

Setting Up a My POPLINE Account

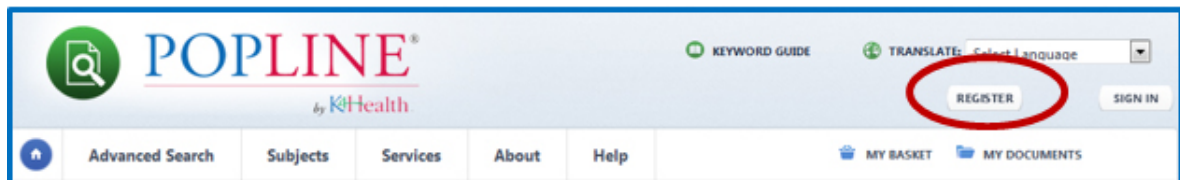
My POPLINE users can save their search results in **My Documents**, save search strategies in **My Saved Searches** or **Saved Search Groups**, and manage their POPLINE **document request** preferences. To use **My POPLINE**, your Web browser must accept cookies and allow pop-ups from **POPLINE** web pages.

Section Contents:

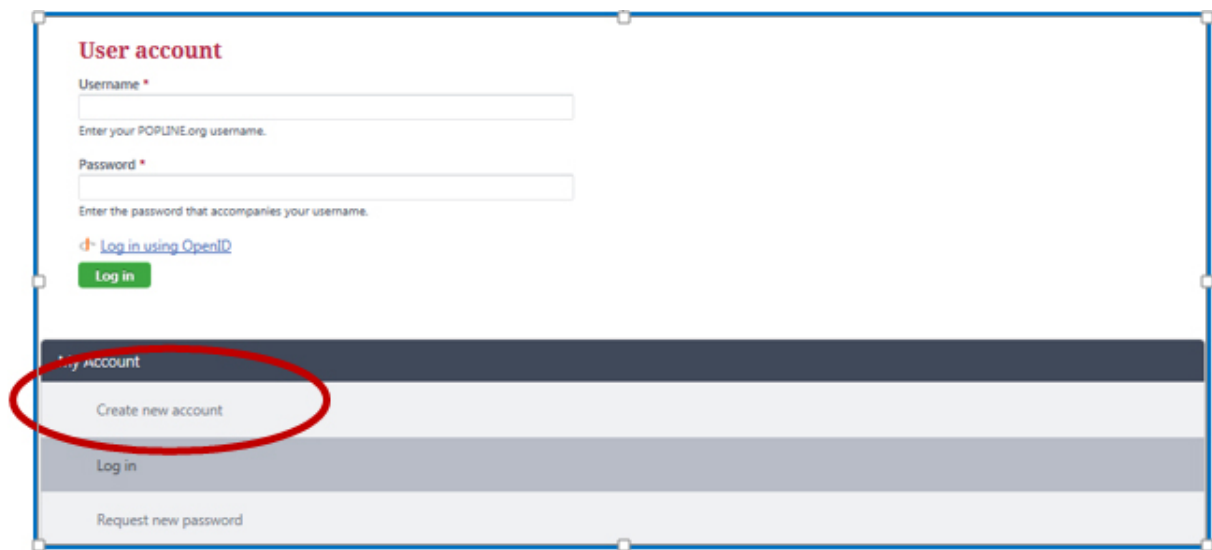
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Creating a My POPLINE Account

