

Online Services Login Username and Passwords for Members

Don't remember Password:

- On <u>www.oregonjcc.org</u>, click "Class Sign Up" on the top.
- Click "Forgot Password/Create Login? Click Here"
- Enter the main email address.
- If you have sub-accounts (children, etc.), you will be asked to enter the main account number.
- You will receive an email from <u>noreply@oregonjcc.org</u> with your temporary login information. This can take up to 10 minutes. Please check Spam folder. Sample email member will receive:

Dear John Smith, Your Online Services Login Credentials are below: Username: JSmith2020 Password: 9C45216837052 Member Online URL: <u>https://online.spectrumng.net/oregonjcc/?ur=pe7sGeU4JYz9Xd95fT9yrA%3D%</u> <u>3D</u>

- Return to "Class Sign Up" and enter Username and Password from email (copy/paste is best).
- Click "Login"
- You will be asked to set your own password. Paste the temporary password, and add your new password 2 times. Password requirements are listed above.
- Click "Update"

To set-up Username and Password:

- On <u>www.oregonjcc.org</u>, click "Class Sign Up" on the top.
- Click "Forgot Password/Create Login? Click Here"
- Enter email address.
- You will receive an email from <u>noreply@oregonjcc.org</u> with your temporary login information.

Sample email member will receive:

Dear John Smith, Your Online Services Login Credentials are below: Username: JSmith2020 Password: 9C45216837052 Member Online URL: https://online.spectrumng.net/oregonjcc/?ur=pe7sGeU4JYz9Xd95fT9yrA%3D% 3D

- Return to "Class Sign Up" and enter Username and Password from email (copy/paste is best).
- Click "Login"
- You will be asked to set your own password. Paste the temporary password, and add your new password 2 times. Password requirements are listed above.
- Click "Update"
- You may change your Username at this point by clicking "Yes" on the pop-up.

To change Username and/or Password if you are already logged in:

- Click Account Information icon.
- Select Change Password.
- Change Username if desired.
- Enter old password.
- Enter new password 2 times.
- Click "Update"