

NDI Website Login Instructions

The purpose of this document is to guide one through the process of logging into the NDI website. This includes determining your NAC USA username, creating/resetting your NAC USA password, and/or registering a new NAC USA website login for the NDI website.

If you need additional assistance, email ndi_support@nac-usa.org.

As of the summer of 2019, most of our NAC USA websites are now using the same username and password to log you in. That means, if you have gone through the process to register your web login and create a password on one of our websites, your password is already setup. When registering your web login on additional sites you will not have to create/reset your password.

If you have NEVER registered on one of our new websites (e.g. NAC USA Online, NDI, Music Companion, etc.), start on page 2 or [click here for instructions on how to register your NAC USA web login on this website and to create your NAC USA password](#).

If you HAVE registered on one of our new websites (e.g. NAC USA Online, NDI, Music Companion, etc.), start on page 6 or [click here for instructions on how to register your NAC USA web login on this website](#).

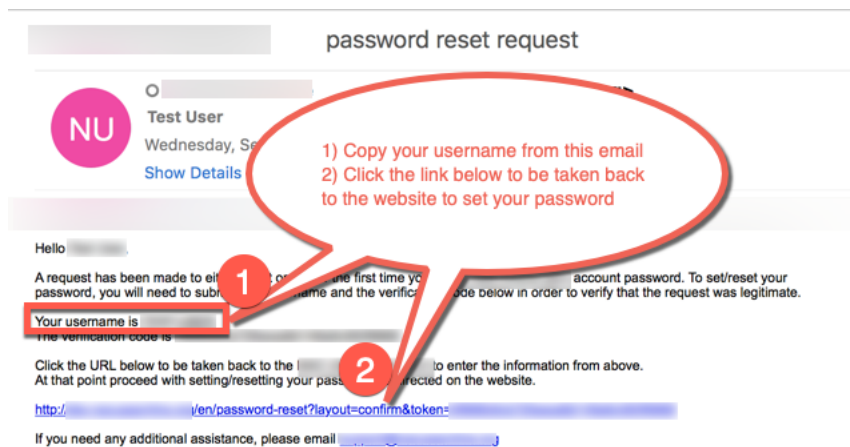
Registering Your NAC USA Website Login and Creating Your NAC USA Password

1. Go to the website's Password Reset page by clicking the following web address if you haven't already done so: <https://ndi.nac-usa.org/password-reset>
2. Enter your email address on the screen then click 'Submit'.
 - **NOTE:** As noted on the screen after you click submit, you should receive an email with further information to setup your new password.

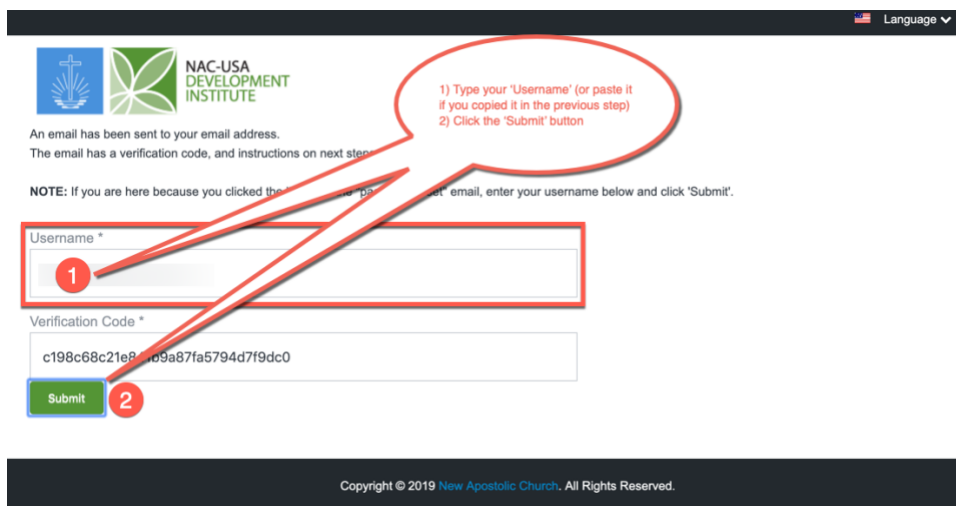
- **NOTE:** If you get an “Invalid email address” notice like seen below, please contact your rector or congregation’s delegate to get the correct email entered into our membership system (i.e. NACStat)

- **NOTE:** It's recommended to NOT use this window to enter the Verification Code, rather use the link in the email you receive. You can close this window.

3. Retrieve from your email account, an email from “NDI Support” with your personalized password reset information which is being used to create a new password for you. Follow the instructions in the email (similar to the image below) to (1) copy your NAC USA username to be used in the next step, then (2) click on the link in the email to set your password.



4. You should be brought back to the website (see the image below) with your verification code automatically entered on the screen. (1) Either type or paste your username from the email into the 'Username' box (2) then click 'Submit'
- **NOTE:** While this is NOT the recommended method, if your verification code is not automatically entered on the screen, you can either:
 - (a) copy the verification code from the email and paste it into the appropriate box, or
 - (b) type the verification code from the email into the appropriate box



5. On the next screen, create your new password, entering it into both boxes, then click 'Submit'
- **NOTE:** Your password must be:
 - At least 7 characters in length
 - Contain at least 1 number
 - Contain at least 1 upper case letter

To complete the password reset process, please enter a new password.

Password *

Confirm Password *

Submit

1) Enter your password into both boxes (ie. 'Password' and 'Confirm Password')

2) Click the 'Submit' button

The screenshot shows a web form for password reset. It has two input fields labeled 'Password *' and 'Confirm Password *', and a blue 'Submit' button. A red box highlights the two input fields, and a red callout bubble points to them with the instruction '1) Enter your password into both boxes (ie. 'Password' and 'Confirm Password)'. Another red callout bubble points to the 'Submit' button with the instruction '2) Click the 'Submit' button'.

