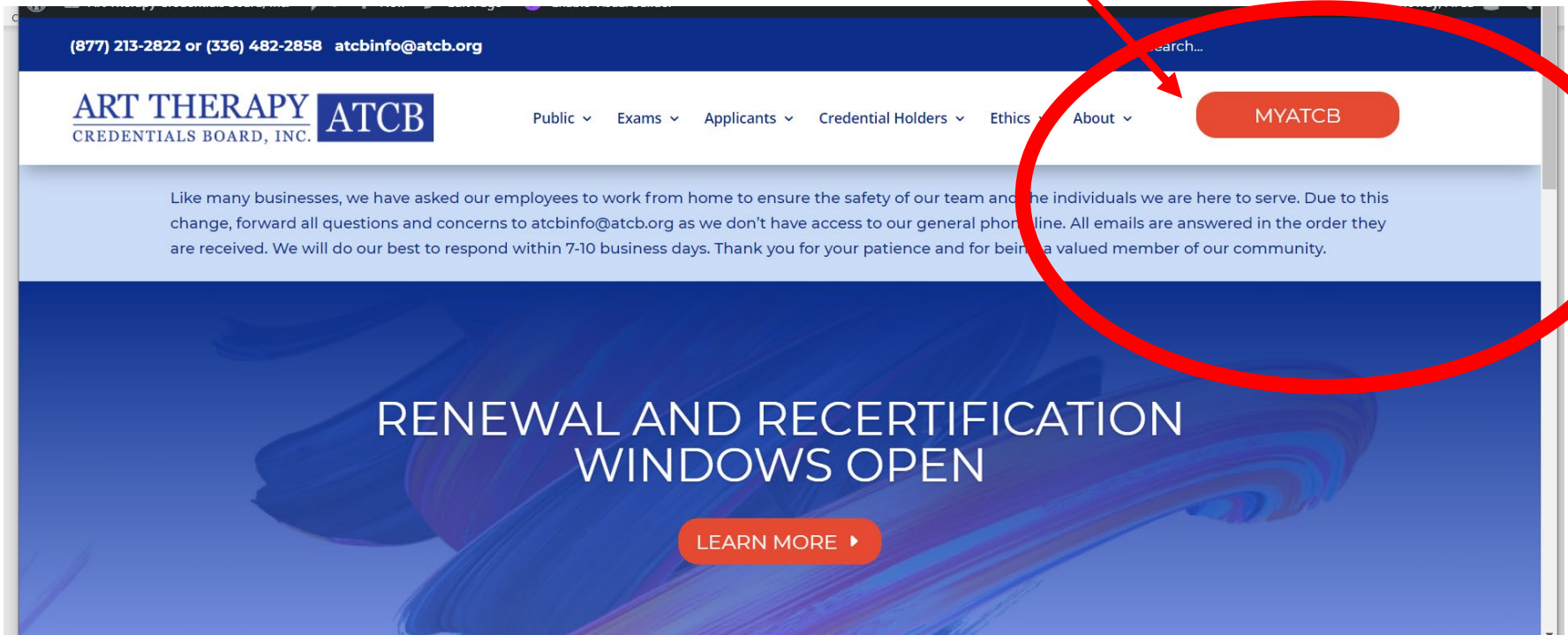
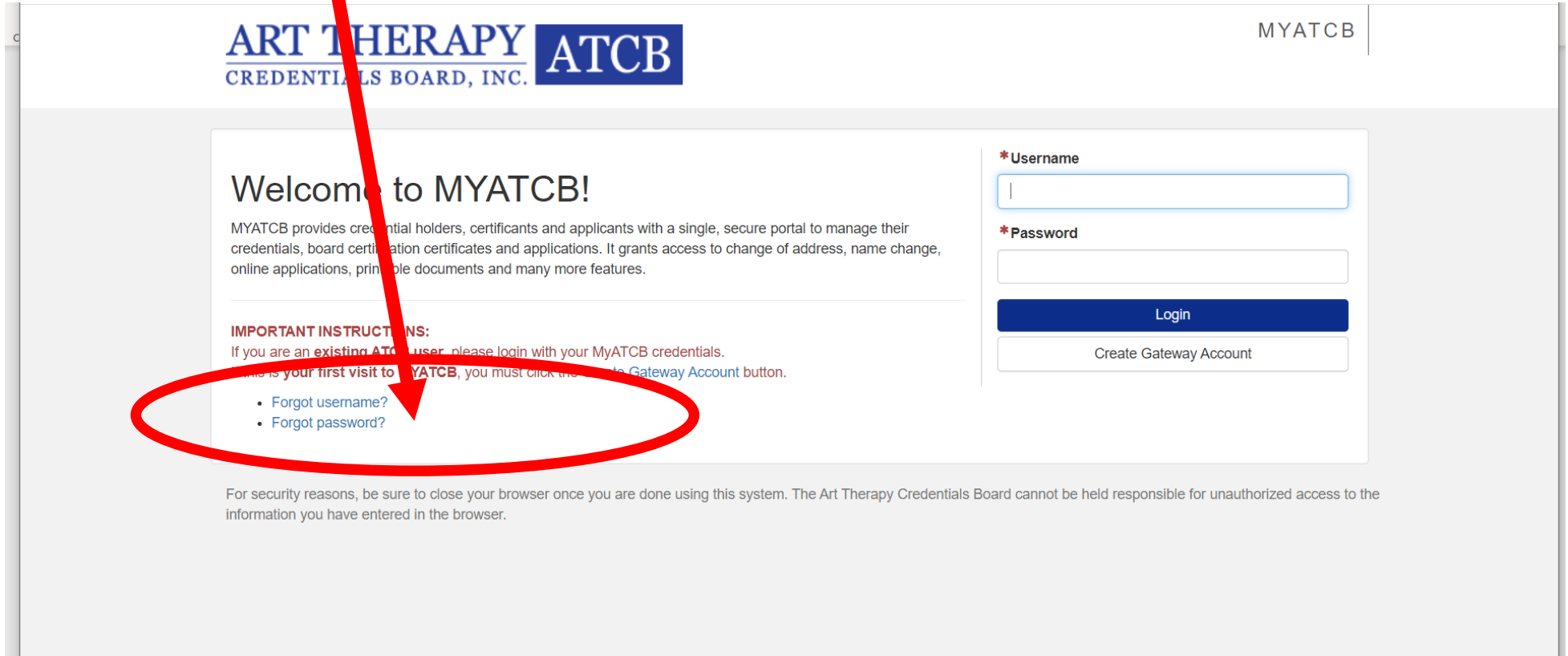


