Get Started – Creating your AEOA – ABRA AWC Login.

www.aeoa.org – Employee Portal
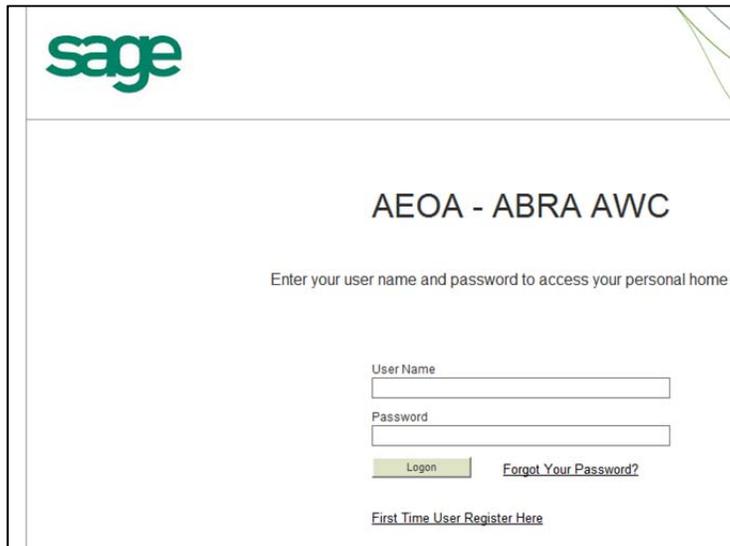
Create a new logon

1. On the Logon page, click **First Time User Register** Here.
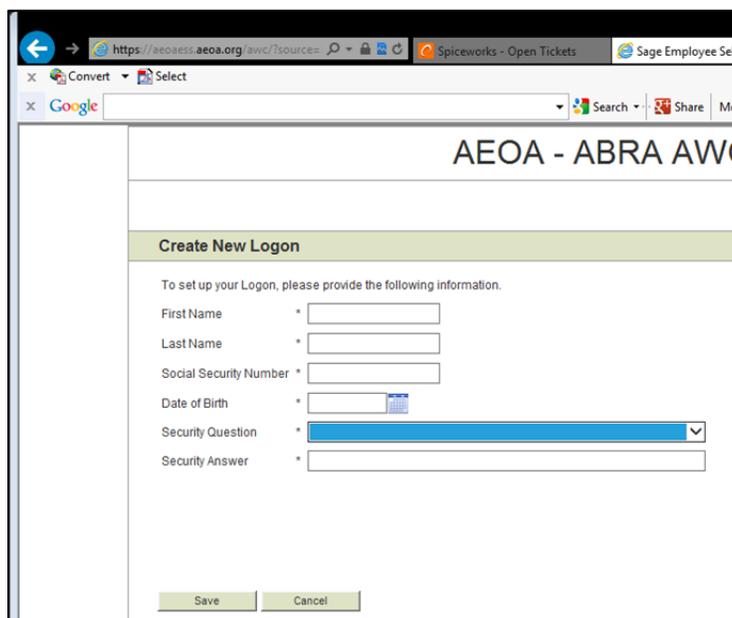
First Name and Last Name is case sensitive if you applied for the position and used all CAPS that is how you need to enter this information

Social Security Number – **MUST ENTER THE DASHES** 000-00-0000

Date of Birth – **MUST ENTER THE SLASHES** Example 04/01/1981

1. Security Questions – Choose one of the questions and then create your answer.

2. Provide all information that is requested and click **Save**.

3. Enter a <mark>user</mark> name.

4. Enter a password – **Minimum length is now 7 – maximum is 12.**

5. Enter your password again to confirm it.

6. Click **Save**. Your Home Page opens.

♣ Change or reset your password

1. On the Logon page, click **Forgot Your Password?**.

    1. Provide all information that is requested, including a security question and answer.

    2. Social Security Number – **MUST ENTER THE DASHES** 000-00-0000

    3. Date of Birth – **MUST ENTER THE SLASHES** Example 04/01/1981

    4. Then click **Save**.

    5. Enter the password in the **Password** field.

    6. Re-enter the password in the **Confirm Password** field.

    7. Click **Save**.

♣ Change your logon

1. From the Employee menu, select **Personal > Change Logon**.

2. Enter a <mark>user</mark> name.

3. Enter a password.

4. Enter your password again to confirm it.

5. Click **Save**. Remember to use your new <mark>user</mark> name and password the next <mark>time</mark> you log on.