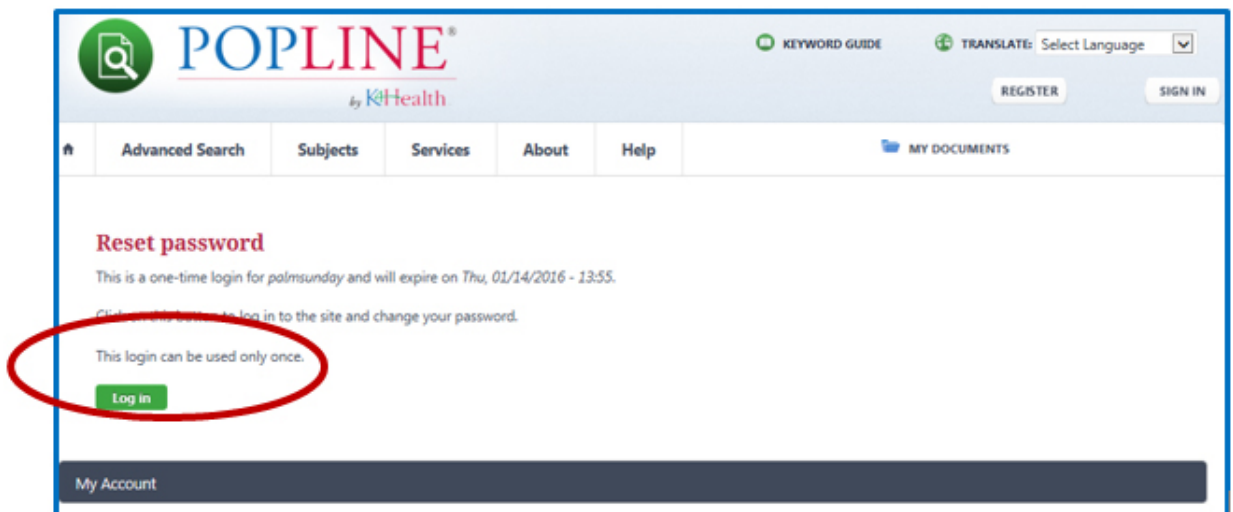
1. Click the Register button, located just above the Main menu.



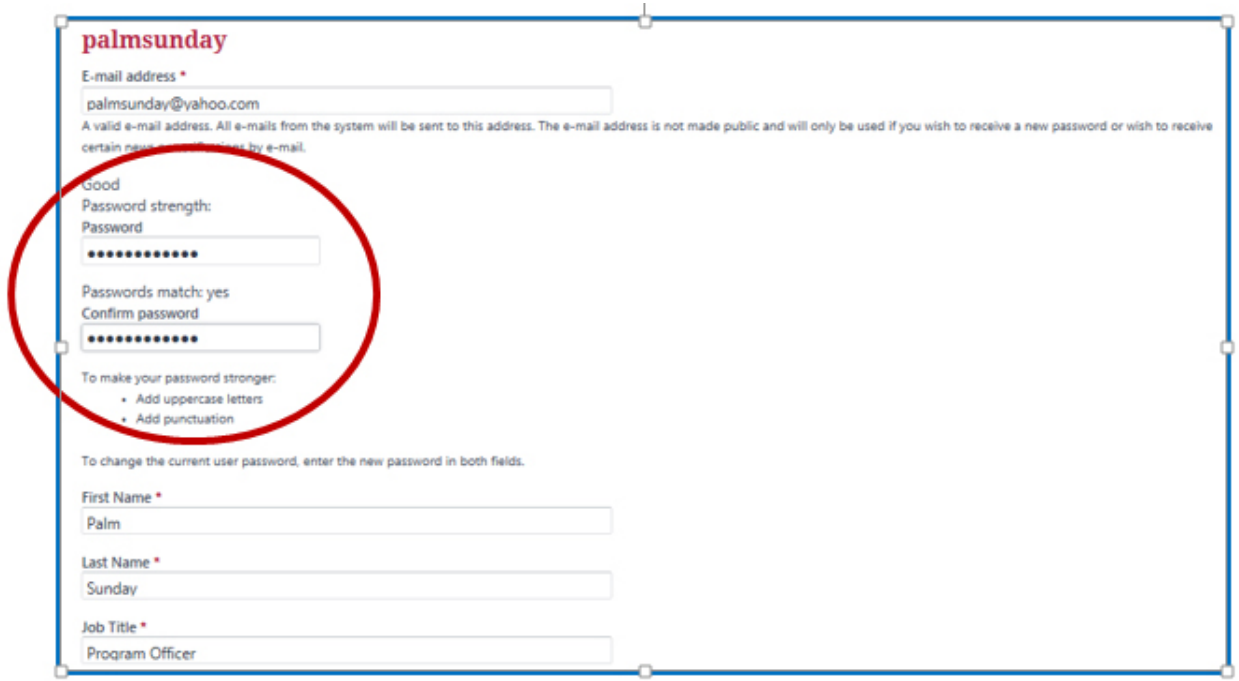
2. Click on the **Create new account** link.