STEP 1:

Go to MYATCB which is found on the ATCB website. Click on the orange MYATCB box



2. SELECT FORGOT PASSWORD



The screenshot shows the MYATCB login page. At the top left is the logo for ART THERAPY CREDENTIALS BOARD, INC. ATCB. At the top right is the text MYATCB. The main content area has a heading 'Welcome to MYATCB!' followed by a paragraph describing the portal's features. Below this is a section titled 'IMPORTANT INSTRUCTIONS:' with two bullet points: 'Forgot username?' and 'Forgot password?'. A red arrow points from the '2. SELECT FORGOT PASSWORD' text to the 'Forgot password?' link. To the right of the instructions is a login form with fields for '*Username' and '*Password', a 'Login' button, and a 'Create Gateway Account' button. At the bottom of the page is a security disclaimer.

ART THERAPY CREDENTIALS BOARD, INC. ATCB

MYATCB

Welcome to MYATCB!

MYATCB provides credential holders, certificants and applicants with a single, secure portal to manage their credentials, board certification certificates and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

IMPORTANT INSTRUCTIONS:
If you are an existing ATCB user, please login with your MyATCB credentials.
If this is your first visit to MYATCB, you must click the [Create Gateway Account](#) button.

- [Forgot username?](#)
- [Forgot password?](#)

***Username**

***Password**

[Login](#)

[Create Gateway Account](#)

For security reasons, be sure to close your browser once you are done using this system. The Art Therapy Credentials Board cannot be held responsible for unauthorized access to the information you have entered in the browser.

