

# Registration Form Log-in Instructions



## How do I log into the Institute's registration form?

There are two ways to log into the online registration form:

### 1. Existing Users: if you already have a username/password:

If you receive emails from the Institute or have attended last year's conference, you already have a username and password. Your username can be found in your most recent email from the Institute. Please fill in the information as prompted on the Login page.

If you cannot remember your password or username, please click on the help links provided below the existing users login section, shown below.

A screenshot of the 'Login' section of the registration form. It includes a heading 'Existing Users', a sub-heading 'If you already have an account, sign in here.', and two input fields: 'Username' and 'Password'. Below the 'Password' field, there are two links: 'Forgot Password' and 'Forgot Username'. A red box highlights these links, and a red arrow points from the box towards the 'Forgot Password' link. A 'Login' button is located at the bottom of the form.

### 2. New Users: if you DO NOT already have a username/password:

If you do not have a username/password for the website, please enter your email in the "New Users" section of the login page and click "Register."

A screenshot of the 'New Users' section of the registration form. It includes a heading 'New Users', a sub-heading 'If you are a new user, enter your email address below to login.', and an 'Email' input field. Below the input field, there is a small text line: 'By providing your email address, you agree to receive emails from the Institute for Sustainable Health & Optimal Aging.' A 'Register' button is located at the bottom of the form.

**\*\*For University of Louisville registrants:** please note, your username/password for the Institute's website are not connected to you ID/password for the University.

If you have any further questions, please call us at 502.588.4340.