



## Site Redesign May Affect Login

The State Bar launched its Web redesign in late November 2007. We know it's a big change from the previous site so this column will introduce new features and functionalities to assist members in navigating the new design.

One of the more notable changes affected the login. The login is important because it enables you to access Casemaker, profile information, the ability to pay dues online, and any content that is restricted to members only. The login includes username (your bar id number) and password (your last name). If you changed your password on the previous site, please note that all passwords were reset to last name. A new Internet

security feature requires passwords to be six characters, which affected about six percent of the membership. A member whose last name is fewer than six characters needs to reset his or her password by following a few simple prompts at the login screen. Here's what you need to do:

- Click on "Login" (top right navigation item on the screen).
- Click on "Forgot your username or password?"
- Enter your e-mail address and click on "Submit."

If you have an e-mail address on file with the State Bar, a new password will automatically be generated and e-mailed to you. If there are duplicate e-mail addresses in the system, or if you do not have an e-mail address on file, you will need to contact the State Bar to set up a new password. Call (505) 797-6039 or e-mail [vcordova@nmbar.org](mailto:vcordova@nmbar.org).

When you receive the automatically generated password, you can enter the Web site with your new credentials and change the password to something you would rather use and can remember easily. This too is easy.

- On the right side of the home page screen, you will see "What would you like to do?" Click on the option "Change My Address/Password."
- Enter your username (bar id number) and your password and click on "Log In."
- You will be directed to a page that has all of your information: address of record, street address, password information, various options regarding preferred mailing and billing address and other information that is voluntary. This is the area where you can change any information.

The login is important in protecting your privacy, and we encourage you to change your password from last name to a password that ensures that you are accessing your profile information or content directed only to you. If for any reason you have problems with the login, please do not hesitate to contact the webmaster. As always, we welcome your comments about the new site design or any features of the site. Call (505) 797-6039 or e-mail [vcordova@nmbar.org](mailto:vcordova@nmbar.org). Look for this column next month for more information about the site.