# How to register for AFSCME Search

### Registering as a new user

- 1. Go to: https://www.afscmesearch.org.
- 2. Click "Register as a New User".

Jsername:	
Password:	
	remember me on this computer
	Login
	Register As A New User
	I Forgot My Password

### 3. Fill out the registration form with your information.

Username: This can be your email address or any other username.

**Email:** Please use your official AFSCME or affiliate staff email address, requests from non-AFSCME email addresses will be rejected.

The only other required fields that you have to fill out are **Position and Department**.

### Click 'Ok'.

4. You should receive a confirmation email with instructions to validate your email address. If you do not receive the email within a few minutes, check your spam folders. If you are still unable to validate your account, contact the AFSCME Information Center at 202-429-1079 or <u>jovermier@afscme.org</u>.

5. You will receive a confirmation email after your account has been approved by Information Center staff. You should be approved within a few hours if you register during business hours, or no more than one business day later.

## **Questions?**

If you experience any issues or if you have any questions about how to use the AFSCME Search site, please contact the AFSCME Information Center at 202-429-1079 or <u>jovermier@afscme.org</u>.

## How to access AFSCME Search with an existing account

### How to log in to AFSCME Search

Go to <u>https://www.afscmesearch.org/login.</u> Sign in with your username and password.

### Forgot your password?

1. If you need to reset your password, click 'I Forgot My Password' and enter your email address. You will receive an email with a temporary password. If you do not receive the email within a few minutes, check your spam folders. If you are still unable to reset your password, contact the Information Center at 202-429-1079 or jovermier@afscme.org for assistance.

2. Follow the instructions to sign in with the temporary password and reset your password after you log in to your account.

Username:	
Password:	
	remember me on this computer
	Login
	Register As A New User
	I Forgot My Password

## Forgot your username?

1. If you cannot remember your username, click the 'I Forgot My Password' link and enter your email address in the form that pops up.

2. You will receive an email with your username. You can sign into the site with your existing password and ignore the password reset instructions if you do not want to change it. If you do not receive the email within a few minutes, check your spam folders. If you are still unable to reset your password, contact the Information Center at 202-429-1079 or jovermier@afscme.org for assistance.

## **Questions?**

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