

# GUIDE TO RECOVERING A USERNAME OR PASSWORD



# Recover a Username or Password

Follow the next steps to recover your username or password. Please note that login credentials for [www.daglobal.org](http://www.daglobal.org) are singular. The login for [www.beglobalii.com](http://www.beglobalii.com) or prior websites is separate.

You will only receive emails to recover your username or password only if there is one on file for you in the system.

## Recover a Password

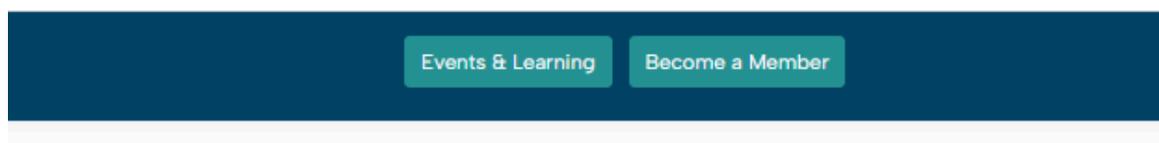
# Recover a Username or Password

## Password Recovery

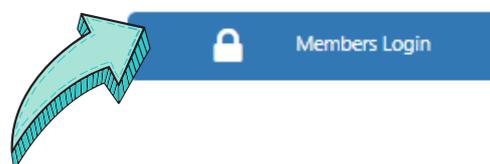
Navigate to [www.daglobal.org](http://www.daglobal.org) and click on the **person icon** in the top right side corner of the screen.



Click on "**Members Login**"



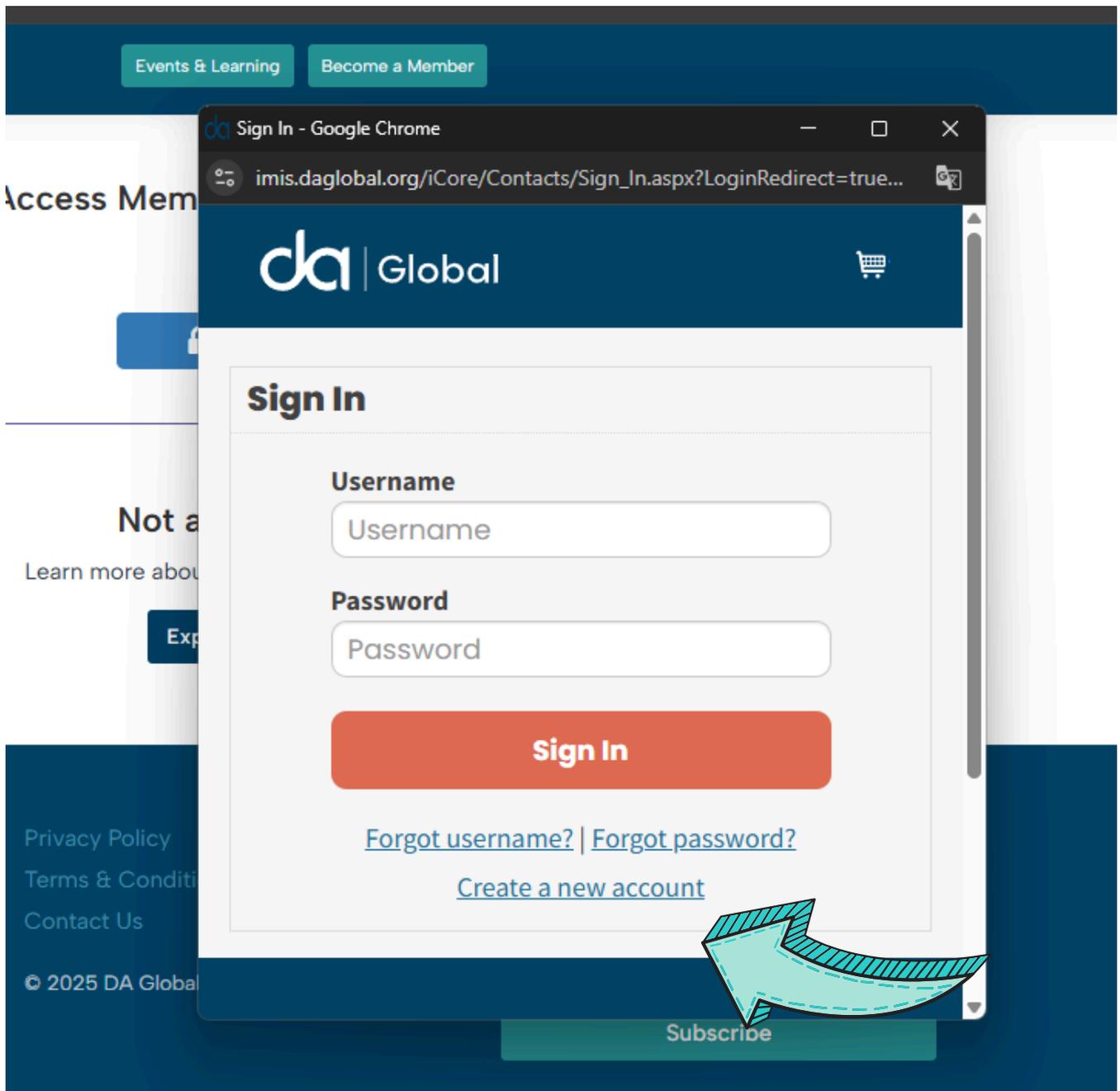
To Access Member Only Content, Please Sign-in



