

Bet Aviv Archives Quick Start Guide

1. **Navigate** to the Archives page: <https://betaviv.org/archive-portal/>
2. **New User:** The first time you access the archives, you need to register. Scroll down the page until you come to the registration link: **New User? Click here to register.** When you register, use the same email address that appears for you in the Bet Aviv Membership list. You will receive 3 messages to complete the registration process:
 - a. **Confirmation message:** Click on the link in the message to validate your email address.
 - b. **Validation message:** Informational only, no action required.
 - c. **Approval Message:** You'll receive notification of your approval by the webmaster, along with your username and temporary password. Click on the link in the message to change your password. You'll be logged in at the completion of this process.
3. **Existing User:** Enter your username and password in the Existing User Login form and click on the Login button.
4. **Archives link:** Once you are logged in, you'll see the link to the Bet Aviv Archives, which resides outside of the Bet Aviv website. Click on the link that says: Click here to access the Bet Aviv Archives. The Archives will open in a new tab. When you're done exploring the Archives, close the tab.
5. **Lost Password:** If you forgot your password, or need to change information that you provided at registration, then click on the link: **Forgot password? Click here to reset.**
6. **Logout:** When you are done with the archives return to the tab that displays the Bet Aviv website, scroll to the bottom of the page, and click on the link that says: **Done? Click here to Logout.**