

PPAI Password Set Up for New Team Members

1. Go to My PPAI – <https://my.ppai.org/>
2. Click **Reset Password** located below the Submit button (DO NOT CLICK Register at PPAI)

PPAI

Enter your username
christinas@ppai.org
Between 8 and 80 characters
Allowed: A-Z,a-z,0-9, ! # \$ % ^ * ~ - . [space]

Enter your password
.....
Between 8 and 80 characters
Allowed: A-Z,a-z,0-9, ! # \$ % ^ * ~ - . [space]
Requires one each of Upper, Lower, Number, Special Character

Remember me

Submit

Reset Password | Register at PPAI

3. Enter your unique email address and click submit

PPAI

Use this form to start the process of changing your password. Enter your username and we will email a code to you from info@ppai.org. You will need to enter that code on the next page. If you encounter any trouble, you can contact us at 1-888-I-AM-PPAI.

Enter your current username

Submit

4. System will email a unique code to the email address entered
 - Open email to get code*
 - Return to site to enter required code
5. Enter Unique Code from email and Click Submit button

PPAI

A code has been sent to christinas@ppai.org. Get the code from that email and enter it below to continue the reset process.

If you no longer have access to this email, you will need to contact us to reset your password.

Enter your reset code

Submit

Reset Password | Register at PPAI

*If you do not receive the email contact PPAI at 888-I-AM-PPAI (426-7724) or PPAI@ppai.org

6. Enter New password
7. Reenter Password and click Submit button

Passwords MUST

Be Between 8 and 80 characters

Allowed: A-Z,a-z,0-9, ! # \$ % ^ * ~ - . [space]

Requires one each of Upper, Lower, Number, & Special Character

PPAI

New password

Between 8 and 80 characters
Allowed: A-Z,a-z,0-9, ! # \$ % ^ * ~ - . [space]
Requires one each of Upper, Lower, Number, Special Character

Reenter password

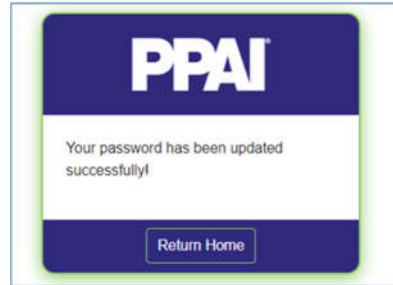
Must match password entered above

Submit

Reset Password | Register at PPAI

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8. Password Update Successful screen appears
9. Click Return Home button



10. At home screen (<https://my.ppai.org/>) log in using email address and newly created password*

A screenshot of a login form with a dark blue header containing the PPAI logo. The form has two input fields: "Enter your username" with the text "christinas@ppai.org" and "Enter your password" with masked characters. Below each field are instructions: "Between 8 and 80 characters" and "Allowed: A-Z,a-z,0-9, ! # \$ % ^ * ~ - , [space]". Below the password field, it says "Requires one each of Upper, Lower, Number, Special Character". There is a "Remember me" checkbox and a "Submit" button at the bottom.

***You must log in to complete the activation.**

Your email and password will allow you to access all PPAI Sites that require log in:

MyPPAI - <https://my.ppai.org/>

PPAI Online Education portal: <https://onlineeducation.ppai.org/>

If you are having trouble setting or resetting your password, please contact the Membership Department at 888-I-AM-PPAI (426-7724) or PPAI@ppai.org