3. ENTER YOUR MYATCB USERNAME

If a match is found, we'll email a code to reset your password to the email address on file.

ART THERAPY CREDENTIALS BOARD, INC. ATCB MYATCB

Verify Information +

Reset Password

Confirmation

Reset Password

Verify Information

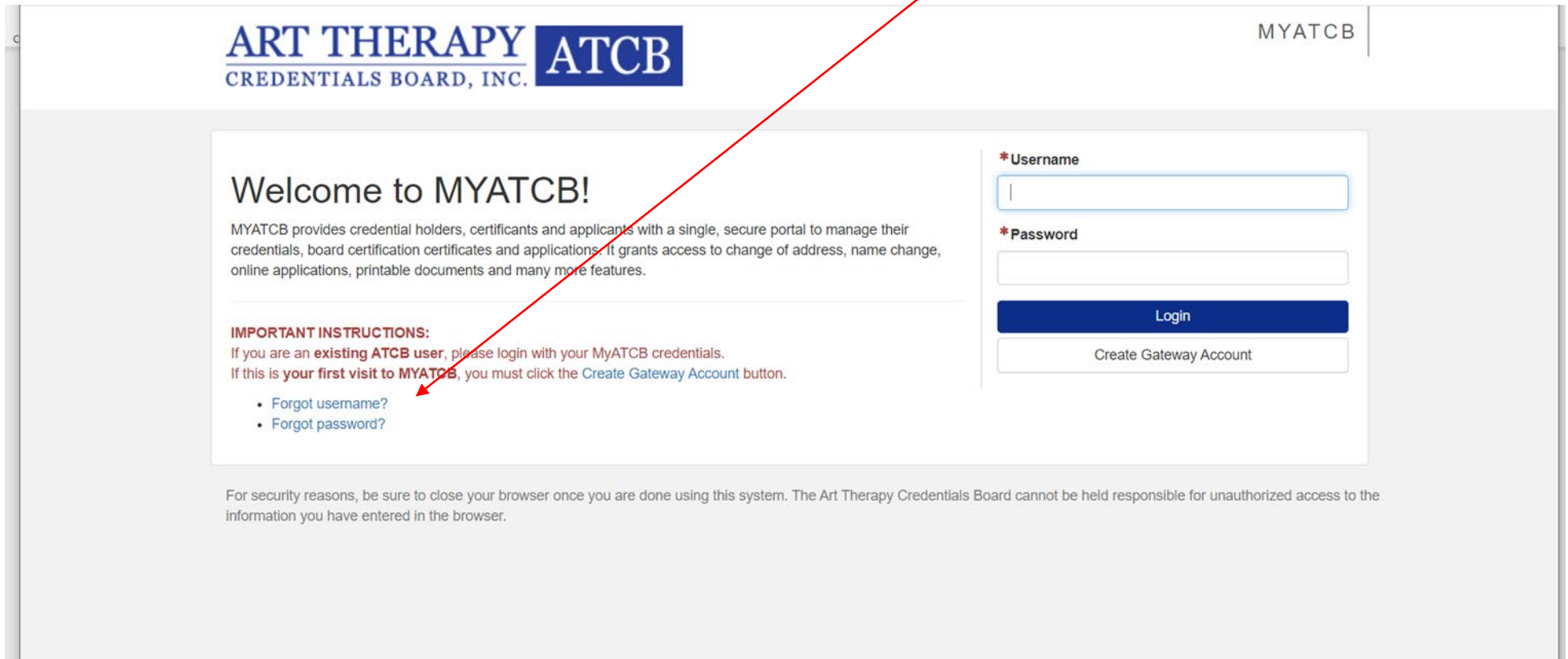
Enter your username below and click the Next button to start the password reset process. If a match is found, we'll email a code to reset your password to the email address on file. Not sure what your username is? [Click here.](#)

STOP If this is your first visit to the MYATCB, please click **Register** to create your profile before attempting to reset your password.

