

# MyABEM Activation User Guide

ABEM has sent you an initial account activation email. This email was sent from a “noreply-prod@abem.org” email address, with the body of the email like what is shown below:

Dear [Name],

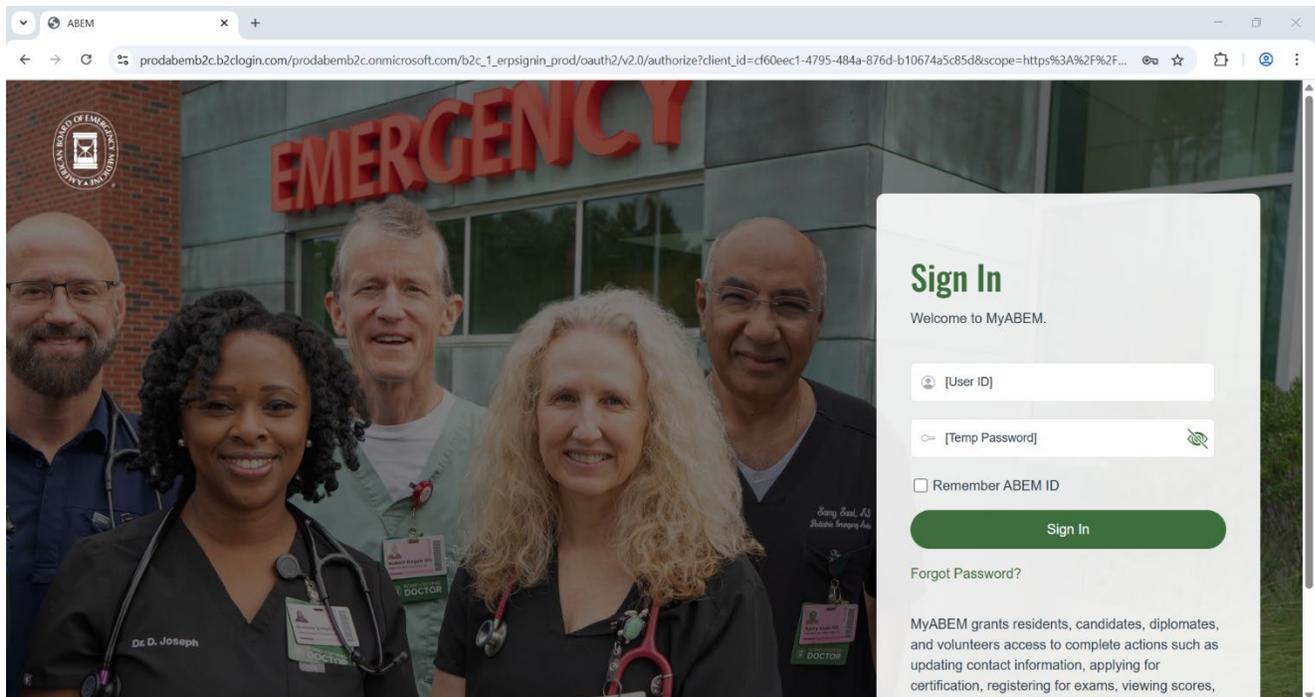
Here is your ABEM ID [**User ID**]

Temporary password [**Temp Password**]

You can set up a password for your account by going to [My ABEM](#)

If you need further assistance, please contact ABEM at [abem@abem.org](mailto:abem@abem.org) or 517-332-4800.

Click on the “MyABEM” link in the email. If the link is disabled, you can also navigate to “myabem.abem.org”. On the initial log-in screen, enter your ABEM User ID and temporary password, then click the green “Sign In” button.



