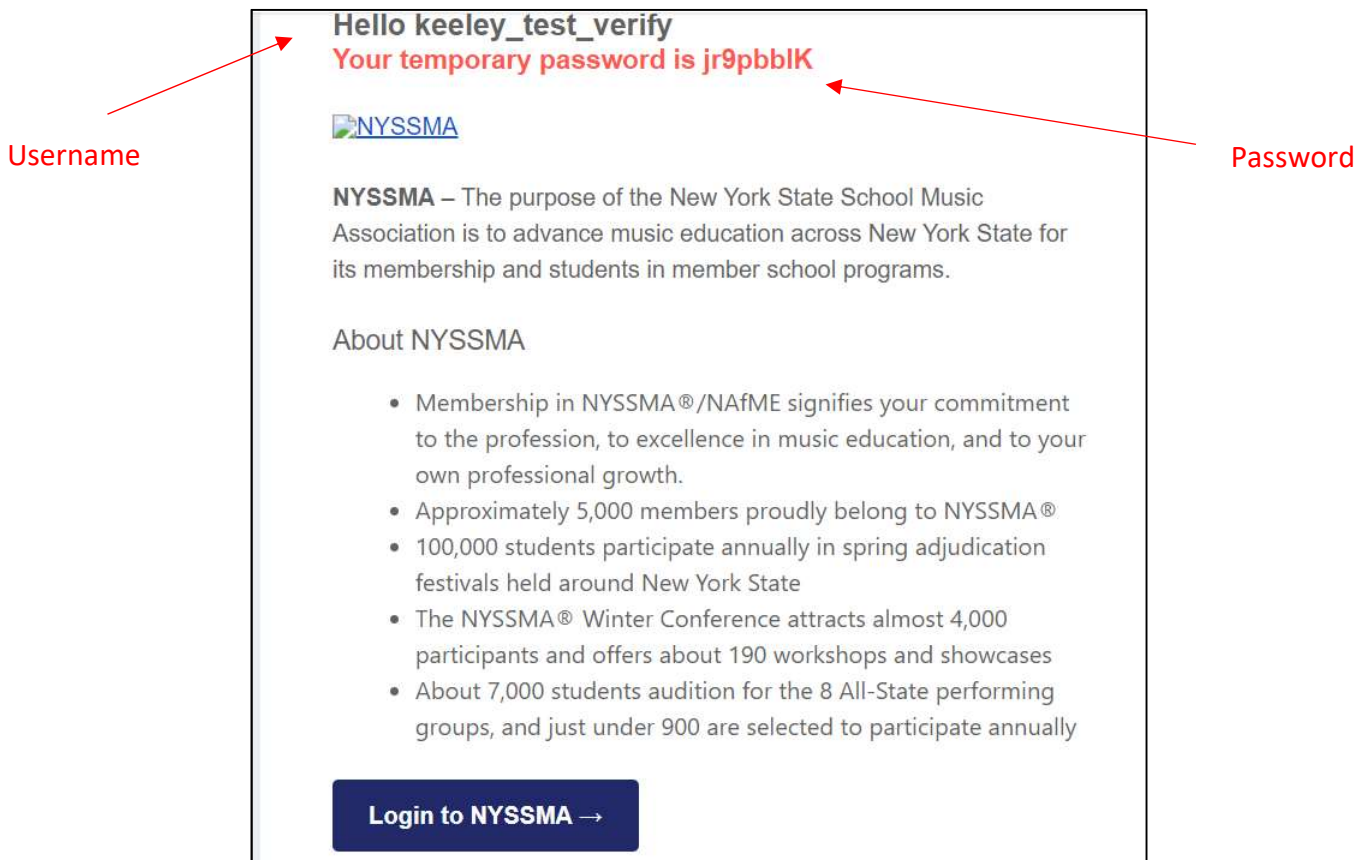
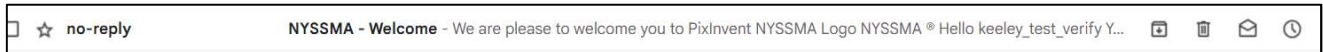


# How to Access the NYSSMA Application

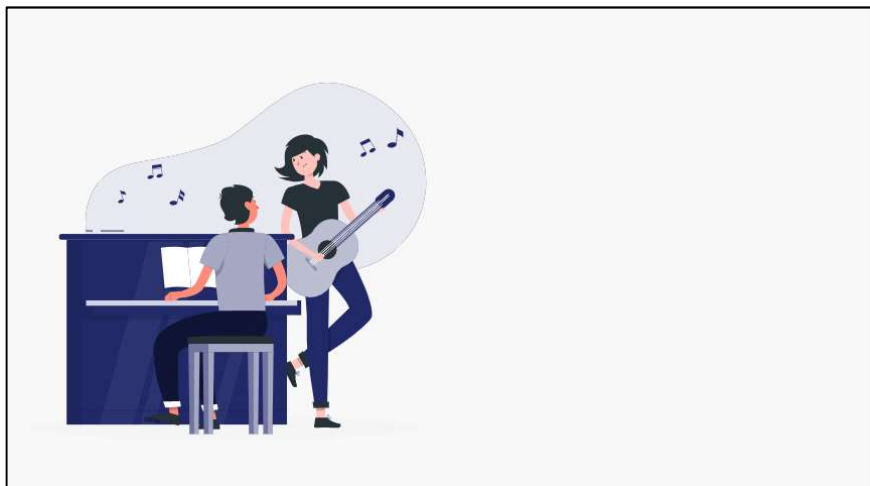
This documentation provides instruction on how to access the NYSSMA application from invitation to verification.

