

Website User's Manual

Changing Your Website Password

Document: Website Change Password Instructions

Author: Joseph G. Rebele

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Change Log: Updated Document – May 28, 2019

NPHIC Help Desk Information

Contact: Joe Rebele

Main No.: 770.509.5555

Direct No.: 770.628-2835

eMail: jrebele@nphic.org

OVERVIEW

The NPHIC website provides members with the ability to request a new password should it be forgotten. This document provides NPHIC members with pictorial instructions for requesting a new password and then changing your password to one more desirable.

STEP 1: Click “Forgot Password?” Under the “Login” button.

The screenshot shows the NPHIC website interface. At the top, there is a navigation menu with links: HOME, ABOUT, JOIN, NEWS, CONFERENCES, CAREER, AWARDS, MEMBER SERVICES, and LOGIN. A dropdown menu is open under the LOGIN button, showing fields for Email and Password, a Remember Me checkbox, a Log in button, and a Forgot Login? link. The main content area features a large banner for "MEASLES COMMUNICATION RESOURCES" with a "CLICK TO LEARN MORE" button. Below this are three resource boxes: "Incident Communications Resources", "Health Promotion Resources", and "Share Your Resources". A blue banner below these boxes reads "ce Registration is NOW OPEN! Click Here to REGISTER NOW!". The bottom section is divided into two columns: "NEWS HIGHLIGHTS" with a list of four items, and "CDC SEASONAL FLU NEWS" with a link to the "WEEKLY U.S. INFLUENZA SURVEILLANCE REPORT".

STEP 2: Enter your e-mail id and Click the “Send Password” button.

Lost your Password? - National P x +

https://www.nphic.org/component/comprofiler/lostpassword

NPHIC
NATIONAL PUBLIC HEALTH
INFORMATION COALITION

Making Public Health Public...

HOME ABOUT JOIN NEWS CONFERENCES CAREER AWARDS MEMBER SERVICES LOG IN

NPHIC TWEETS

- #publichealth - The CDC has published new state HIV prevention profiles. The profiles highlight current HIV prevent...
<https://t.co/cCMRIBPUHU>
about 19 hours ago
- RT @CDCDirector: Addiction is a chronic medical condition; it is not a moral failing. This is personal to me -- you learn a lot when you exp...
3 days ago
- ALDI has recalled 5-lb bags of Bakers Corner All Purpose Flour sold at its stores in the northeastern U.S. due to a...
<https://t.co/o6jpGmwvLI>
3 days ago
- NPHIC has compiled a wide range of flooding communication resources. Resources include those from the CDC, other f...
<https://t.co/vJSVerlh4Q>
4 days ago
- Don't eat, serve, or sell oysters from Estero El Cardon, an estuary in Baja California Sur, Mexico, due to an outbr...
<https://t.co/ByytKnODcs>
4 days ago

LOST YOUR PASSWORD ?

If you **lost your password**, please enter your E-mail Address, then click the Send Password button, and you will receive a new password shortly. Use this new password to access the site.

E-mail Address:

Send Password

STEP 3: Results Screen after Clicking "Send Password"

The screenshot shows a web browser window with the URL <https://www.nphic.org/login>. The page features the NPHIC logo and the tagline "Making Public Health Public...". A navigation menu includes links for HOME, ABOUT, JOIN, NEWS, CONFERENCES, CAREER, AWARDS, MEMBER SERVICES, and LOG IN. On the left, there is a "NPHIC TWEETS" section with several tweets. On the right, a yellow message box displays a success message: "MESSAGE: New User Password created and sent to your email address jrebele@nphic.org. Please check your email (and if needed your spambox too!)". Below the message is a "CB LOGIN" form with fields for Email and Password, a "Remember Me" checkbox, and a "Log in" button. Links for "Forgot Login?" and "Sign up" are also present.

LOGIN - National Public Health Information Coalition

https://www.nphic.org/login

NPHIC
NATIONAL PUBLIC HEALTH
INFORMATION COALITION

Making Public Health Public...

HOME ABOUT JOIN NEWS CONFERENCES CAREER AWARDS MEMBER SERVICES LOG IN

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<https://t.co/ByytKnODcs>
4 days ago

MESSAGE
New User Password created and sent to your email address jrebele@nphic.org. Please check your email (and if needed your spambox too!)