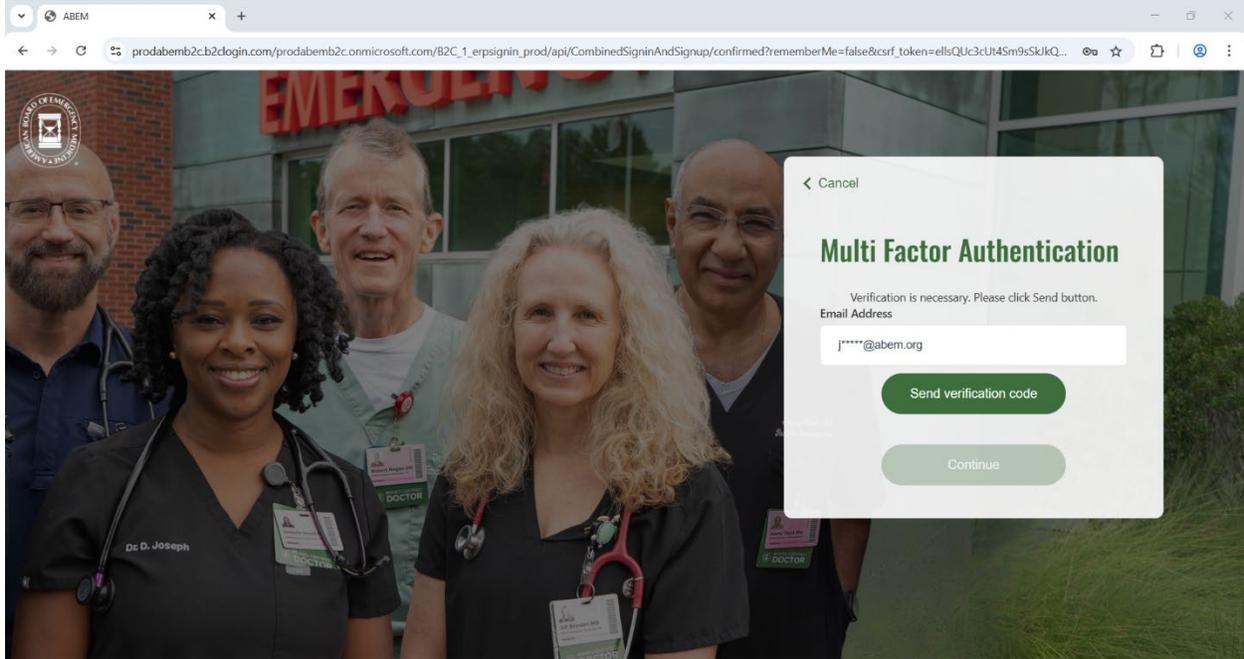
If successful, the page will change to display a box for you to set a new password for your MyABEM account. Fill out the boxes in the following order:

- Password – This will be the **temporary password** you received in the first activation email. It is recommended that you copy and paste this password into the box (make sure to remove any added white space you may inadvertently copy).
- New Password – New password criteria are as follows:
  - Must be at least 8 characters in length
  - Needs to include 3 of the 4 items:
    - At least one lowercase letter
    - At least one uppercase letter
    - At least one number
    - At least one special character (e.g. !, \$, \*)
- Confirm New Password – Retype the password from the previous box, then click the “Continue” button.

The screenshot shows a mobile application interface for password reset. The background is a photograph of medical staff in front of a building with a large red 'EMERGENCY' sign. Overlaid on this is a white modal window titled 'User Details' with a 'Cancel' button in the top left. The modal contains the following text and elements:

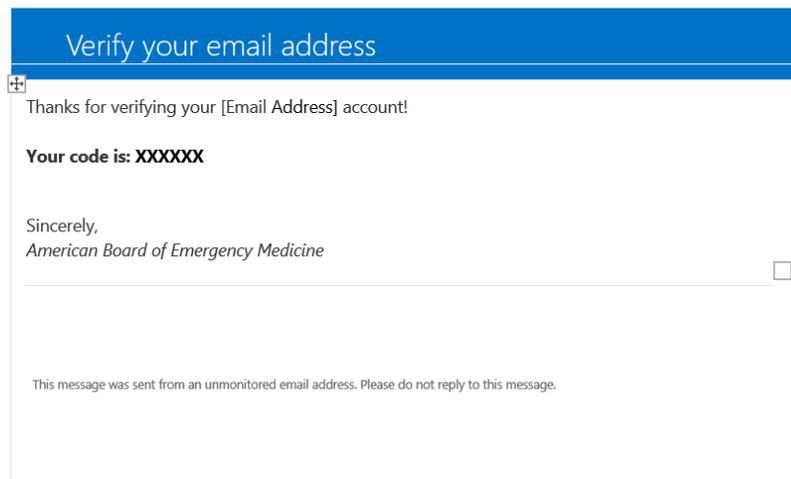
- Logo of a medical institution.
- Section title: **User Details**
- Message: "Your password has expired, please change to a new password."
- Requirement: "Password is required."
- Three input fields, each with a red asterisk to its right:
  - Field 1: "Password"
  - Field 2: "New Password"
  - Field 3: "Confirm New Password"
- A blue "Continue" button at the bottom.