# Recover a Username or Password

## Password Recovery

A pop up will open. Be sure to have your pop-up blocker disabled for the web domain. Click **“Forgot Password”**.

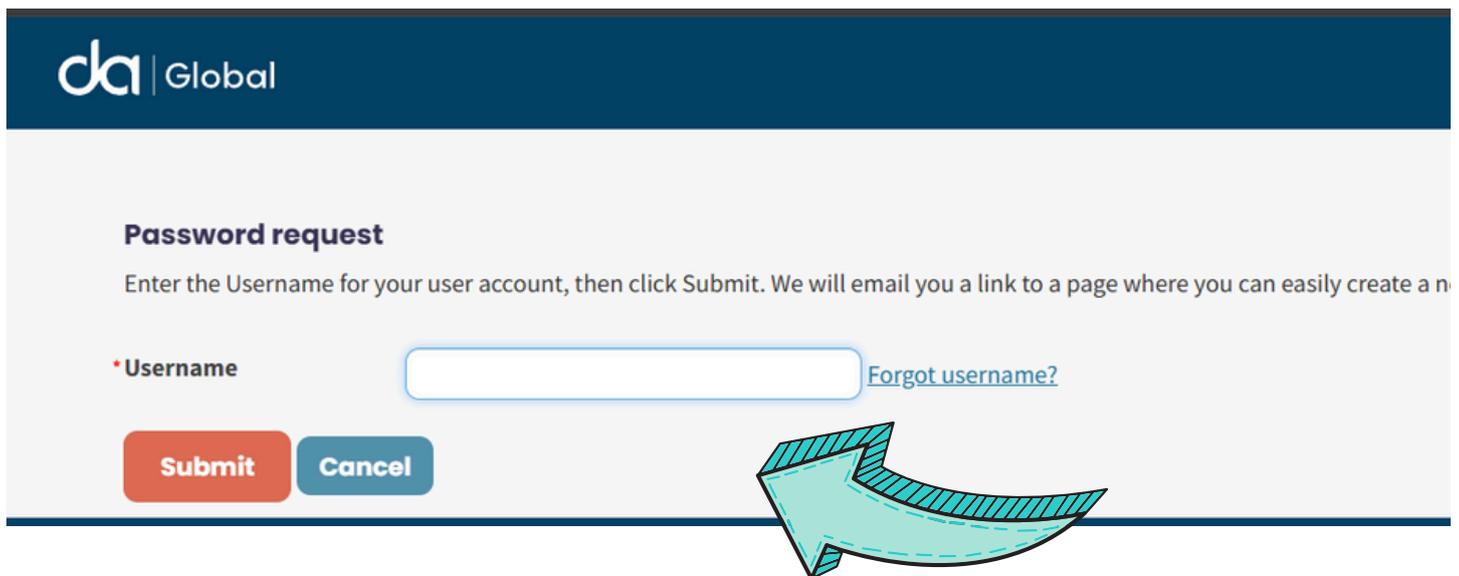


# Recover a Username or Password

## Password Recovery

A new window will open. Type in your username. This is typically the email address that you used to create the account unless you have previously changed it.