*Username:

Exit Save / Next

If you have forgotten your username-go back to the gateway and select **Forgot Username**



The screenshot shows the MYATCB login page. At the top left is the logo for ART THERAPY CREDENTIALS BOARD, INC. ATCB. At the top right is the text MYATCB. The main content area has a heading 'Welcome to MYATCB!' followed by a paragraph describing the portal's features. Below this is a section titled 'IMPORTANT INSTRUCTIONS:' with two lines of text: 'If you are an existing ATCB user, please login with your MyATCB credentials.' and 'If this is your first visit to MYATCB, you must click the Create Gateway Account button.' A red arrow points from the text above to the 'Forgot Username?' link in the list below. The list contains two items: 'Forgot username?' and 'Forgot password?'. To the right of the instructions is a login form with fields for '*Username' and '*Password', a blue 'Login' button, and a 'Create Gateway Account' button.

ART THERAPY CREDENTIALS BOARD, INC. ATCB MYATCB

Welcome to MYATCB!

MYATCB provides credential holders, certifiants and applicants with a single, secure portal to manage their credentials, board certification certificates and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

IMPORTANT INSTRUCTIONS:
If you are an **existing ATCB user**, please login with your MyATCB credentials.
If this is **your first visit to MYATCB**, you must click the [Create Gateway Account](#) button.

- [Forgot username?](#)
- [Forgot password?](#)

***Username**

***Password**

Login

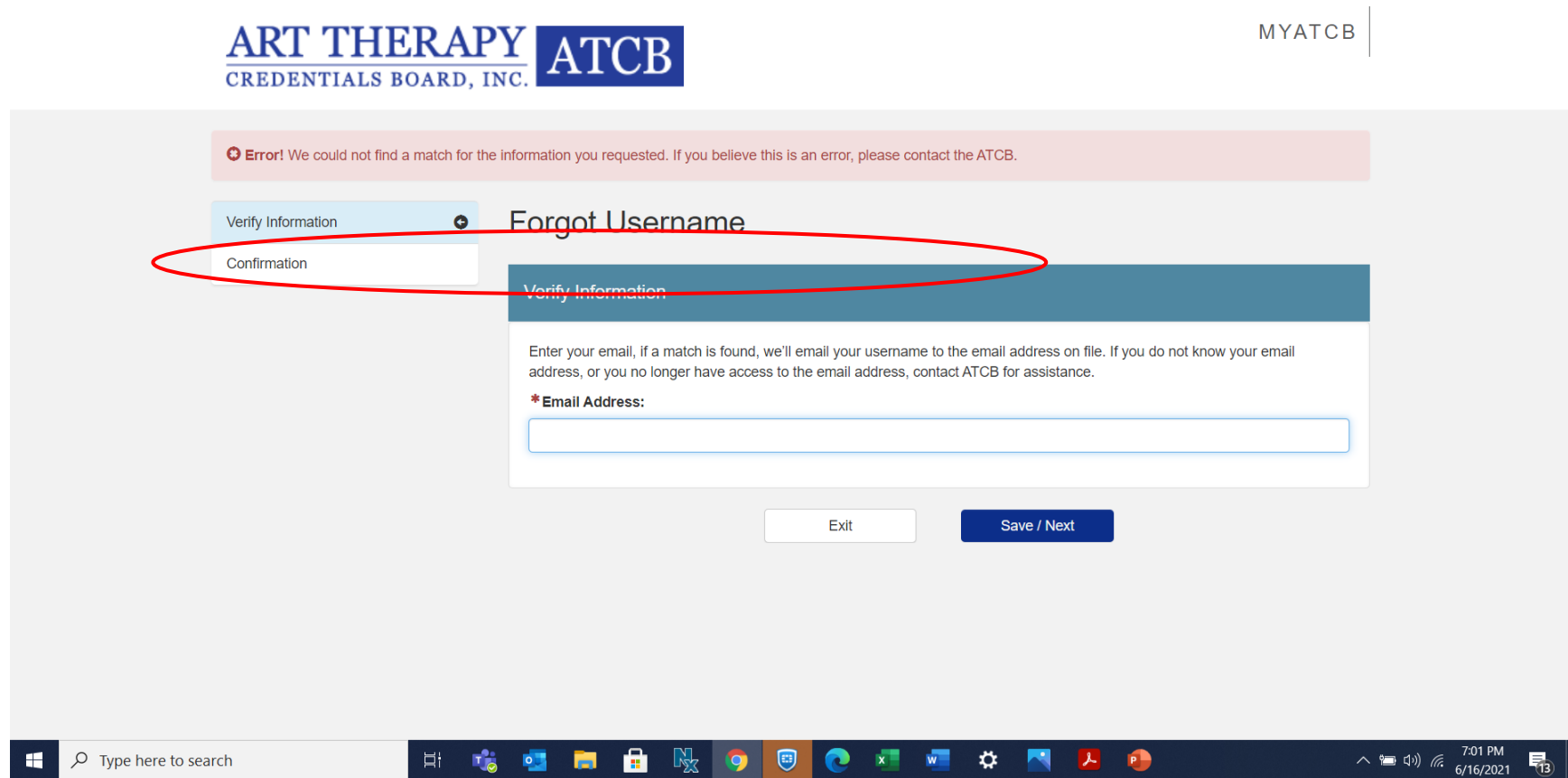
[Create Gateway Account](#)

