SIGN UP FOR A YMCA ACCOUNT FOR Y-USA APPLICATIONS
YMCA OF THE USA

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Sign Up for a New YMCA Account

Your YMCA Account is the first step in gaining access to applications provided by YMCA of the USA (Y-USA) including the Brand Resource Center, Exchange, and the Learning and Career Development Center among others. Anyone can create a YMCA Account using any email address.

1. Go to the Sign In To My YMCA Account page via https://yexchange.org and click the Sign up now link.
2. 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**.

3. You will be sent a verification code to your email inbox.
4. Enter the code in the Verification code field and click the Verify Code button.

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.
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. If you are a YMCA staff member of volunteer, 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 and complete step 10. If you are NOT affiliated with a YMCA, click the I Am Not Affiliated with a YMCA button and complete step 11.
10. A list of YMCAs is displayed. Click the **Select button** next to your YMCA.

11. The Complete YMCA Account Creation page opens. 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 log in link** to sign into your account.
Forgot Your Password


   ![Sign In To My YMCA Account](image)

2. Enter the email address associated with your account and click the Send Verification Code button.

   ![Change Your YMCA Account Password](image)
3. You will receive an email with a verification code.

![Image of verification code email]

4. Enter the code in the Verification code box and click the **Verify Code button**. Click the **Continue button** once your code has been verified.

**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 button provided.

![Image of verification code input screen]
5. The Change Your YMCA Account Password page opens. Enter a new password in the password fields and click the **Continue button**. 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. You will be logged in. If your account is affiliated with a Y and you’ve been approved for Exchange access, the Exchange home page will open. Unaffiliated or accounts pending approval will be taken to the Welcome page.
Forgot Your Registered Email

1. Go to the Sign In To My YMCA page via [https://yexchange.org](https://yexchange.org) and click the **Forgot your registered email?** link. The Retrieve Your YMCA Account Email page opens.

   ![Sign In To My YMCA Account](image1)

   **SIGN IN TO MY YMCA ACCOUNT**

   Welcome Y staff and volunteers! Sign in to your YMCA Account to access Y training opportunities, transcripts, and more. **Forgot your registered email?**

   Email Address
   
   Password
   
   Forgot your password?
   
   Sign In

   OR

   Don't have an account? **Sign up now**

   For assistance, **email** or call 800-872-9622.

2. Enter the personal information associated with your account and click the **Retrieve Email button**.

   ![Retrieve Your YMCA Account Email](image2)

   **RETRIEVE YOUR YMCA ACCOUNT EMAIL**

   Complete the fields below to retrieve your registered email.

   First name
   
   Last name
   
   Last 4 SSN
   
   Birthdate (mm-dd-yyyy)

   Cancel Retrieve Email

   For assistance, **email** or call 800-872-9622.
The system returns the email address associated with your account. Click on the **Click here to sign in now link** to sign into your account.
Sign In To My YMCA Account

1. Enter your email address and password, then click the **Sign In button**.

2. You will be logged in. If your account is affiliated with a Y and you’ve been approved for Exchange access, the Exchange home page will open. Unaffiliated or accounts pending approval will be taken to the Welcome page.
WELCOME TO YOUR YMCA ACCOUNT

Your Request for Access to Exchange is Pending. Access to Exchange is limited to YMCA staff, volunteers and relatives.

Learning & Career Development Center (LCDC)

Content has been moved to the new LCDC site. Please visit LCDC to:

- Find a scheduled YMCA class or event
- Find descriptions and requirements for YMCA courses
- Find Course revisions for trainers
- Link to online classes including New Employee Orientation
- Find aquatics and health and well-being certification information
- View upcoming YMCA regional training events
- Complete the Team Leadership Certification Test
- View/Print your Training Transcript

Tools

- Apprend Store
- Brand Resource Center
- Program Store

For assistance, email or call 800-872-9622.

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Change Email

To change you the email address you use to log in, you must first log in to your account. If you have Exchange access, follow the process directly below. If you do not have Exchange access or are not affiliated with a YMCA, refer to the instructions in the Unaffiliated or Unapproved Exchange User section.

Approved Exchange User

2. Click on My Profile, About Me in the upper right.
3. Click Edit My Info under your name
4. The My Info tab opens. Click the **Change Email link.** The Change YMCA Login Email page opens.

5. Enter your current password and the new email address you’d like to use. Click the **Update button.**
6. The page is refreshed and displays the success message showing your new email address.
Unaffiliated or Unapproved Exchange User

2. Click on My Profile toward the upper right.
3. **Click the Change Email button.** The Change YMCA Login Email page opens.

4. Enter your current password and the new email address you’d like to use. Click the **Update button.**
5. The screen is refreshed and displays the success message showing the new email address.