

STEP 1 (IF NEEDED): CREATING A YMCA ACCOUNT

Completed by:
Staff member seeking
NWM System login

A YMCA account gives staff access to leadership development resources, their Y transcript, eLearnings, frequently requested program certification information, and links to other tools.

Staff members who need to create a YMCA account should complete the following steps:

1. Go to [Link \(https://link.ymca.net\)](https://link.ymca.net).
2. Click the **Sign up now** link.
3. The Register A New YMCA Account page opens. Enter the email address you will use to log in, and then click the **Send Verification Code** button.

- A verification code will be sent to your email inbox

NOTE: The verification code is only good for 5 minutes. If you wait longer than 5 minutes to enter the code, a new code must be requested using the Send New Code button.

4. Enter the code in the Verification code field and click the **Verify Code** button.
5. After the code is accepted, create a password. Passwords must comply with the following rules:
8-16 characters, containing 3 out of 4 of the following:
 - Lowercase characters
 - Uppercase characters
 - Digits (0-9)
 - One or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : , ? / `
6. Click the **Create** button.
7. The Enter Identification Information page opens. Enter your first and last name, the last 4 digits of your Social Security Number and your birthdate, then click the **Next** button
8. The Select Your YMCA page opens. At the top of the page, verify the information you entered.
9. Search for your YMCA by entering the City in the provided box, selecting the State from the drop-down list, and clicking the **Find Your YMCA** button. You **MUST** select your affiliated YMCA in order to be given access to the Nationwide Membership System.

Step 1 - Creating a YMCA Account (continued)

10. A list of YMCAs is displayed. Click the Select button next to your YMCA. Click the **Select** button next your YMCA.

FIND YOUR YMCA BY CITY AND/OR STATE

City

State

FIND YOUR YMCA

Click the **SELECT** button next to your specific YMCA branch to proceed.

SELECT	High Ridge YMCA (1583B) 2424 W Touhy Ave Chicago , IL 60645-3397
SELECT	Irving Park YMCA (1583B) 4251 W Irving Park Rd Chicago , IL 60641-2984
SELECT	Kelly Hall YMCA (1583B) 824 N Hamlin Ave Chicago , IL 60651-

11. The Complete YMCA Account Creation page opens. Read and accept the Posting and Use Rules and the Terms of Use by checking the boxes. Click the **Create My YMCA Account** button to complete the sign up process.

12. On the following page, use the **Click here to login** link to sign into your account.