Click "**Submit**". You will receive an email from us with a link to reset your password.

A screenshot of the 'da Global' password recovery form. The form has a dark blue header with the 'da Global' logo. Below the header, the title 'Password request' is followed by the instruction: 'Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.' There is a text input field for the username, a 'Forgot username?' link, and two buttons: 'Submit' (orange) and 'Cancel' (blue). A large, stylized teal arrow with a dashed outline points from the bottom right towards the 'Submit' button.

da | Global

**Password request**

Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.

\* Username  [Forgot username?](#)

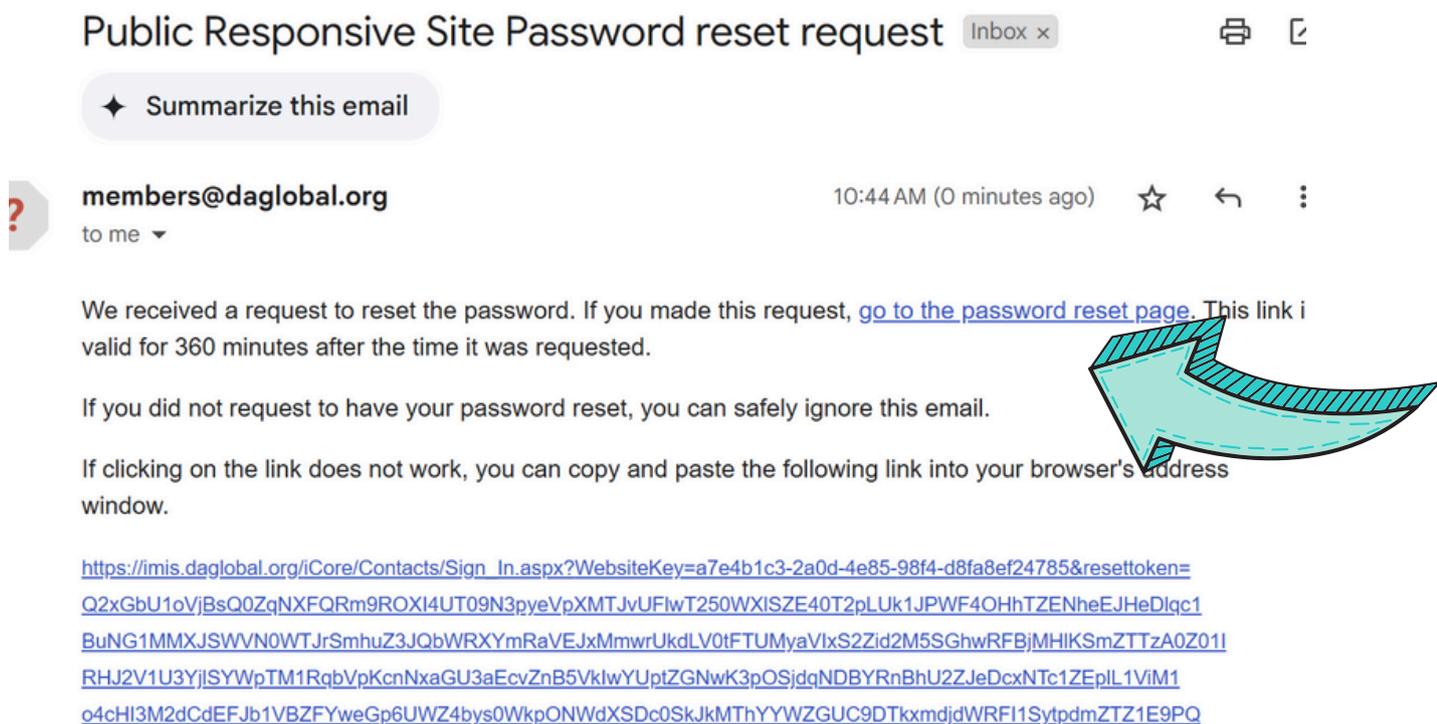
**Submit** **Cancel**

# Recover a Username or Password

## Password Recovery

The email with the link to reset your password will be sent to the email that we have associated with your account. If you have no account created under the username (email) that you typed in, then you will NOT receive an email.

Please be sure to check your spam or quarantine email folders for the reset link.

