STEP 1 (IF NEEDED): CREATING A YMCA ACCOUNT

Completed by: Staff member seeking NWM System login

A YMCA account gives staff access to leadership development resources, their Y transcript, eLearnings, frequently requested program certification information, and links to other tools.

Staff members who need to create a YMCA account should complete the following steps:

- 1. Go to Link (https://link.ymca.net).
- 2. Click the **Sign up now** link.
- 3. The Register A New YMCA Account page opens. Enter the email address you will use to log in, and then click the **Send Verification Code** button.
 - A verification code will be sent to your email inbox

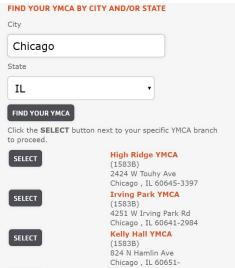
NOTE: The verification code is only good for 5 minutes. If you wait longer than 5 minutes to enter the code, a new code must be requested using the Send New Code button.

- 4. Enter the code in the Verification code field and click the **Verify Code** button.
- 5. After the code is accepted, create a password. Passwords must comply with the following rules:

8-16 characters, containing 3 out of 4 of the following:

- Lowercase characters
- Uppercase characters
- Digits (0-9)
- One or more of the following symbols: @ # \$ % ^ & * _ + = [] { } | \ : , ?/`
- 6. Click the **Create** button.
- 7. The Enter Identification Information page opens. Enter your first and last name, the last 4 digits of your Social Security Number and your birthdate, then click the **Next** button
- 8. The Select Your YMCA page opens. At the top of the page, verify the information you entered.
- 9. Search for your YMCA by entering the City in the provided box, selecting the State from the drop-down list, and clicking the **Find Your YMCA** button. You MUST select your affiliated YMCA in order to be given access to the Nationwide Membership System.

10. A list of YMCAs is displayed. Click the Select button next to your YMCA. Click the **Select** button next your YMCA.



- 11. The Complete YMCA Account Creation page opens. Read and accept the Posting and Use Rules and the Terms of Use by checking the boxes. Click the **Create My YMCA Account** button to complete the sign up process.
- 12. On the following page, use the **Click here to login** link to sign into your account.