If you are successful in setting a new password, you will then see a box to have a multi-factor verification code sent to the email address shown in the “Email Address” box. Click the “Send verification code” button.

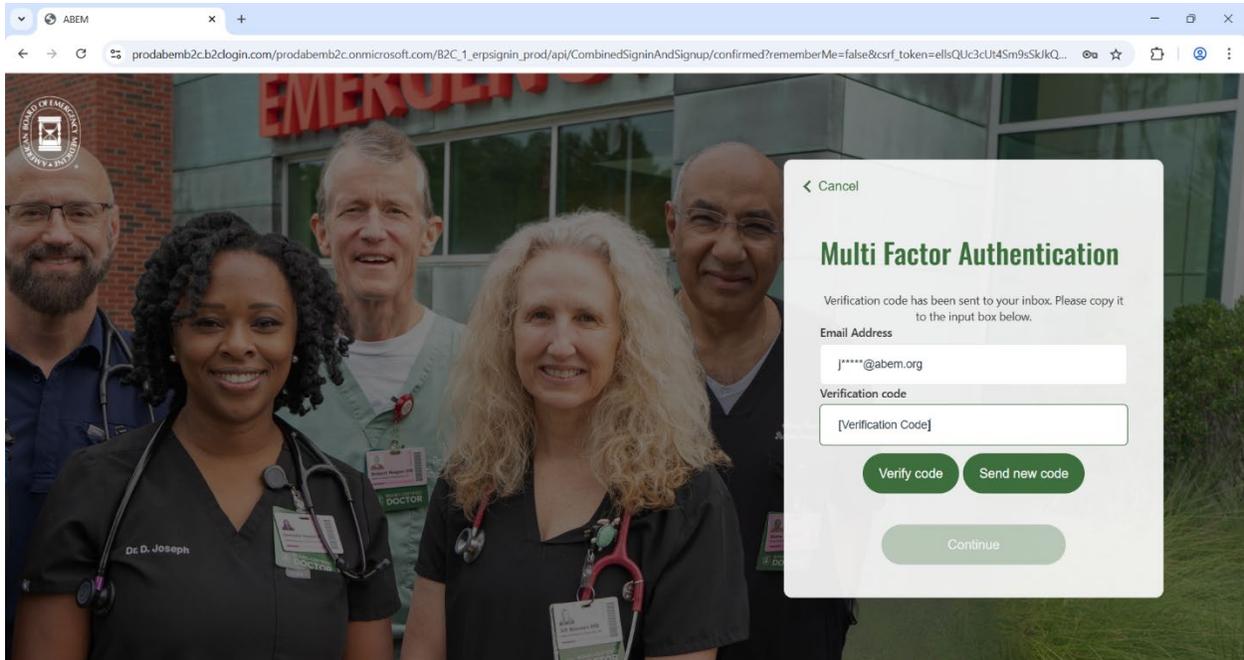


The six-digit verification code will be sent in a separate email message from a “msonlineserviceteam@microsoftonline.com” email address as shown below:

Subject | American Board of Emergency Medicine account email verification code



Copy and paste the verification code (make sure to remove any added white space you may inadvertently copy) into the “Verification Code” text box as shown below, then click the “Continue” button.



If successful, your page will update to reflect the message “E-mail address verified. You can now continue”. Click the green “Continue” button and you will be logged into your MyABEM account.