3. Complete the User account form. **All fields are required.**
4. Click on the green '**Create new account**' button at the bottom of the form.
5. You will be redirected to the POPLINE Home page.
6. A welcome message with further instructions and a link to set your password will be automatically **sent to your e-mail address.**
7. Click on, or copy and paste into your browser, the link from the email to confirm your account and **set your password.**
8. Click on the green **Log in** button. Note: the screen displays Reset password, however you will be setting up your password for the **first time.**



9. Type your new password and confirm, then click the **Save** button at the bottom of the form.



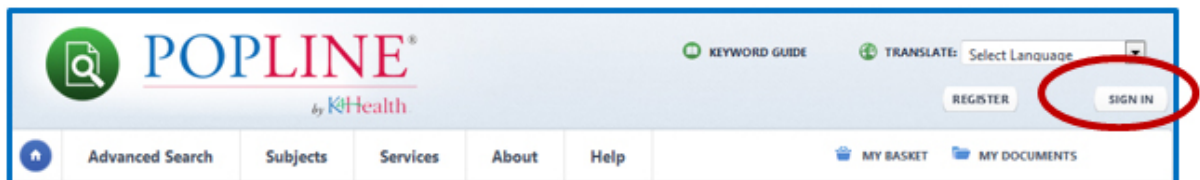
The screenshot shows a registration form for a user named 'palmsunday'. The form includes fields for 'E-mail address' (filled with 'palmsunday@yahoo.com'), 'Password strength' (marked as 'Good'), 'Confirm password', and personal information fields for 'First Name' (Palm), 'Last Name' (Sunday), and 'Job Title' (Program Officer). A red circle highlights the password and confirm password fields.

