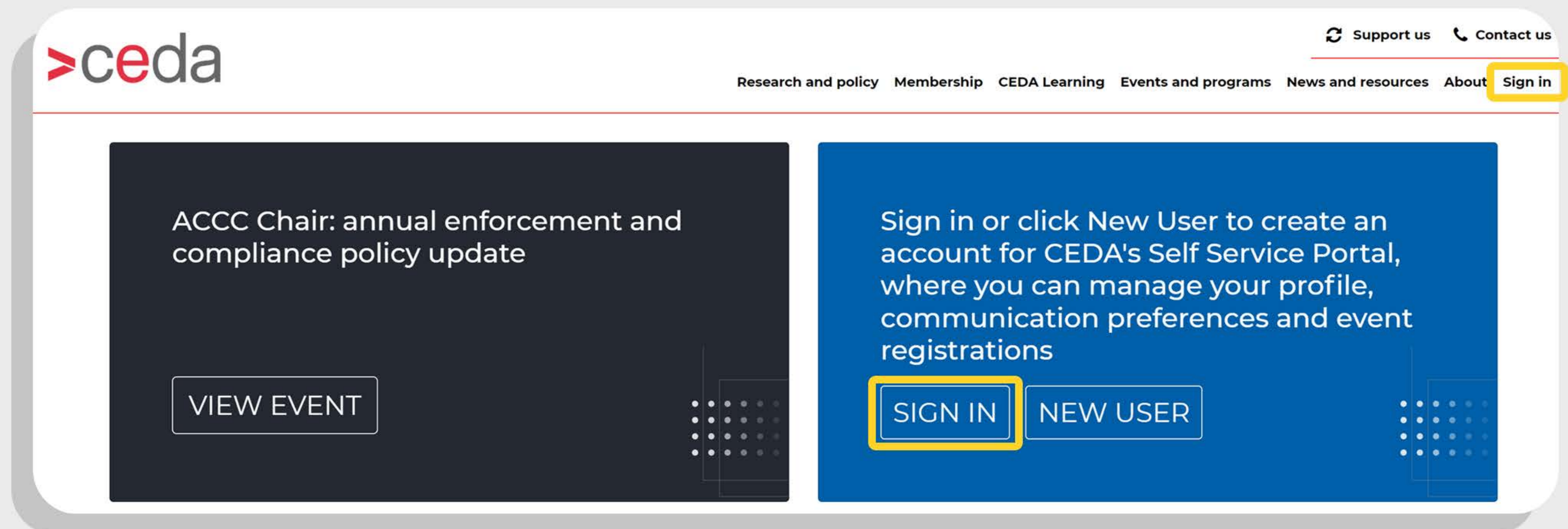


LOGGING INTO CEDA'S PORTAL FOR THE FIRST TIME

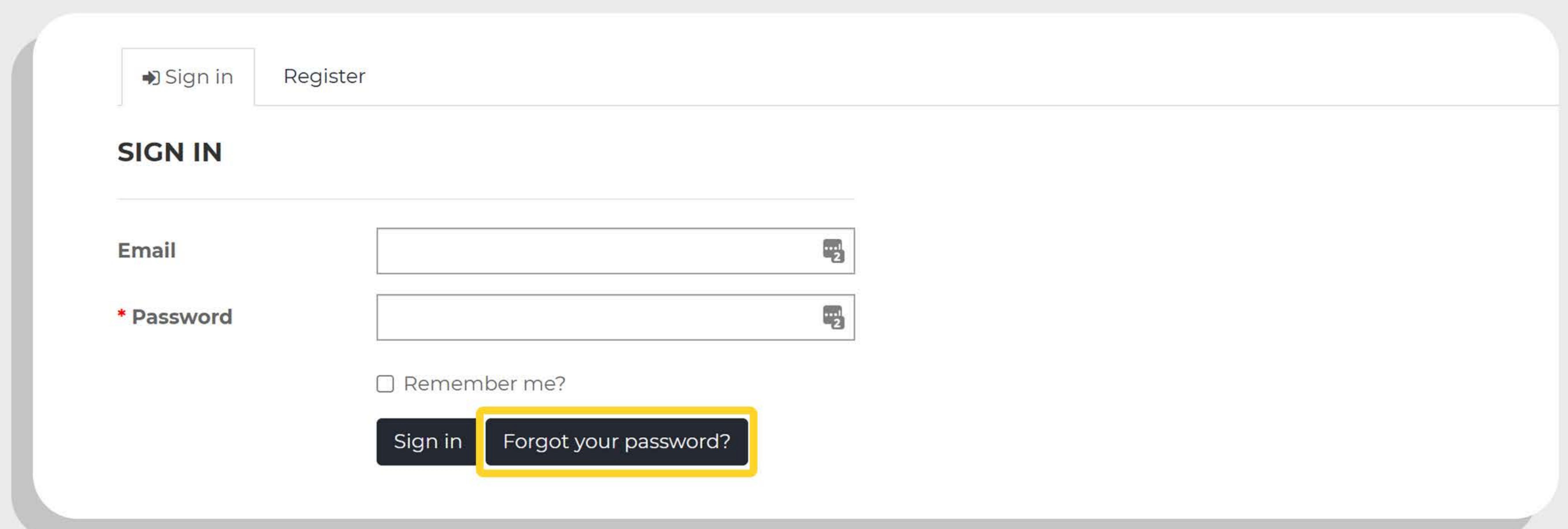
I AM AN EXISTING CEDA USER:

The first time you log into the portal you will need to reset your password.

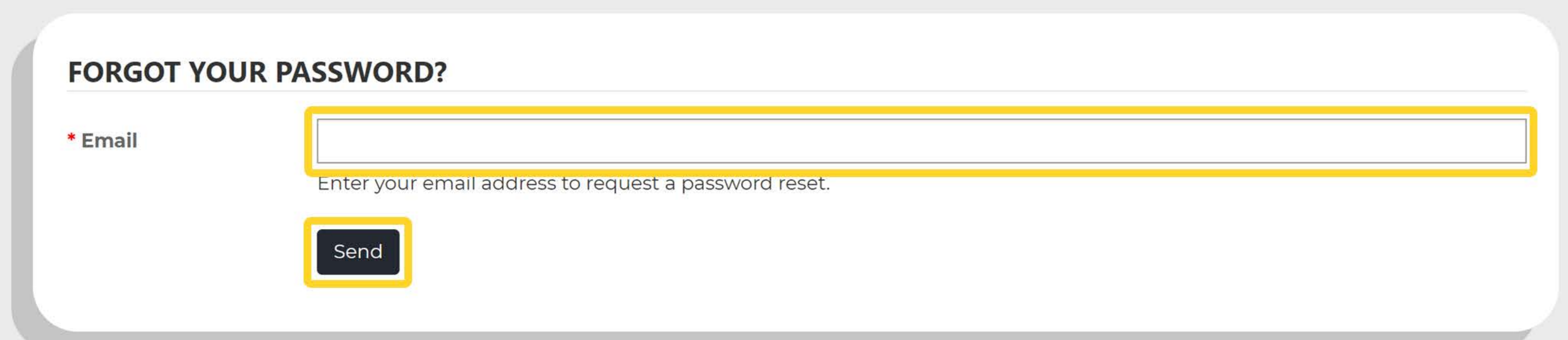
1. Click on 'Sign In'



2. Click on "Forgot your password?"



3. Enter the email address you have registered with CEDA and click 'Send'. (Note: this is normally your work email address. If you cannot remember the email address you have registered with, please contact us at info@ceda.com.au)

