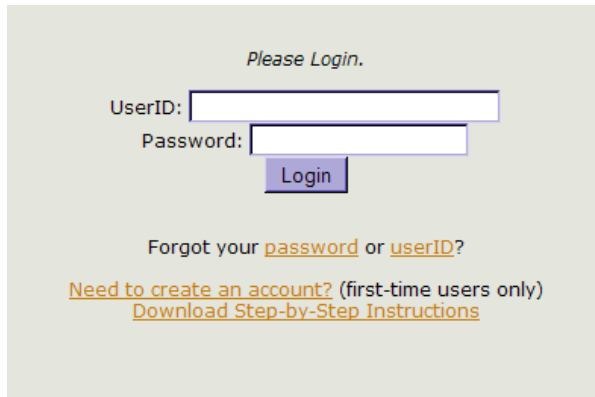


How to Create a PJSA Online Account

You can access the account creation form from any page that asks you to login.



Please Login.

UserID:

Password:

Forgot your [password](#) or [userID](#)?

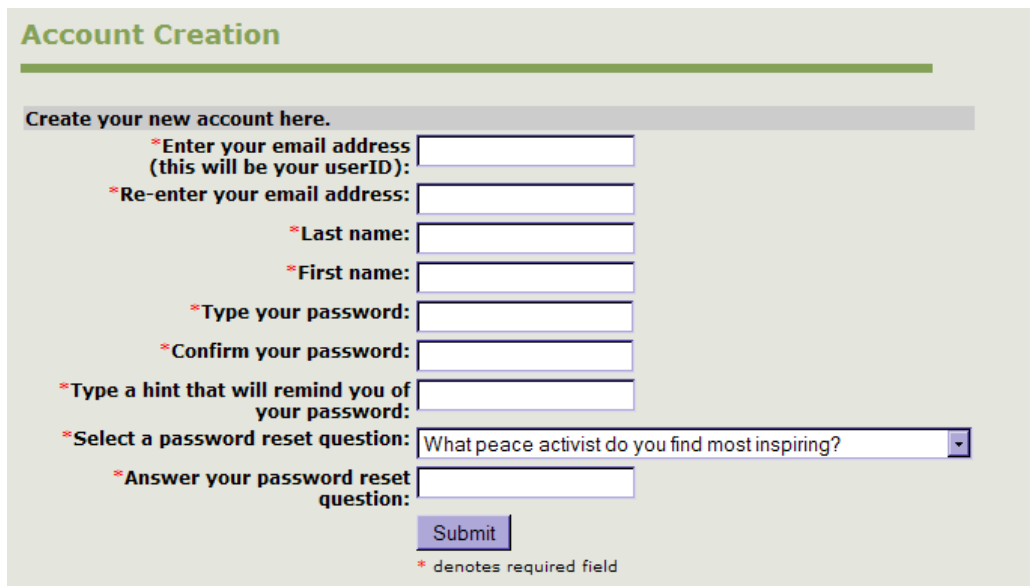
[Need to create an account?](#) (first-time users only)

[Download Step-by-Step Instructions](#)

Figure 1

← Click on Need to create an account?

You will be taken to a form that looks like **Figure 2** at www.peacejusticestudies.org/create.php



Account Creation

Create your new account here.

*Enter your email address (this will be your userID):

*Re-enter your email address:

*Last name:

*First name:

*Type your password:

*Confirm your password:

*Type a hint that will remind you of your password:

*Select a password reset question:

*Answer your password reset question:

* denotes required field

Figure 2

Fill out all of the fields and click the Submit button.

Remember: the fields are case sensitive. So if you capitalize a word in your password reset question, you will need to remember to capitalize it if you try to reset your password in the future!

If the form is successfully submitted, you will receive the following message:

An email has been sent to the following email address: **YOUR_EMAIL@YOUR_HOST**

Please check that email account for a message that confirms the account creation.

Check your email account for a message from info@peacejusticestudies.org with the subject line “PJSA account creation: need to confirm.” In that message will be a link that you should click in order to activate your password account. That link will take you to a page like **Figure 3** at www.peacejusticestudies.org/confirm.php:

Figure 3

Account Confirmation

Hello, YOUR NAME! Your account has been successfully activated.

What would you like to do next?

- [Join or renew your membership to PJSA](#)
- [Purchase Global Directory](#)
- [Register for the annual conference](#)
- [Submit a proposal to the annual conference](#)

Account Details

UserID: YOUR EMAIL ADDRESS
Password Hint: YOUR HINT
Password Reset Question: YOUR QUESTION
Password Reset Answer: YOUR ANSWER

Your account is now active and you can use it to access any of the forms on the PJSA website.