10. You may edit your account at any time by clicking on the My POPLINE button and clicking on the **'Edit'** link.

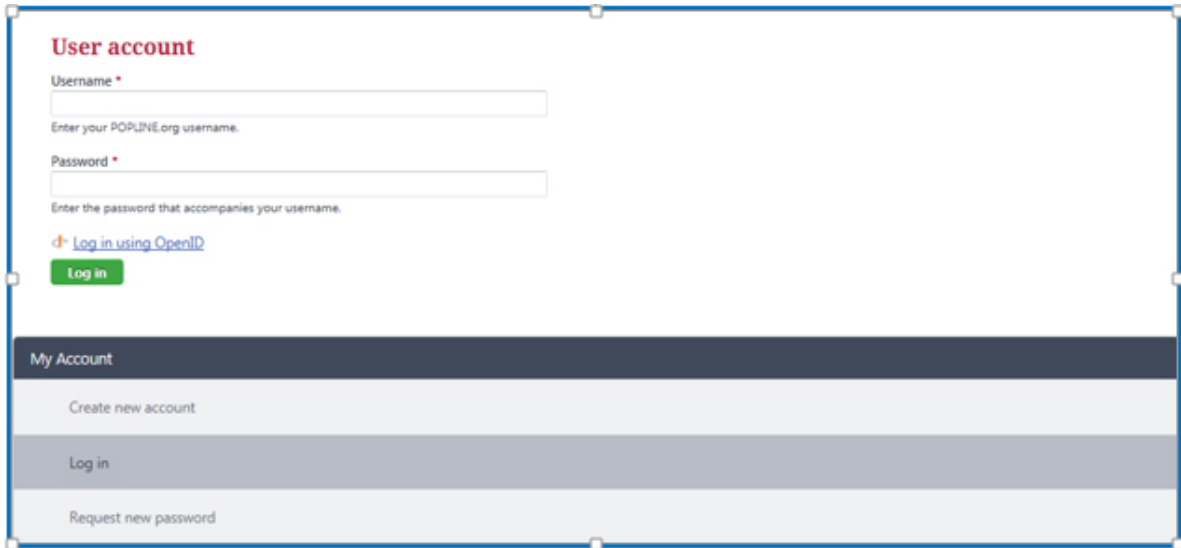


Signing into My POPLINE

1. Click the Sign In button, located just above the Main menu.



2. Type your **username** and **password**. Click the green Log in button. *Note:* Users will be prompted to Sign In **before** they can add items to My Document, save searches, or complete a POPLINE document request.



User account

Username *

Enter your POPLINE.org username.

Password *

Enter the password that accompanies your username.

[Log in using OpenID](#)

My Account

[Create new account](#)

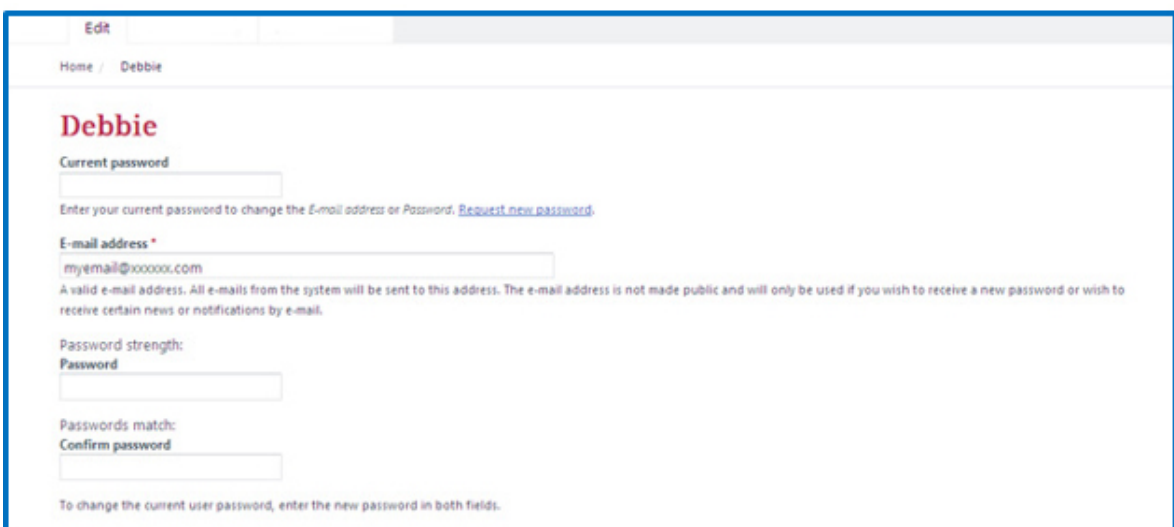
[Log in](#)

[Request new password](#)

Changing Your My POPLINE Password

You can change your My POPLINE password at anytime by:

1. Signing in to your My POPLINE account
2. Clicking on the **Edit** link.
3. Type your **current** password in the Current password box.
4. Type your **new** password in the Password box, found just below your email address. **Confirm** new password, and click the **Save** button at the bottom of the form.



Edit

Home / Debbie

Debbie

Current password

Enter your current password to change the E-mail address or Password. [Request new password.](#)

E-mail address *

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.

