

Accessing Your Account in YourCouncil (For Renewal Candidates)

STEP 1

Access the Council's website at www.cdacouncil.org.

At the top right corner, under YourCouncil, click CDA Candidate.

The screenshot shows the homepage of the Council for Professional Recognition. At the top left is the Council logo with the tagline "Advancing the professional development and recognition of early childhood educators." To the right are links for Media Room, White Papers, Newsletter, Council Blog, and Contact Us. Further right is the "YourCouncil" section, which contains a red-bordered button for "CDA Candidates", buttons for "PD Specialists" and "YourCouncil Login", and a search bar labeled "Search Site". Below this is a green navigation bar with links for ABOUT, CREDENTIALS, PD SPECIALISTS, COUNCIL STORE, RESOURCES, and CDA EN ESPAÑOL. The main content area features a large banner with the text "YourCouncil created just for you!" and "For a Better, Faster, Easier Experience." Below this text is a "DISCOVER MORE" button. To the right of the text is a photo of two children wearing hard hats; the girl's hat says "Thinker" and the boy's hat says "IDEOMETER". At the bottom of the page are three teal buttons: "CDA GOLD STANDARD", "POWER TO THE PROFESSION", and "2019 EELC CONFERENCE".

STEP 2

In the yellow column, click RESET PASSWORD.

Initial CDA Candidates

Click the "Create an account" button below if:

- You are a CDA **initial** candidate applying online for the first time (except second-setting candidates, see explanation below); or
- You are a CDA **initial** candidate whose YourCDA account has expired.

CREATE AN ACCOUNT

CDA second-setting and candidates who have previously applied:

The Council has already created an online YourCouncil account for you. To access your account, click the button below to reset your password.

RESET PASSWORD

Renewal CDA Candidates

Follow the instructions below to access your online YourCouncil account:

- Click "Reset Password" button below.
- Enter the current email address the Council has on file for you.
- Click "Submit".
- You will receive an email with your username and temporary password.

RESET PASSWORD

YourCDA Login

(For applications submitted before 9/7/18)

Log in here only if:

- You are a CDA **initial** or **renewal** candidate who has completed and submitted payment by Friday, September 7, 2018.

If you did not complete your online YourCDA application prior to the September 7, 2018 deadline, please follow the instructions for initial or renewal CDA candidates.

YOURCDA LOGIN

Username

Password

**Passwords are case sensitive*

LOGIN

STEP 3

In the reset password screen, enter the email address on file with the Council.
Click Submit.

The screenshot shows a web interface with a repeating geometric pattern in the background. At the top center is the Council for Professional Recognition logo. Below it, the heading 'Welcome to Your Council' is displayed in a large, bold, sans-serif font. Underneath the heading is a horizontal line, followed by the text 'RESET YOUR PASSWORD' in all caps. The form contains three input fields, each preceded by a label: 'Email Address:', 'Customer Id:', and 'User Name:'. The input fields are light gray rectangles. Between the first and second input fields, and between the second and third, is the text '- or -' in a green font. At the bottom of the form is a green rectangular button with the word 'Submit' in white text.

STEP 4

You will receive an email from info@yourcouncil.org with your username and password.

Return to the login screen and enter your username and password.