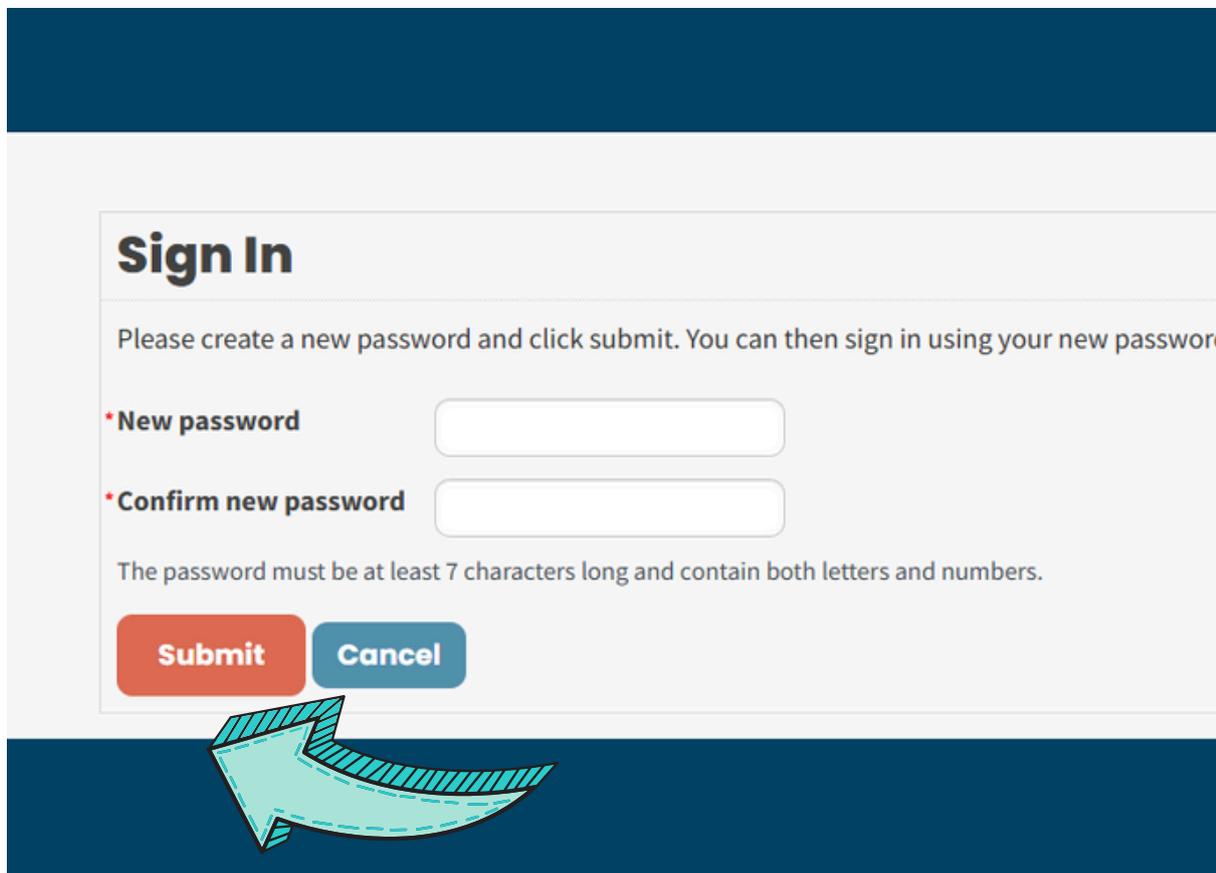


Click the link (or copy and paste) to reset your password.