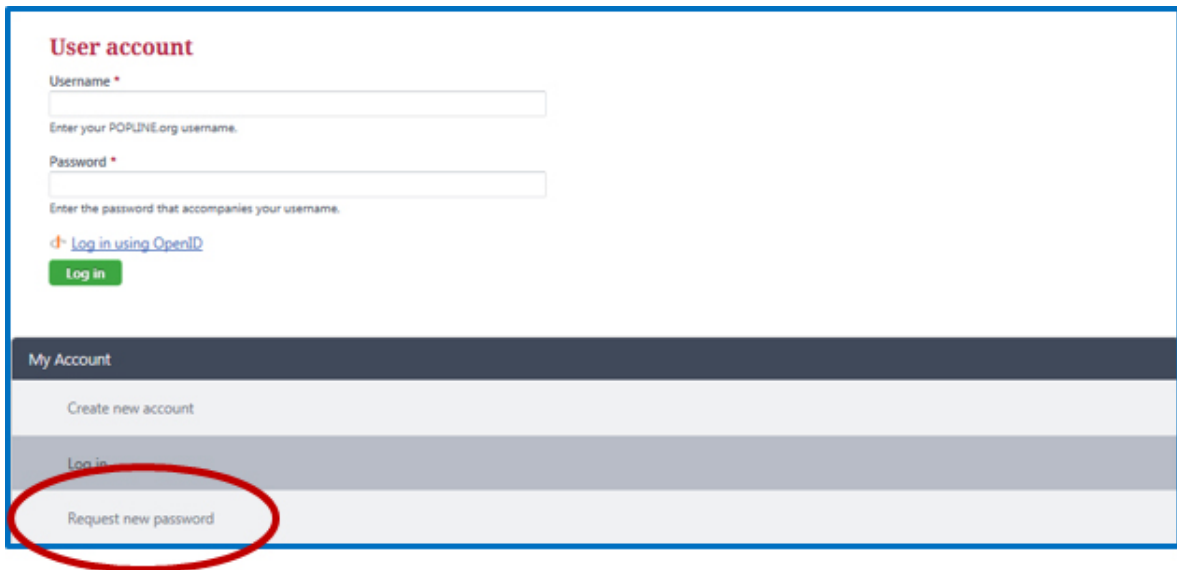
Password strength:
Password

Passwords match:
Confirm password

To change the current user password, enter the new password in both fields.

I Forgot My POPLINE Password

1. Click the Sign In button, located just above the Main menu.
2. Click on **Request New Password**.



User account

Username *

Enter your POPLINE.org username.

Password *

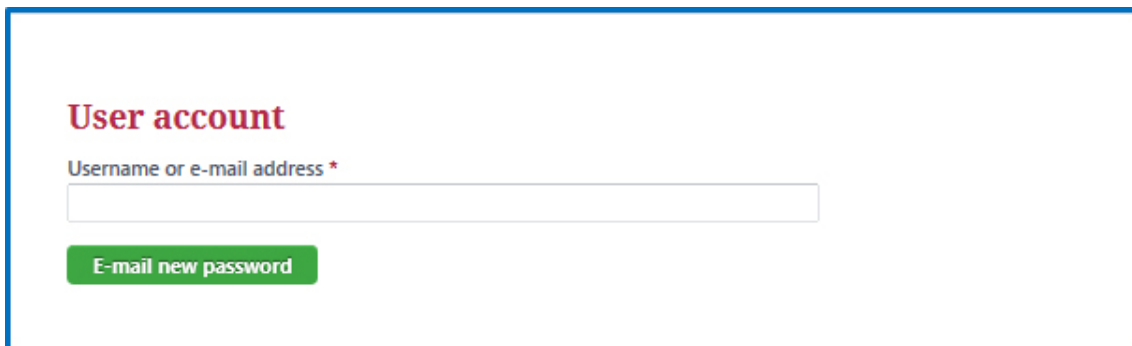
Enter the password that accompanies your username.

[Log in using OpenID](#)

My Account

- Create new account
- Log in
- Request new password**

3. To request a new password, type *either* your **username** or **email address** and click the 'E-mail new password' button



User account

Username or e-mail address *

4. Password reset instructions will be mailed to your email account. **You must log out before you can use the password reset link in the e-mail.**