**Setting up your password and profile**

**In order to access your profile and make updates you will have to log in to the website.  The first time you try to log in, you will need to set up your password.  Follow these instructions:**

**1.  The log in area is located on the bottom left.**

**2.  Enter your email address and then click forgot password.**

**3.  It will ask you for your email.**

**4.  You will be sent an email so that you can change your password.  Make sure to check your inbox (or junk mail if you don’t see it in your inbox).**

**Once you receive the email, click on the link that is in the email.**

**5.  You will see another page open.  It will ask for you to set up your new password.**

**6.  Once you do that you go back to the log in area on the IEHA website (www.ieha.net) and log in with your new password.**

**7. After you log in, in the same area, there will be an option to go to your profile.  Click on the profile link and you will be able to update your profile and add a picture.**

**If you have any problems, let me know.  Good Luck.**

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