1. An email will be sent to individuals for which accounts have been created.

The image shows the main body of an email. At the top, it says 'Hello keeley\_test\_verify' in bold, followed by 'Your temporary password is jr9pbbIK' in red. Below this is the NYSSMA logo. The text continues: 'NYSSMA – The purpose of the New York State School Music Association is to advance music education across New York State for its membership and students in member school programs.' Underneath is a section titled 'About NYSSMA' with a bulleted list of facts. At the bottom, there is a dark blue button with the text 'Login to NYSSMA →'. Two red arrows point to the email content: one from the word 'Username' on the left pointing to the recipient's name, and another from the word 'Password' on the right pointing to the temporary password.

2. Click the 'Login to NYSSMA' button.

3. Type in Username and Password.



Welcome to NYSSMA! 🙌

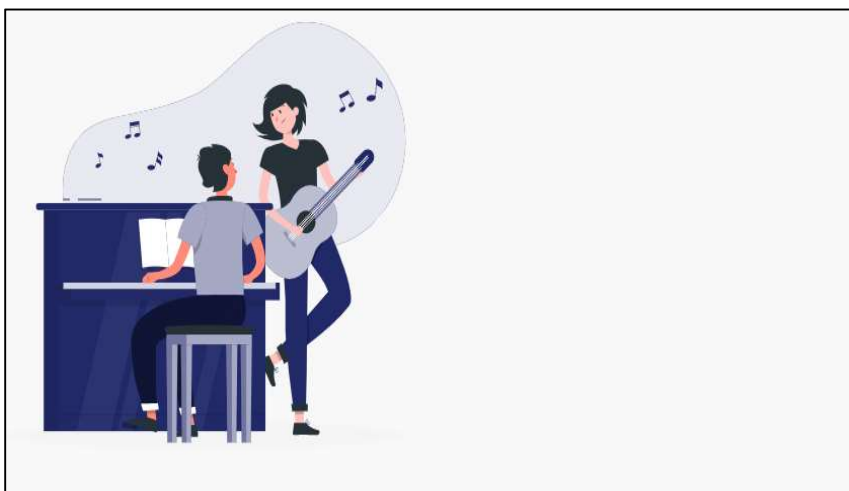
Please sign-in to your account and start the adventure

