

HOW TO LOG INTO MEMBER SERVICES

At present there are *two* NSS logins, one for *restricted information* areas on caves.org that are available only to members, and one for the *membership database*, which is also members-only. This page explains how to use both. *Click* below to learn how to access each:

[Restricted Areas](#) [Membership Data](#)

Restricted Areas These are the areas of our website (caves.org) to which access is restricted to active NSS members:

Business Pages

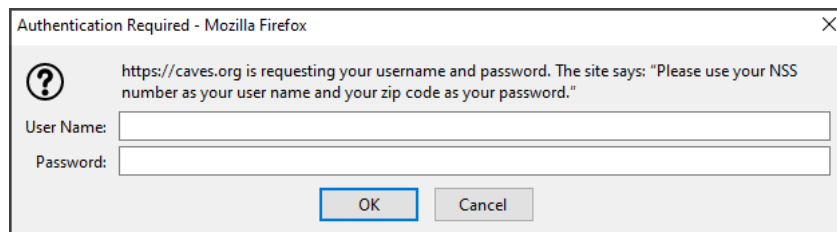
- Member Portal
- Current Personnel List
- Board of Governors (BoG) Manual
- BoG Minutes
- Officer Reports
- Financial Information

Publications Archives

- NSS News
- NSS Bulletin
- Journal of Cave & Karst Studies (JCKS)
- American Caving Accidents
- Speleo Digests
- Convention Guidebooks

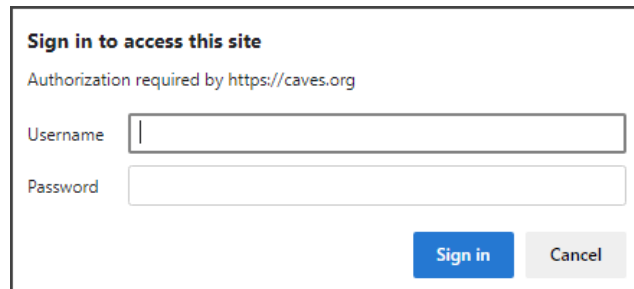
To log in, you must have your NSS number, and your five digit mailing address zip or postal code. When prompted to login, enter your NSS number as your user name, and your mailing address zip code as your password, example: 12345 / 54321.

If you attempt to access a restricted area (on the top menu bar, *Pubs Archives* or *Member Portal > Publications or Documents*) you will encounter a popup login box. Some browsers, e.g., Firefox will remind you what to enter:



The image shows a standard Firefox authentication dialog box. The title bar reads "Authentication Required - Mozilla Firefox". The main text says "https://caves.org is requesting your username and password. The site says: 'Please use your NSS number as your user name and your zip code as your password.'" Below this text are two input fields: "User Name:" and "Password:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

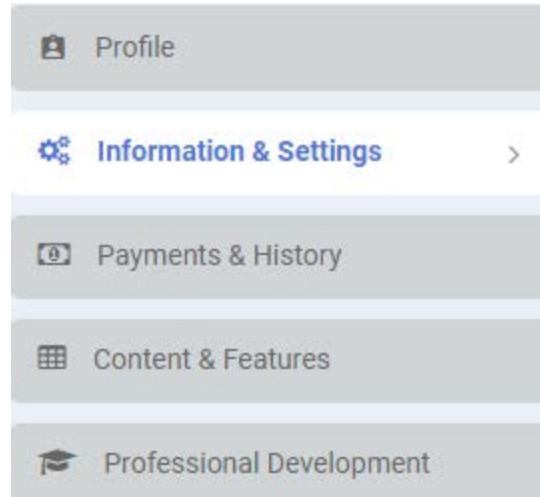
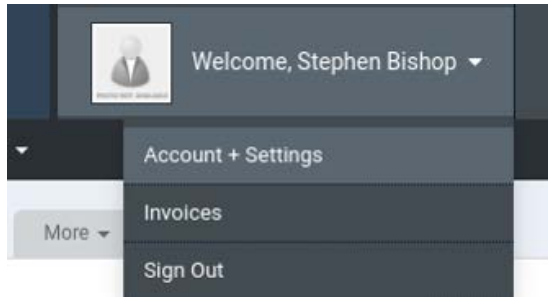
Other browsers may present a login box with no instructions, but you do the same thing – enter your NSS number as the User Name, and your zip code as the Password. Other countries should use their postal code, as prescribed, e.g., NP7 9NE (where a space is required).



The image shows a generic login box with a white background and a thin black border. At the top, it says "Sign in to access this site". Below that, it says "Authorization required by https://caves.org". There are two input fields: "Username" and "Password". At the bottom right, there are two buttons: "Sign in" (in blue) and "Cancel" (in grey).

HOW DO I ADD A FAMILY MEMBER?

The *SPONSORING MEMBER* logs into the members site, and then clicks on **Welcome (Your Name)** tab, then on Account + Settings.

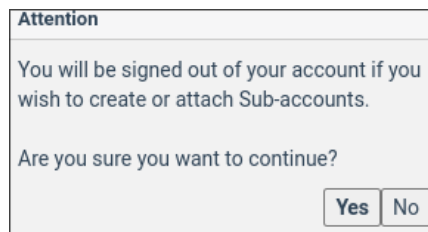


Then click on **Information & Settings**:

From there, click on the [Sub-accounts](#) tab, and then the [Create Sub-accounts](#) Tab.

The following box will appear:

Click on **Yes**.



Then you'll see the screen below:



For a new family member, complete the registration by completing the form that follows.

If the family member already *has* an account, they will log in by clicking on the [Sign In Here](#) link. If the existing family member is signing in for the first time, the username will be "NSS" followed by your NSS number: NSS14760. The initial login password will be your 5-digit zip code: 54321. Once logged in, YM will prompt for a new password. Once your family member logs into YM, the following screen will appear.

CONFIRM ACCOUNT CONVERSION

You have chosen to attach your account to another member. Upon doing so, your account will be converted to a sub-account under their ownership. The master account you are attached to will have **full access to all areas of your profile**, including your username, password, and personal information.

Once you are attached to a master account, only the master account owner can detach you. **You cannot detach yourself.**

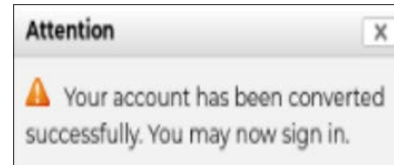
Are you sure you want to continue?

CANCEL

YES, CONVERT MY ACCOUNT

Click on YES, CONVERT MY ACCOUNT.

Once the sub-account has converted their YM account, the following screen will appear:



Now the family member (sub-account) can create their own YM profile.

This process will need to be repeated for **each** family member. Please note that when you are ready to renew, you will no longer be able to do one transaction for the entire family. A separate transaction will be required for each family member.

Members are always welcome to call the NSS office and talk with Michelle Vaughn (Membership & Bookstore: bookstore@caves.org) or Christy Starr (Office Manager, manager@caves.org), if you have any questions or need additional help. Michelle and Christy can be reached by phone at (256) 852-1300; or email nss@caves.org.

And if you need web help, contact [NSS IT/Web Support](#).

