

How to Receive your Username and Password

When you enrol as a new student with the ACT, a username and password are generated for you. Before you can log into the ACT's elearning website, you request your username and password and reset them to ones of your choice.

Step 1

Go to www.treasurers.org/user/password. The following page will be shown:

My Account

Create new account
Log in
Request new password

Email address: *

Email new password
➔

If your business and personal email addresses are not recognised please contact us at website@treasurers.org and we will check if your account exists.

For security reasons the email should contain your full name, postcode (business and/or home) and date of birth.

Step 2

Enter your email address and then click **Email new password**. The screen will show that further instructions have been sent to your email address.

Step 3

You will receive an email from the ACT. In the email you will receive a link to a temporary login, by clicking on the link you will be directed to the following webpage. Click on **Log in**.

Reset password

This is a one-time login for:

Username: *Manisha Parmar*

This login will expire on **Fri, 08/10/2010 - 16:58**

Click on this button to login to the site and change your password.

This login can be used only once.

Log in
➔

Step 4

You will now be taken into the **Account Settings** screen. Change your username and password here. Once completed keep a note of your username and password and then click on **submit**. You will now be logged into the ACT website. You can also update your Personal Details from here.

Manisha Parmar

[Account settings](#) | [Personal Details](#) | [CPD Obligations](#) | [CPD Record](#) |

You have just used your one-time login link. It is no longer necessary to use this link to login. Please change your password.

Username: *

Manisha Parmar

Your preferred username; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: *

mparmar@treasurers.org

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Email Type:

Business email address ▼

Please identify whether your registered email address is a business address or home address. This will not affect your subscriptions below but is used by us in validating your securely held information record retained at the ACT.

Password:

••••••••

Confirm password:

••••••••

To change your password, enter the new password in both fields.

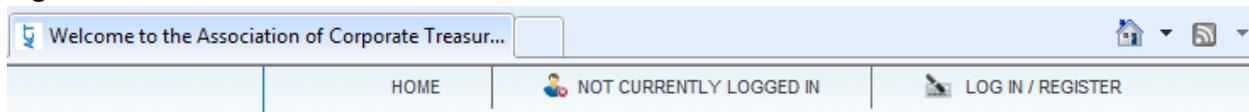
Submit →

Step 5

You can now log in to the student study website at <http://study.treasurers.org>.

Changing your Username and Password

If you want to make any changes to your username and password in the future, go to www.treasurers.org and **log in**.



Now click on **(my account)**.



You will now be taken into the **Account Settings** screen. Change your username and password here as shown in Step 4.