# Recover a Username or Password

## Password Recovery

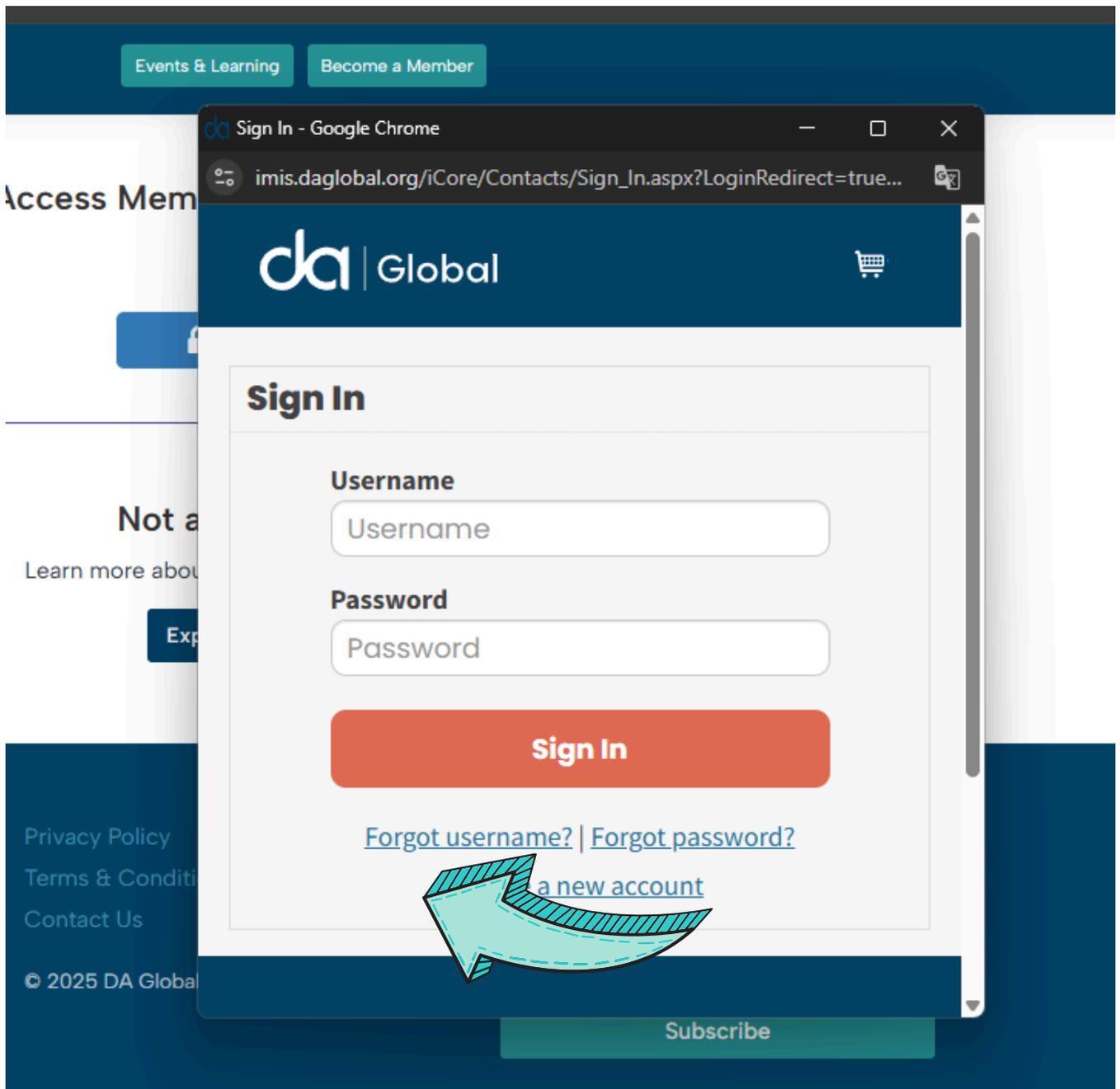
Create a secure password that is at least 7 characters long and contains letters and numbers. Please be sure to click **“Submit”** to save the changes.

A screenshot of a web form titled 'Sign In' for password recovery. The form is set against a light gray background with a dark blue header and footer. The title 'Sign In' is in a bold, dark blue font. Below the title, there is a line of text: 'Please create a new password and click submit. You can then sign in using your new password'. There are two input fields: the first is labeled '\* New password' and the second is labeled '\* Confirm new password'. Below these fields is a note: 'The password must be at least 7 characters long and contain both letters and numbers.' At the bottom of the form are two buttons: a red 'Submit' button and a blue 'Cancel' button. A large, light blue arrow with a dashed outline and a hatched tail points from the bottom of the form towards the 'Submit' button.

# Recover a Username or Password

## Username Recovery

A pop up will open. Be sure to have your pop-up blocker disabled for the web domain. Click **“Forgot Username”**.

