

# **Setup Directions -- ASBDA Google Account**

Every ASBDA member has an ASBDA Google account automatically created for you at your time of membership. This account will allow you to access the members only page on CO ASBDA as well as on the national ASBDA page.

To login to your ASBDA account for the first time, please follow these directions:

- ✓ Logout of all other Google accounts, or open an “Incognito” or private web browser, so that you are not logged into any other Google accounts (sometimes the ASBDA accounts/pages give you a hard time logging in for the first time if you are logged into other Google accounts)
- ✓ Go to gmail.com or google.com, and bring yourself to the account login section.
- ✓ Your ASBDA Google account username that has been created for you is [FirstName.LastName@asbdaband.org](mailto:FirstName.LastName@asbdaband.org)
- ✓ A temporary password has been created for you. Please email the CO State Chair for this information, or the ASBDABand.org webmaster.
- ✓ You then should be logged into your ASBDA Google account, and can now change your password and add this account to your device(s), if you would like.
- ✓ Please be logged into this Google account when accessing any ASBDA pages/documents, as all of our websites are set up in the ASBDA Google suite.
- ✓ We also encourage you to use this account for communication within the ASBDA organization!