Biblical Association of America website. The header includes the organization's logo and name, and a menu with links for ABOUT, MEMBERSHIP, MEETINGS, PUBLICATIONS, GRANTS, NEWS, and RESOURCE. In the top right corner, there are links for LOGIN and CONTACT US. The main content area features a 'Login' form with fields for Email and Password, a 'Remember me?' checkbox, a 'Forgot Password?' link, and a 'LOGIN' button. Social media login options for Facebook and Google+ are also present. Red arrows labeled 'A', 'B', and an unlabeled arrow point to the email field, the login button, and the forgot password link, respectively.

Upon request, the CBA Office (cba-office@cua.edu) also will send you an email with a link to reset your password. The subject line will read, "Password Reset on Catholic Biblical Association." Follow the instructions from #5 onward.