For security reasons, be sure to close your browser once you are done using this system. The Art Therapy Credentials Board cannot be held responsible for unauthorized access to the information you have entered in the browser.

Enter the email address associated with your ATCB account.

The screenshot shows a web browser window with the ATCB logo in the top left and 'MYATCB' in the top right. The main content area is titled 'Forgot Username' and contains a 'Verify Information' section. This section has a sub-header 'Verify Information' and a text prompt: 'Enter your email, if a match is found, we'll email your username to the email address on file. If you do not know your email address, or you no longer have access to the email address, contact ATCB for assistance.' Below this is a text input field labeled '*Email Address:'. At the bottom of the form are two buttons: 'Exit' and 'Save / Next'. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

If you enter the wrong email you will get this message:



When you get this message please email the National Office atcbinfo@atcb.org in the subject line of that email please use the following:

Need email associated with my ATCB account

We will send you the email on file. Use that email to reset your username.

ONCE YOU HAVE YOUR USERNAME GO BACK TO STEP 3 and START THE RESET PASSWORD OPTION (page 3 of these directions). You will receive an email that looks like this: Enter the code in that email (note the below code is an example and should no be used in resetting your password)

Gateway Information



ATCB Credentiaing <atcbinfo@atcb.org>
To: ATCB LeeAnn

Reply Reply All Forward

Wed 6/16/2021 2:29 PM

Some of the content in this message couldn't be downloaded because you're working offline or aren't connected to a network.

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture.

Your password reset code is: UAIH5K. Please copy and paste this code on the reset password screen or click the link below.
<https://my.atcb.org//passwordreset/reset.aspx?RT=UAIH5K>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

This folder is up to date. Connected

Display Settings

100%



2:29 PM
6/16/2021

STEP 4: ENTER CODE FROM EMAIL

The screenshot shows a 'Reset Password' form with a blue header. Below the header, it says 'Please enter a new password for your account.' A red box contains password requirements: 'Password - Must be a minimum of 8 characters, maximum of 20 characters. You may use any combination of letters (upper case and lower case) and numbers. Please limit special characters to @, \$, !, #, &, *, %, .'. The form has four required fields: '*Username:' (pre-filled with 'LeeAnnWM'), '*Reset Code:', '*New Password:', and '*Verify New Password:'. At the bottom are 'Previous', 'Exit', and 'Save / Next' buttons. Three red arrows point from the left to the 'Reset Code', 'New Password', and 'Verify New Password' fields.

Enter a new password and then again to verify it.

When creating your password you can use a combination of letters (upper and lower case), number and special characters please only use !* @&#%.

All passwords must be a minimum of 8 characters and cannot exceed 20 characters. It can be a combo of number and letters and only the special characters