CB LOGIN

Email

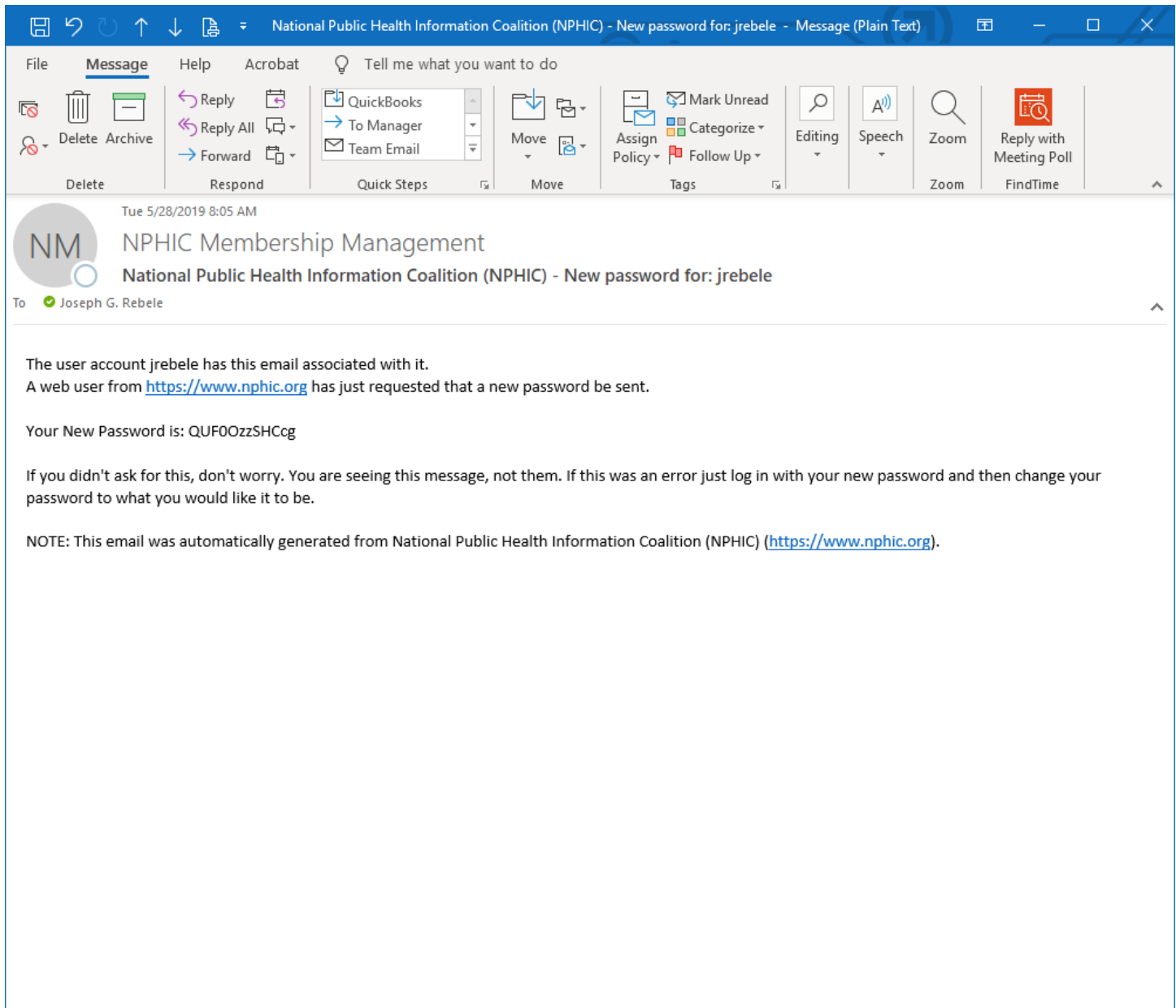
Password

Remember Me

Log in

Forgot Login?
Sign up

STEP 4: Open your e-mail and retrieve your new password.



The screenshot shows an Outlook email window titled "National Public Health Information Coalition (NPHIC) - New password for: jrebele - Message (Plain Text)". The interface includes a ribbon with "File", "Message", "Help", and "Acrobat" tabs. The "Message" tab is active, showing various actions like "Delete", "Archive", "Reply", "Reply All", "Forward", "Move", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Editing", "Speech", "Zoom", and "Reply with Meeting Poll".