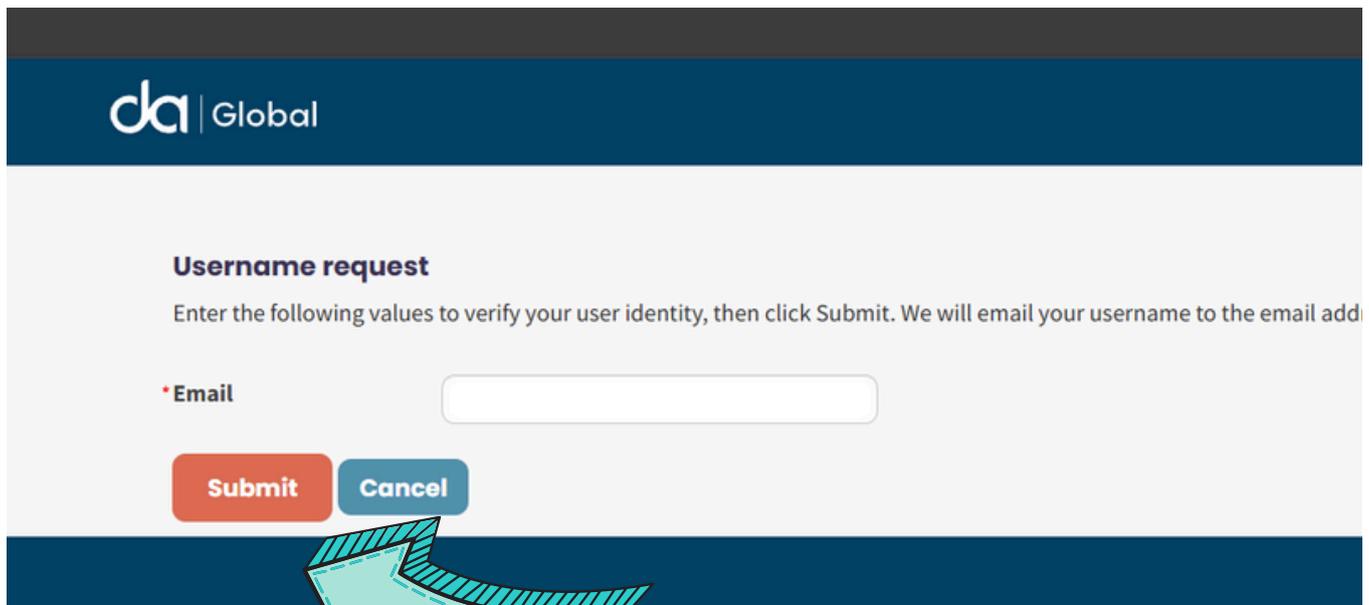


# Recover a Username or Password

## Username Recovery

A new window will open. Type in the email address that you used to create the account.

Click “**Submit**”. You will receive an email from us with your username if there is an account associated with that email address that you entered.

A screenshot of a web form titled 'Username request' from da Global. The form has a dark blue header with the 'da | Global' logo. Below the header, the title 'Username request' is followed by the instruction: 'Enter the following values to verify your user identity, then click Submit. We will email your username to the email address you provided.' There is a single input field labeled 'Email' with a red asterisk. Below the input field are two buttons: a red 'Submit' button and a blue 'Cancel' button. A large, light blue, hand-drawn arrow points from the bottom of the page towards the 'Submit' button.

# Recover a Username or Password

## Username Recovery

You will receive an email with your username only if you have an account associated with the email that you have entered. If you have no account created under the email that you typed in, then you will NOT receive an email.

Please be sure to check your spam or quarantine email folders for the reset link.

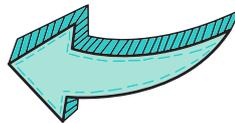
members@daglobal.org

10:46 AM (0 minutes)

to me ▼

We received a request for the username associated with this email address. Based on the your username is:

**JSEINFELD@AOL.COM**



Please click the link below to return to our website and sign in:

[https://imis.daglobal.org/iCore/Contacts/Sign\\_In.aspx?WebsiteKey=a7e4b1c3-2a0d-4e8!d8fa8ef24785&returnurl=%2fpublic%2f](https://imis.daglobal.org/iCore/Contacts/Sign_In.aspx?WebsiteKey=a7e4b1c3-2a0d-4e8!d8fa8ef24785&returnurl=%2fpublic%2f)

If clicking the link does not work, you can copy and paste it into your browser's address v

Use the username to sign in to your account.