Username  
keeley\_test\_verify

Password [Forgot Password?](#)  
.....|

Sign in

4. Enter a new password twice and then click Sign in. Password must be 8 characters.



Welcome to NYSSMA! 🙌

Please sign-in to your account and start the adventure

Enter New Password

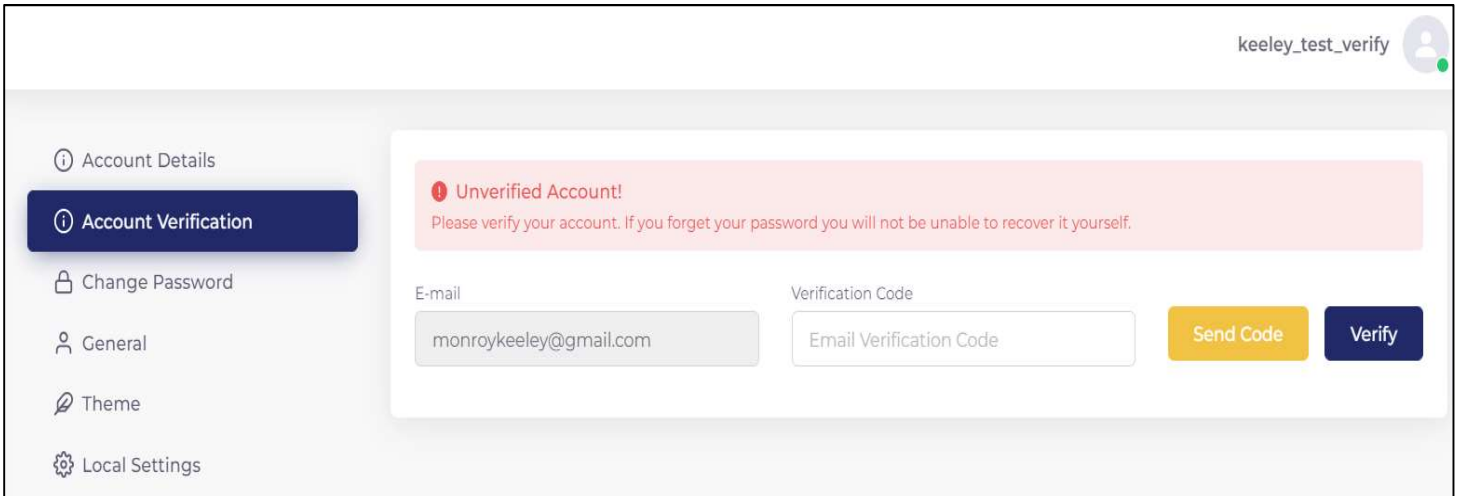
.....| ⓘ

The New Password field is required

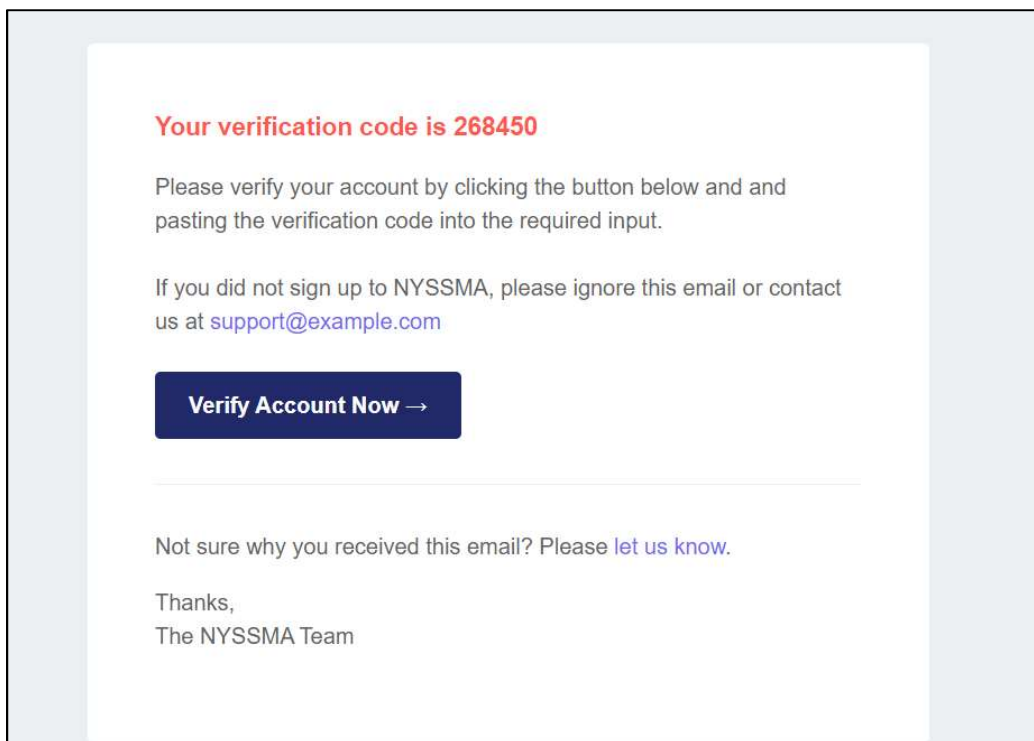
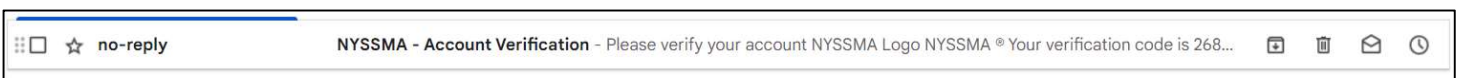
.....|

Sign in

5. Click on the 'Send Code' button.



6. Check email.



7. Click on the 'Verify Account Now'.

8. Enter Code. Click on the 'Verify' button.

The screenshot shows a user interface for account verification. On the right side, the user's name 'keeley\_test\_verify' is displayed next to a profile icon. On the left, a sidebar menu contains several options: 'Account Details', 'Account Verification' (highlighted in dark blue), 'Change Password', 'General', 'Theme', and 'Local Settings'. The main content area features a pink warning banner that reads 'Unverified Account! Please verify your account. If you forget your password you will not be able to recover it yourself.' Below this banner, there are two input fields: 'E-mail' containing 'monroykeeley@gmail.com' and 'Verification Code' containing '268450'. To the right of these fields are two buttons: a yellow 'Send Code' button and a dark blue 'Verify' button.

9. Success!

The screenshot shows the same user interface as in the previous step, but with a green success banner at the top that reads 'Verified Account! Your account is completely verified. No further actions are needed.' The 'Verify' button is no longer visible. In the bottom right corner, a white toast notification box with a green border displays 'Success' in bold and 'Verified' below it, with a close button (X) in the top right corner.