The email content is as follows:

Tue 5/28/2019 8:05 AM

NPHIC Membership Management
National Public Health Information Coalition (NPHIC) - New password for: jrebele

To: Joseph G. Rebele

The user account jrebele has this email associated with it.
A web user from <https://www.nphic.org> has just requested that a new password be sent.

Your New Password is: QUF0OzzSHCcg

If you didn't ask for this, don't worry. You are seeing this message, not them. If this was an error just log in with your new password and then change your password to what you would like it to be.

NOTE: This email was automatically generated from National Public Health Information Coalition (NPHIC) (<https://www.nphic.org>).

Website Change Password Instructions

- STEP 5:** a.) Log into www.nphic.org with your e-mail id and new password
b.) Hover on **MEMBER SERVICES** and click on “Update My Profile” under Tools
c.) The following screen will appear:

The screenshot shows a web browser window with the URL <https://www.nphic.org/members-area/tools/updatesmyprofile>. The page features the NPHIC logo and tagline "Making Public Health Public...". A navigation bar includes links for Billing, Email List Management, Operations, Statistics, Management Lists, Dashboard, Statistics, and In Development. Below this is a main menu with links for HOME, ABOUT, JOIN, NEWS, CONFERENCES, CAREER, AWARDS, MEMBER SERVICES, and LOG OUT. The MEMBER SERVICES link is highlighted.

The main content area is divided into two columns. The left column, titled "NPHIC TWEETS", displays several tweets from various sources, including #publichealth, @CDCDirector, and ALDI. The right column shows a profile card for a user named "Joe Rebele". The profile card includes a profile picture, a background image of a beach, and a list of details:

First Name	Joe
Last Name	Rebele
Title	IT Manager
Email	jrebele@nphic.org
Agency/Company	NPHIC
Agency/Company Type	Other

Website Change Password Instructions

- STEP 6:** a.) Hover on Edit and then Click "Update Your Profile". Your profile is now in edit mode.
b.) You can change all information except your email id. Please contact us to change your email.
c.) The following screen will appear:

The screenshot shows a web browser window with the URL <https://www.nphic.org/members-area/tools/updatemyprofile/userdetails>. The page features the NPHIC logo and tagline "Making Public Health Public..." at the top. Below the logo is a navigation menu with tabs for Billing, Email List Management, Operations, Statistics, Management Lists, Dashboard, and In Development. A secondary menu includes links for HOME, ABOUT, JOIN, NEWS, CONFERENCES, CAREER, AWARDS, MEMBER SERVICES, and LOG OUT.

The main content area is titled "EDIT YOUR DETAILS" and includes a "★ Required field" indicator. The form is organized into sections: "Contact Info" (selected), "Canvas", "Portrait", and "Mailing lists". The "Contact Info" section contains the following fields:

- Salutation:
- First Name: ★
- Middle Name:
- Last Name: ★
- Title:
- Email:
- Password:
- Verify Password:
- Current Password:
- Agency/Company:

On the left side of the page, there is a "NPHIC TWEETS" section with four tweets:

- Tweet 1: #publichealth - The CDC has published new state HIV prevention profiles. The profiles highlight current HIV prevent... <https://t.co/cCMRIBPUHU> about 19 hours ago
- Tweet 2: RT @CDCDirector: Addiction is a chronic medical condition; it is not a moral failing. This is personal to me -- you learn a lot when you exp... 3 days ago
- Tweet 3: ALDI has recalled 5-lb bags of Bakers Corner All Purpose Flour sold at its stores in the northeastern U.S. due to a... <https://t.co/o6jpGmwvLI> 3 days ago
- Tweet 4: NPHIC has compiled a wide range of flooding communication resources. Resources include those from the CDC, other f... <https://t.co/vJSVerih4Q> 4 days ago
- Tweet 5: Don't eat, serve, or sell oysters from Estero El Cardon, an estuary in Baja California Sur, Mexico, due to an outbr... <https://t.co/BudKCoDe>

Website Change Password Instructions

- STEP 7:** A listing of all your member information will be displayed. This is where you change your membership information and your password.
- Scroll down until you see “Password. Enter your desired new password
 - In the next row, “Verify Password”, Enter your desired new password again
 - In the next row, “Current Password”, Enter the new password that was sent to you from “Forgot login?”

