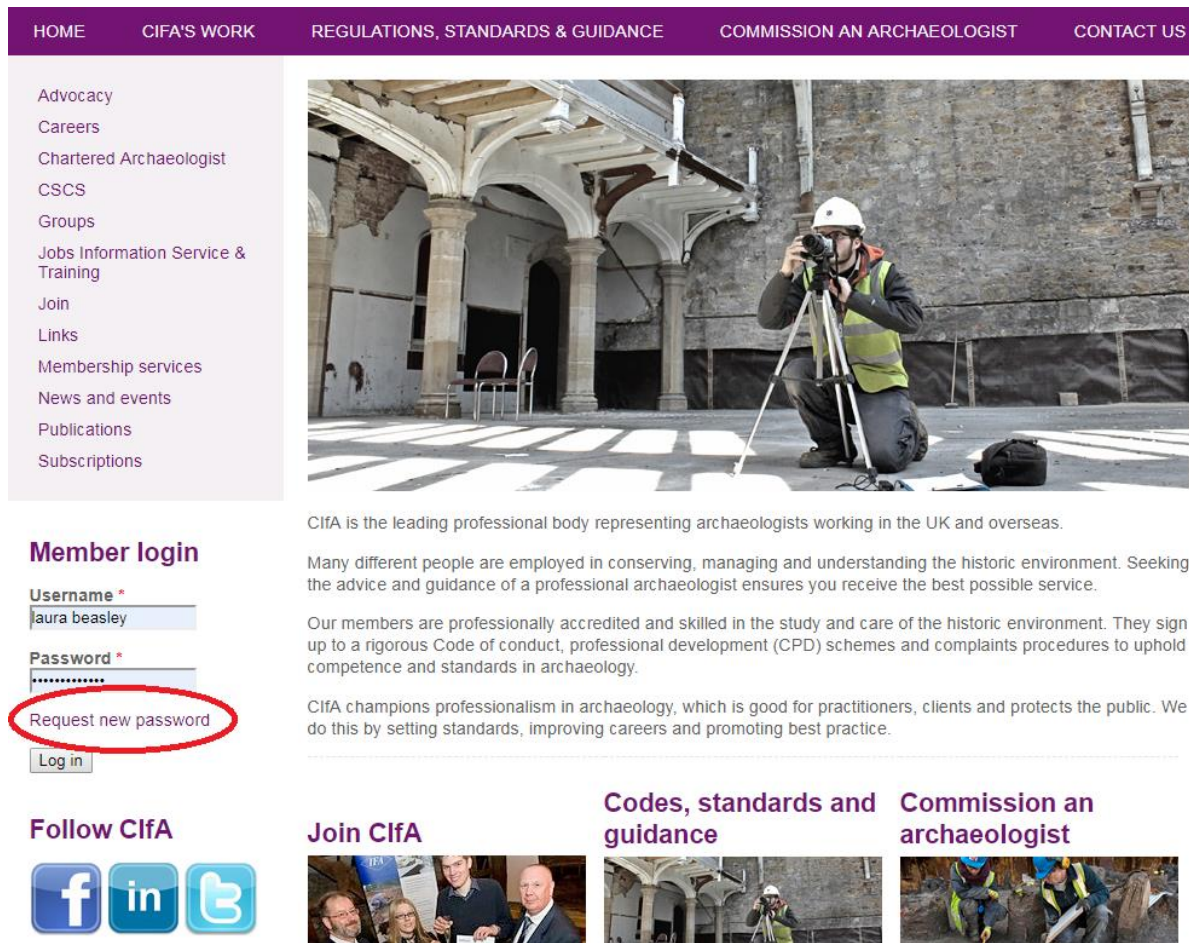


## How to request a new password for the CifA website

1. Go to our website <http://www.archaeologists.net/> and click on 'Request New Password'



The screenshot shows the CifA website interface. At the top is a navigation menu with links: HOME, CIFA'S WORK, REGULATIONS, STANDARDS & GUIDANCE, COMMISSION AN ARCHAEOLOGIST, and CONTACT US. Below the menu is a sidebar with a list of links: Advocacy, Careers, Chartered Archaeologist, CSCS, Groups, Jobs Information Service & Training, Join, Links, Membership services, News and events, Publications, and Subscriptions. The main content area features a large photograph of an archaeologist in a hard hat and safety vest kneeling and taking a photo with a camera on a tripod in a historic building. Below the photo, there is text describing CifA as the leading professional body representing archaeologists in the UK and overseas, and explaining the benefits of being a member, such as access to a Code of conduct, CPD schemes, and complaints procedures. A 'Member login' section contains a form with fields for 'Username \*' (containing 'laura beasley') and 'Password \*' (with a red circle around the 'Request new password' link below it). A 'Log in' button is also present. Below the login form are three promotional boxes: 'Follow CifA' with social media icons for Facebook, LinkedIn, and Twitter; 'Join CifA' with a photo of a group of people; and 'Codes, standards and guidance' and 'Commission an archaeologist' with photos of archaeological work.

2. Enter your username or email address (your username will be your name in lower case with a space between your first and second name i.e. 'joe bloggs')
3. Then click on 'Email new password'.
4. You should then receive an email with instructions on how to create your new password. If you do not receive an email please let us know as we may need to change the email address associated with your website account.