

Logging In

STEP ONE

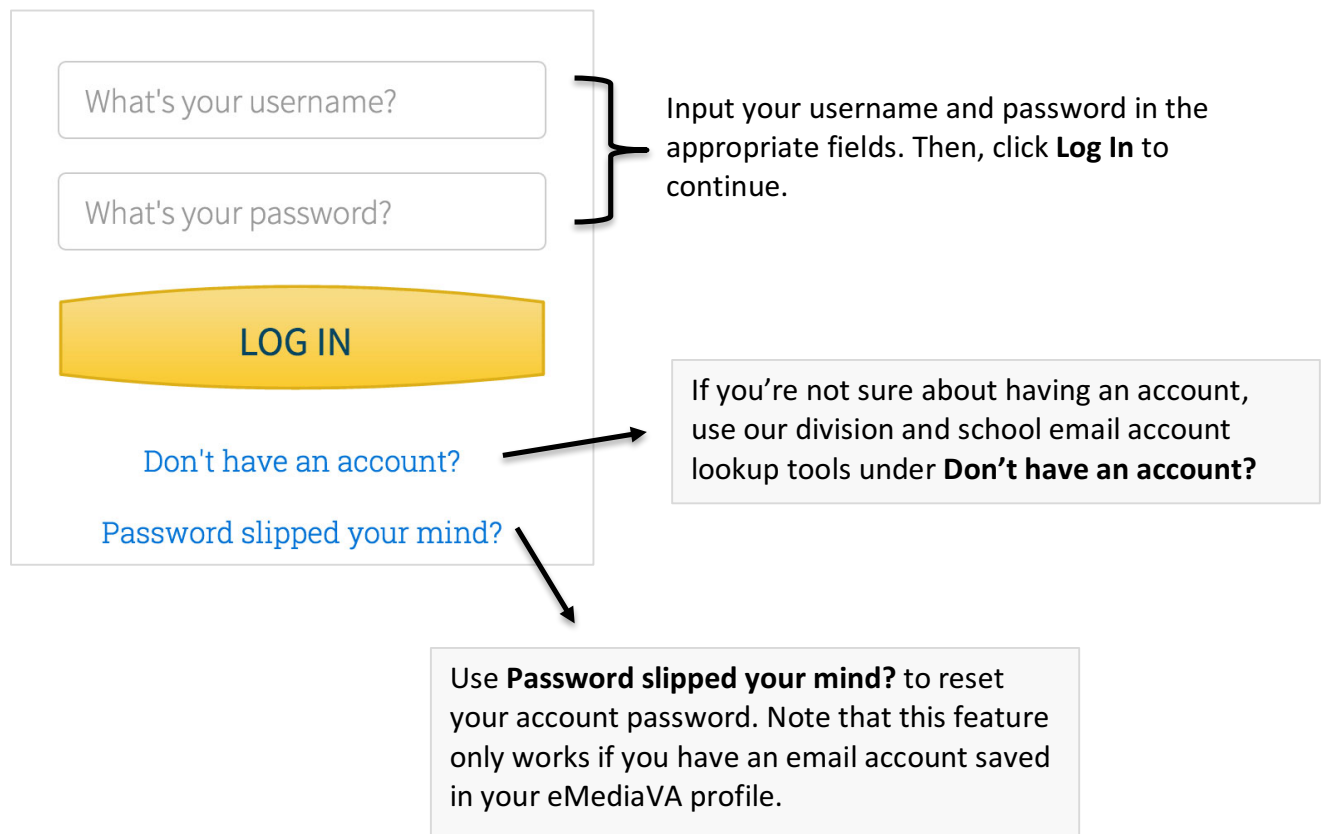
Begin by navigating to <https://emediava.org>

STEP TWO

Click **Log In** located on the main menu.



STEP THREE

A screenshot of the login form with several annotations. The form contains two input fields: 'What's your username?' and 'What's your password?'. Below these fields is a yellow 'LOG IN' button. Underneath the button are two links: 'Don't have an account?' and 'Password slipped your mind?'. A bracket on the right side of the form groups the two input fields with the text: 'Input your username and password in the appropriate fields. Then, click **Log In** to continue.' An arrow points from the 'Don't have an account?' link to a text box that says: 'If you're not sure about having an account, use our division and school email account lookup tools under **Don't have an account?**'. Another arrow points from the 'Password slipped your mind?' link to a text box that says: 'Use **Password slipped your mind?** to reset your account password. Note that this feature only works if you have an email account saved in your eMediaVA profile.'

STEP FOUR

If this is your first time logging in with your account's default password, eMediaVA requires that the password be reset.

The only requirement for passwords is that they be at least 5 characters long. Type your new password in both fields, then click **Update Password** to complete the process.

STEP FIVE

If you have any trouble logging in, go to <https://emediava.org/accountlookup>

All registered schools are listed in the **Look up your school division** dropdown. Select your school or division to see your administrator's contact information. S/he will be the best place to start troubleshooting any difficulties with logging in.

Enter a new password.

New Password

Must be at least 5 characters.

Re-type Password

UPDATE PASSWORD

Look up your school division.