6. The last step is to verify that you can login. After you have successfully created your new password, you should be presented with a login window similar to the image below.
- (1) Enter your 'Username' (2) and your newly created 'Password', (3) then click 'Log in'.

Message

Reset password successful. You may now login to the site.

Username *

Password *

Remember me

Log in

1) Type your username in the 'Username' box

2) Type your password in the 'Password' box

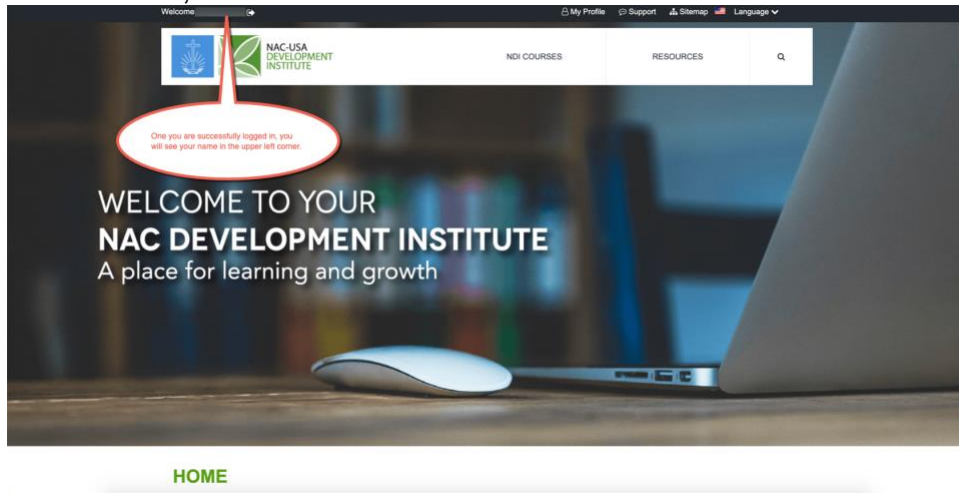
3) Click the 'Log in' box

Forgot your password?

Forgot your username?

The screenshot shows a login page. At the top, there is a green message box that says 'Message' and 'Reset password successful. You may now login to the site.' Below the message is a login form with two input fields labeled 'Username *' and 'Password *', a 'Remember me' checkbox, and a blue 'Log in' button. Red circles with numbers 1, 2, and 3 are placed over the Username, Password, and Log in fields respectively. A red callout bubble points to these three elements with the instructions: '1) Type your username in the 'Username' box', '2) Type your password in the 'Password' box', and '3) Click the 'Log in' box'. Below the login form are two links: 'Forgot your password?' and 'Forgot your username?'.

7. If you successfully logged in, you should be brought to a window similar to the image below. If you see your name in the upper left corner, you are successfully logged in. If anything else appears on the screen, follow the directions on the screen.



- **NOTE:** If you have any technical difficulties, you can email ndi_support@nac-usa.org
- **NOTE:** If you receive notice that you have to change your password, follow the instructions below

The image shows a "Notice" box at the top with the text: "You are required to reset your password before proceeding. Your password must be:" followed by a list of requirements: "at least 7 characters long", "contain at least one number", and "contain at least one upper case letter". A red callout bubble points to this notice with the text: "NOTE: Here are the password requirements". Below the notice is the "Edit Your Profile" form. The form has fields for "Name *", "Username (optional)", "Password *", "Confirm Password *", "Email Address *", and "Confirm Email Address *". There are "Submit" and "Cancel" buttons at the bottom. A red callout bubble with three numbered points (1, 2, 3) points to the "Password *", "Confirm Password *", and "Submit" fields respectively. The text in the callout is: "1) Enter your password in the 'Password' field", "2) Enter your password in the 'Confirm Password' field", and "3) Click the 'Submit' button".

Registering Your NAC USA Web Login on this Website

NOTE: Use these instructions only when you know your NAC USA username and password

1. Go to the website's Forgot Username page by clicking the following web address if you haven't already done so: <https://ndi.nac-usa.org/forgot-username>
2. Enter your email address on the screen then click 'Submit'.
 - **NOTE:** As noted on the screen after you click submit, you should receive an email with further information to setup your new password.

The screenshot shows the NAC-USA Development Institute website interface. At the top right, there is a 'Language' dropdown menu. The main content area features the NAC-USA Development Institute logo on the left and a text prompt: 'Please enter the email address associated with your Username'. Below this is a text input field labeled 'Email Address *'. A green 'Submit' button is positioned below the input field. Two red callout boxes are overlaid on the page: the first callout, labeled '1', points to the input field and contains the text 'Enter your email address that is in our membership system. If you are unsure what your email address is in our membership system, please contact your rector or delegate for assistance.'; the second callout, labeled '2', points to the 'Submit' button and contains the text 'Click 'Submit' to continue'. At the bottom of the page, a dark footer bar contains the text 'Copyright © 2019 New Apostolic Church, All Rights Reserved.'

- **NOTE:** If you get an "Invalid email address" notice like seen below, please contact your rector or congregation's delegate to get the correct email entered into our membership system (i.e. NACStat)

The screenshot shows a 'Notice' box with a close button (X) in the top right corner. The notice text reads: 'Reset password failed: Invalid email address'. A red callout box points to this notice and contains the text: 'This means the email address you entered is either different than what is in our membership system or is not properly entered on your member record. Contact your rector to get this corrected'. Below the notice, the page shows a text input field labeled 'Email Address *' and a blue 'Submit' button. The background of the page is a light gray color.