

Instructions for Updating your WVLA Contact Information

1. Go to <http://wvla.org>.
2. Click on "Log In" on the left side.
3. If this is the first time you are logging into the wvla site, click on the Forgot Username/Password? link.

Member Area

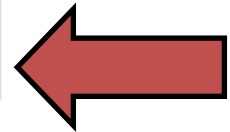
Please login before proceeding to members areas

Members Log In

West Virginia Library Association ID:

Password:

[Forgot Username/Password?](#)



4. Enter the e-mail that you have given to WVLA and click submit. (If you are unsure which e-mail address this may be or if you haven't given WVLA your e-mail address, please contact the Website Coordinator, Jessica Tapia at 304-293-0312 or jessica.tapia@mail.wvu.edu.)
5. You will receive an e-mail with a link. Click the link and enter a new password.

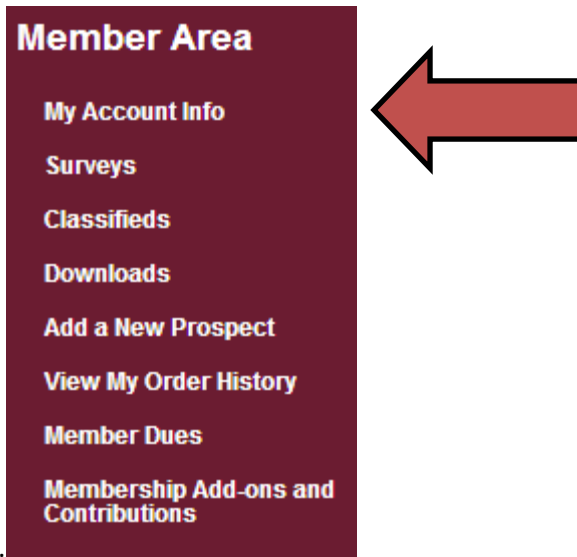
Member Area

Reset Your Password:

Please enter a new password:

Please re-enter the new password:

6. After you have chosen a password, log in using your e-mail address and password.
7. Click on My Account Info on the left navigation bar



8. Make sure that your name, primary contact information, and business information is correct.
9. If you would like, you may add an image or biography to your account information.
10. At the very bottom under Groups, update the divisions and roundtables that you belong to.
(Only one Division and one Roundtable imports automatically. Please add your additional groups.)
11. If you have questions, please contact the Website Coordinator, Jessica Tapia at 304-293-0312 or call jessica.tapia@mail.wvu.edu.