



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

SIGN UP FOR A YMCA ACCOUNT FOR Y-USA APPLICATIONS

YMCA OF THE USA

REVISED JULY 2017



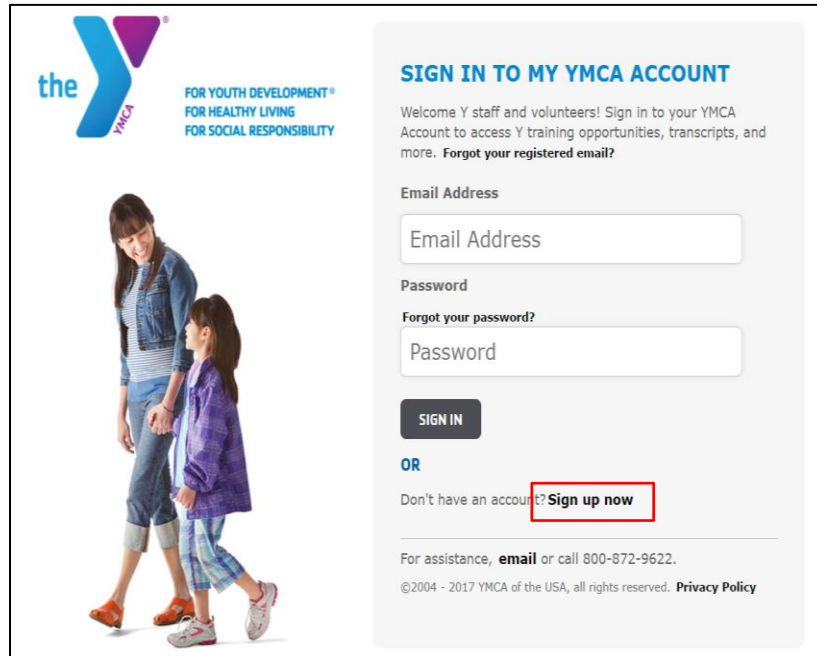
CONTENTS

Sign Up for a New YMCA Account	2
Forgot Your Password	10
Forgot Your Registered Email.....	13
Sign In To My YMCA Account.....	15
Change Email.....	17
Approved Exchange User	17
Unaffiliated or Unapproved Exchange User	20

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**.



- 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.



REGISTER A NEW YMCA ACCOUNT

To ensure security and data protection of all Y-USA applications, you will need to verify your email address. Enter your email address and click the Send Verification Code button. You will receive an email from Microsoft on behalf of the YMCA with a verification code. Copy the code below to verify your account. If you do not receive a verification code, click Send New Code or check your junk or spam folder.

Email Address

SEND VERIFICATION CODE

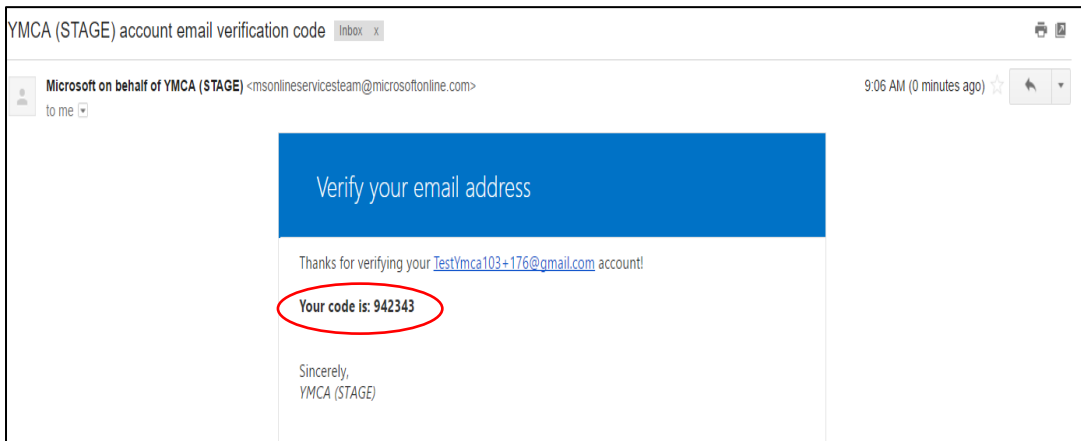
New Password

Confirm New Password

CREATE **CANCEL**


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



The screenshot shows the 'REGISTER A NEW YMCA ACCOUNT' form. On the left is the YMCA logo and a photo of a woman and a child walking. The form fields are: Email Address (TestYmca103+176@gmail.c), Verification code (942343), New Password, and Confirm New Password. There are buttons for 'VERIFY CODE', 'SEND NEW CODE', 'CREATE', and 'CANCEL'. At the bottom, there is a note for assistance and a copyright notice.

REGISTER A NEW YMCA ACCOUNT

To ensure security and data protection of all Y-USA applications, you will need to verify your email address. Enter your email address and click the Send Verification Code button. You will receive an email from Microsoft on behalf of the YMCA with a verification code. Copy the code below to verify your account. If you do not receive a verification code, click Send New Code or check your junk or spam folder.

Email Address
TestYmca103+176@gmail.c

Verification code
942343

VERIFY CODE **SEND NEW CODE**

New Password
New Password

Confirm New Password
Confirm New Password

CREATE **CANCEL**

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- 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: @ # \$ % ^ & * - _ + = [] { } | \ : , ? / ` ~ " () ;
- Click the **Create** button.