The screenshot shows a web browser window with the URL <https://www.nphic.org/members-area/tools/updatesmyprofile/userdetails>. The page features the NPHIC logo and the tagline "Making Public Health Public...". A navigation menu includes links for Billing, Email List Management, Operations, Statistics, Management Lists, Dashboard, and In Development. Below this is a secondary menu with links for HOME, ABOUT, JOIN, NEWS, CONFERENCES, CAREER, AWARDS, MEMBER SERVICES, and LOG OUT.

The main content area is titled "EDIT YOUR DETAILS" and includes a "★ Required field" indicator. The form is divided into tabs: "Contact Info" (selected), "Canvas", "Portrait", and "Mailing lists". The fields are as follows:

- Salutation:
- First Name: ★
- Middle Name:
- Last Name: ★
- Title:
- Email:
- Password:
- Verify Password:
- Current Password:
- Agency/Company:

On the left side of the page, there is a "NPHIC TWEETS" section with four tweets from various sources, including @CDCDirector and ALDI.

Website Change Password Instructions

STEP 8: Scroll to the bottom of the page. Please make sure “Accept Terms and Conditions” is checked and Click “Update”

Update My Profile - National Pub... x +

https://www.nphic.org/members-area/tools/updatemyprofile/userdetails

Registration now open for National Conference on Health Communication, Marketing and Media, Aug. 13-15 at the Omni... <https://t.co/OVVwtuRKnm> 5 days ago

A major #publichealth marketing/communications position has been added to the NPHIC news highlights. Job pays \$150... <https://t.co/VJBFiQhJIA> 6 days ago

RT @OKDOT: SAFETY REMINDER: Bridges and culverts are NOT safe places to shelter during severe storms, which typically produce heavy rainfall... 7 days ago

#publichealth - A 41-case spike in past week pushes measles cases to 880 in 24 states, CDC reports today. That's m... <https://t.co/dWDAILuS3D> 7 days ago

RT @NWS: A dangerous day of weather is in the forecast for the Southern Plains today and tonight with "High" risks for both severe thunders... 7 days ago

Street Address: 313 Puckett Creek Ct ★

Room/Suite/Mail Stop: [Empty]

City: Canton ★

State/Province: GA ★

Zip: 30114 ★

Country: United States

Business Phone: (770) 628-2835 ★

Cell Phone: [Empty]

Fax: [Empty]

Home Phone: [Empty]

Website Address: www.nphic.org

Accept Terms and Conditions ★

Update Cancel

NPHIC MEMBERSHIP

- Who We Are Video
- Member Benefits
- Member Plans
- Member Comments
- Sign Up Today!

NPHIC RESOURCES

- Communicator Certification
- Newsletters
- Twitter Feeds

STAY CONNECTED

- Facebook
- Twitter
- LinkedIn
- RSS

CONTACT US

1353 Riverstone Parkway
Suite 120-309
Canton, GA 30114
770-509-5555
info@nphic.org

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STEP 8: You have now changed your password and the following screen will be displayed

The screenshot shows a web browser window with the URL <https://www.nphic.org/members-area/tools/updatemyprofile>. The page header features the NPHIC logo and the tagline "Making Public Health Public...". Below the header is a navigation menu with options: Billing, Email List Management, Operations, Statistics, Management Lists, Dashboard, Statistics, and In Development. A secondary menu includes: HOME, ABOUT, JOIN, NEWS, CONFERENCES, CAREER, AWARDS, MEMBER SERVICES, and LOG OUT.

The main content area is divided into two columns. The left column, titled "NPHIC TWEETS", displays four tweets with their respective text and timestamps. The right column features a yellow "MESSAGE" box stating "Your settings have been saved". Below this is a profile card for "Joe Rebele", an IT Manager at NPHIC, with a profile picture and a background image of a beach. The profile card includes tabs for "Contact Info", "Dues", and "Registered Events".

First Name	Joe
Last Name	Rebele
Title	IT Manager
Email	jrebele@nphic.org
Agency/Company	NPHIC