

## Accessing Your Account in YourCouncil (For Renewal Candidates)

### STEP 1

Access the Council's website at [www.cdacouncil.org](http://www.cdacouncil.org).

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

The screenshot shows the top navigation bar of the Council for Professional Recognition website. On the left is the Council logo and tagline: "Advancing the professional development and recognition of early childhood educators." In the center are links for "Media Room", "White Papers", "Newsletter", "Council Blog", and "Contact Us". On the right is the "YourCouncil" menu, which includes "CDA Candidates" (highlighted with a red box), "PD Specialists", and "YourCouncil Login". Below the navigation bar is a green menu with "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." with a "DISCOVER MORE" button. To the right of the text is a photo of two children wearing hard hats labeled "Thinker" and "IDEOMETER". At the bottom of the banner are three buttons: "CDA GOLD STANDARD", "POWER TO THE PROFESSION", and "2019 EELC CONFERENCE".

## STEP 2

In the yellow column, click RESET PASSWORD.

Initial CDA Candidates	Renewal CDA Candidates	YourCDA Login (For applications submitted before 9/7/18)
<p><b>Click the "Create an account" button below if:</b></p> <ul style="list-style-type: none"><li>• You are a CDA <b>initial</b> candidate applying online for the first time (except second-setting candidates, see explanation below); or</li><li>• You are a CDA <b>initial</b> candidate whose YourCDA account has expired.</li></ul> <p><b>CREATE AN ACCOUNT</b></p> <hr/> <p><b>CDA second-setting and candidates who have previously applied:</b></p> <p>The Council has already created an online YourCouncil account for you. To access your account, click the button below to reset your password.</p> <p><b>RESET PASSWORD</b></p>	<p><b>Follow the instructions below to access your online YourCouncil account:</b></p> <ul style="list-style-type: none"><li>• Click "Reset Password" button below.</li><li>• Enter the current email address the Council has on file for you.</li><li>• Click "Submit".</li><li>• You will receive an email with your username and temporary password.</li></ul> <p><b>RESET PASSWORD</b></p>	<p><b>Log in here only if:</b></p> <ul style="list-style-type: none"><li>• You are a CDA <b>initial</b> or <b>renewal</b> candidate who has completed and submitted payment by Friday, September 7, 2018.</li></ul> <p><b>If you did not complete</b> your online YourCDA application prior to the September 7, 2018 deadline, please follow the instructions for initial or renewal CDA candidates.</p> <hr/> <p><b>YOURCDA LOGIN</b></p> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><i>*Passwords are case sensitive</i></p> <p><b>LOGIN</b></p>

## STEP 3

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

**COUNCIL**  
*for*  
PROFESSIONAL  
RECOGNITION

# Welcome to YourCouncil

RESET YOUR PASSWORD

Email Address:

- or -

Customer Id:

- or -

User Name:

**Submit**

## STEP 4

You will receive an email from [info@yourcouncil.org](mailto:info@yourcouncil.org) with your username and password.

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