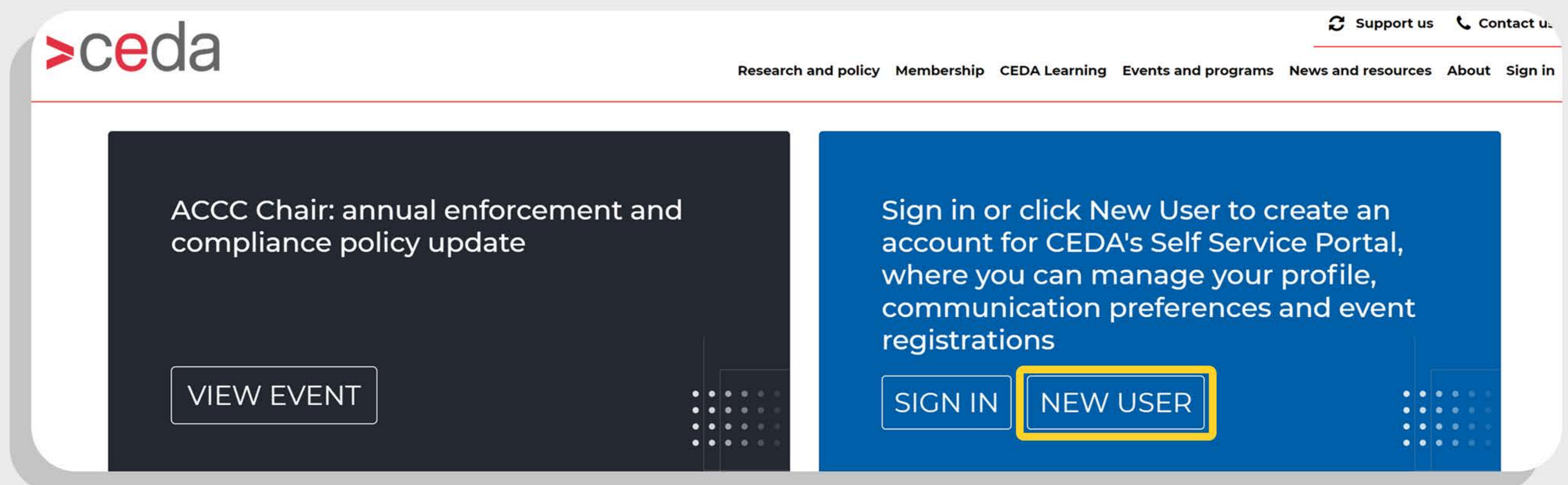


An email will be sent to you containing a link for you to reset your password. Once you have reset your password, you can then log in to the portal.

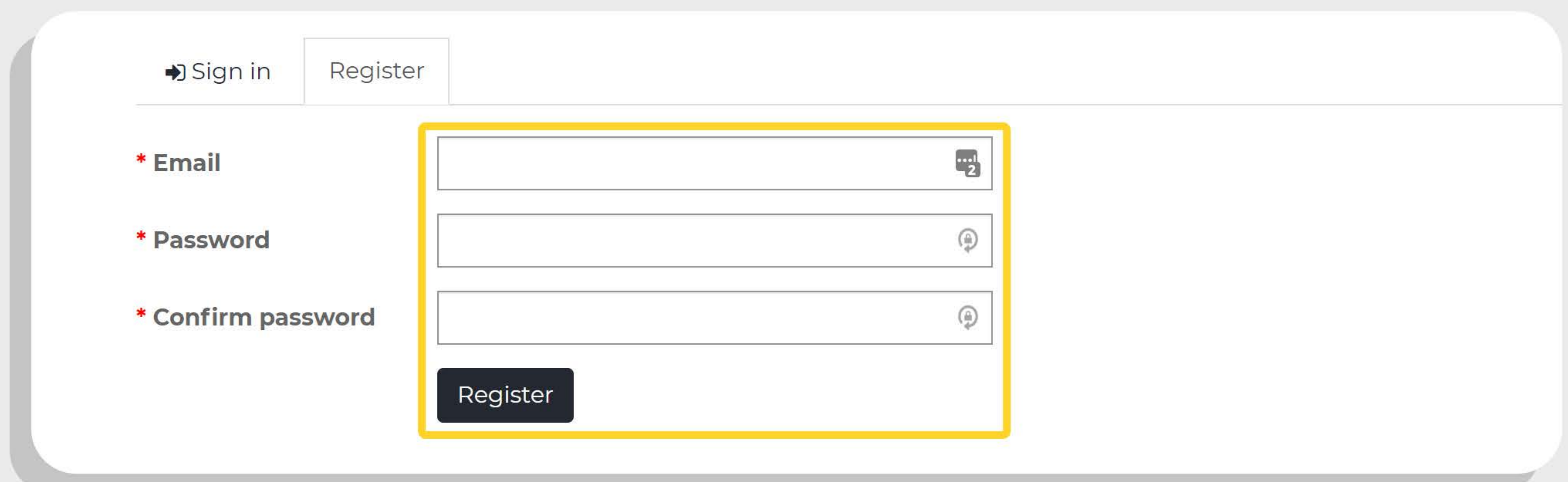
I AM NEW TO CEDA:

As a new user you will need to create a profile.

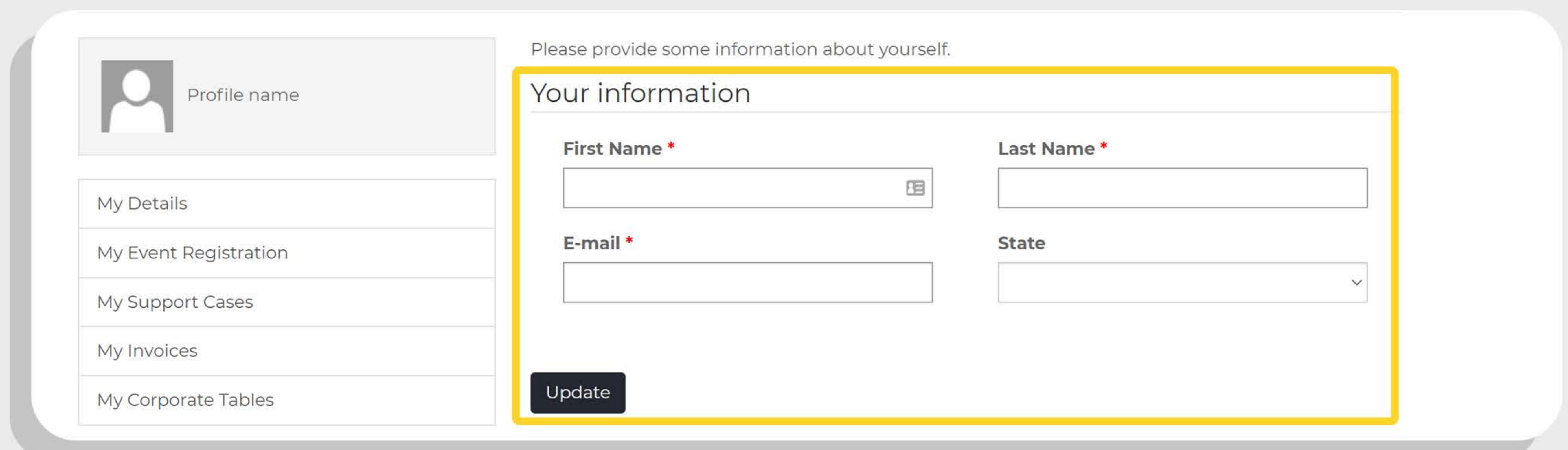
1. Click on 'New User'



2. Enter your Email and your preferred Password and click 'Register'
Please note: We recommend that you use your work/business email address. This will associate you with your company if it has an existing CEDA account and automatically apply the correct pricing including member rates for CEDA events and programs.



Once you click Register, you will be logged in and taken to your Profile page to provide additional information to complete the process.



3. Complete your profile by entering your First Name, Last Name and State and click Update. (Note: State will be used to provide you with customised communications based on your location.)