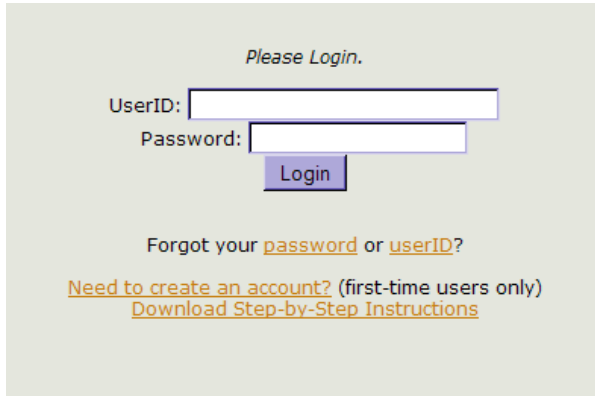
Only current members will be able to access the member-only pages available from:

<http://www.peacejusticestudies.org/membership/login.php>

So if you get an error message after trying to login there, join or renew your membership today!

What if I misplace my activation email?

If you need to activate your password account at a later date, you can have the activation email resent to your email address on file. From the login page:



Please Login.

UserID:

Password:

Login

Forgot your [password](#) or [userID?](#)

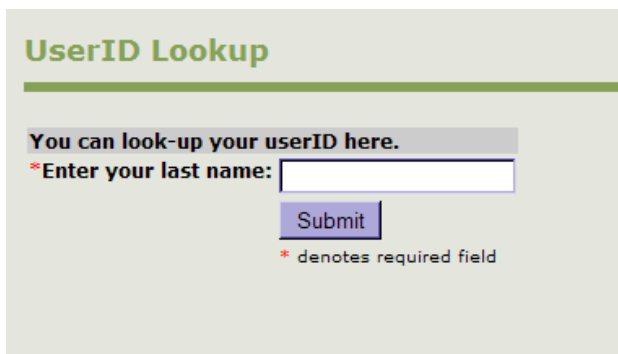
[Need to create an account?](#) (first-time users only)

[Download Step-by-Step Instructions](#)

Figure 1 (duplicated)

← Click on Forgot your **userID?**

You will be taken to the UserID Lookup page at: <http://www.peacejusticestudies.org/lookup.php>



UserID Lookup

You can look-up your userID here.

*Enter your last name:

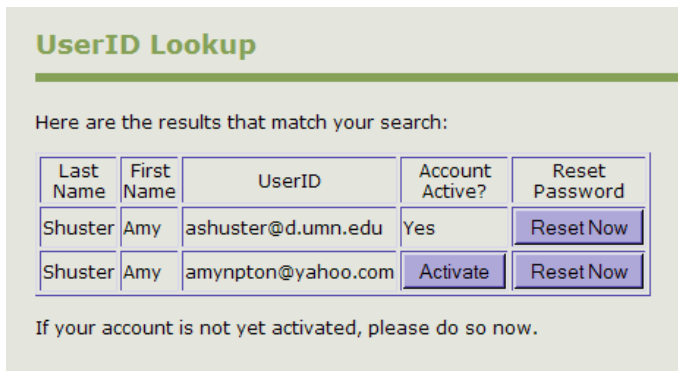
Submit

* denotes required field

Figure 4

← type in your last name and click the Submit button.

After submitting the form, you will be presented with a list of userIDs in our database that match the last name that you entered into the form.



UserID Lookup

Here are the results that match your search:

Last Name	First Name	UserID	Account Active?	Reset Password
Shuster	Amy	ashuster@d.umn.edu	Yes	Reset Now
Shuster	Amy	amynpton@yahoo.com	Activate	Reset Now

If your account is not yet activated, please do so now.

Figure 5

← The second account has not yet been activated. If this is your account, click the Activate button.

You will be taken to a new page that asks you to confirm your email address (see Figure 6).

Account Activation

Activate your account here.

*Enter your userID/email address: Please enter your email address.

*Re-enter your userID/email address: Please re-enter your email address.

* denotes required field

Figure 6

← Re-enter your email address and click the Submit button.

If the form is successfully submitted, you will receive the following message:

An email has been sent to the following email address: **YOUR_EMAIL@YOUR_HOST**

Please check that email account for a message that confirms the account creation.

Check your email account for a message from info@peacejusticestudies.org with the subject line “PJSA account creation: need to confirm.” In that message will be a link that you should click in order to activate your password account (see Figure 3 above).