The screenshot shows the 'REGISTER A NEW YMCA ACCOUNT' page. On the left, there is a logo for 'the YMCA' with the tagline 'FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY' and an image of a woman and a young girl walking. The main content area on the right contains the following text and form fields:

REGISTER A NEW YMCA ACCOUNT

To ensure security and data protection of all Y-USA applications, you will need to verify your email address. Enter your email address and click the Send Verification Code button. You will receive an email from Microsoft on behalf of the YMCA with a verification code. Copy the code below to verify your account. If you do not receive a verification code, click Send New Code or check your junk or spam folder.

Email Address

CHANGE E-MAIL

New Password

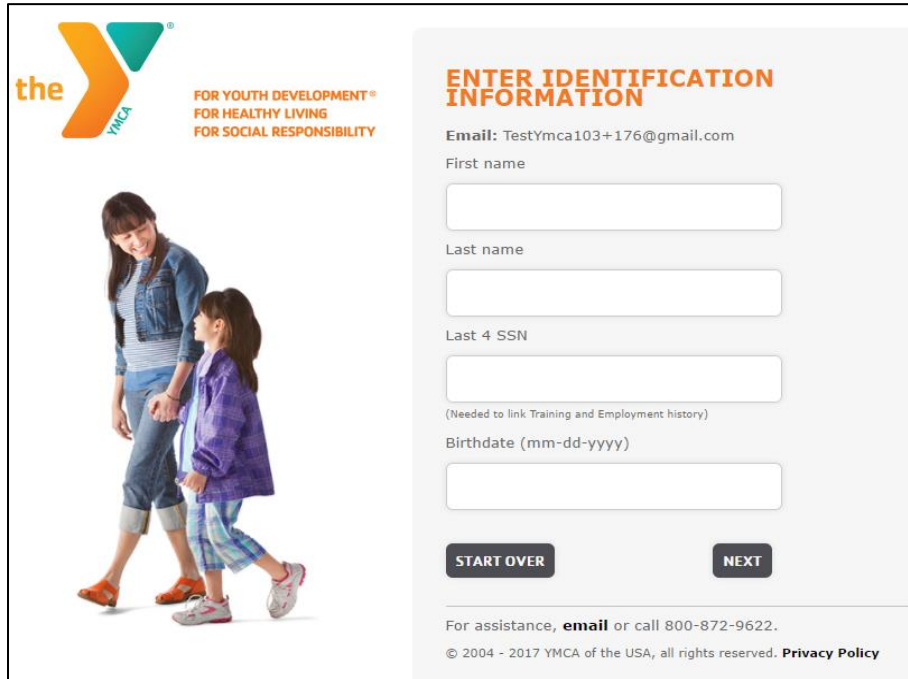
Confirm New Password


CREATE **CANCEL**

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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**.



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ENTER IDENTIFICATION INFORMATION

Email: TestYmca103+176@gmail.com

First name

Last name

Last 4 SSN

(Needed to link Training and Employment history)

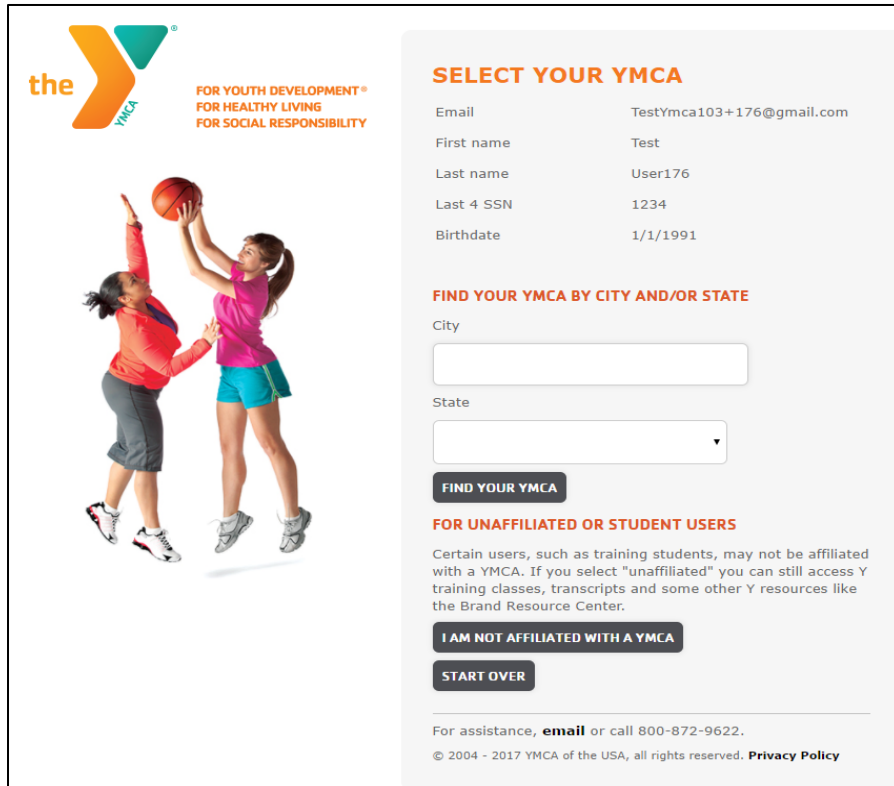
Birthdate (mm-dd-yyyy)

START OVER **NEXT**

For assistance, [email](#) or call 800-872-9622.

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- The Select Your YMCA page opens. At the top of the page, verify the information you entered.
- If you are a YMCA staff member or 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.



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SELECT YOUR YMCA

Email: TestYmca103+176@gmail.com
First name: Test
Last name: User176
Last 4 SSN: 1234
Birthdate: 1/1/1991

FIND YOUR YMCA BY CITY AND/OR STATE

City:
State:

FIND YOUR YMCA

FOR UNAFFILIATED OR STUDENT USERS

Certain users, such as training students, may not be affiliated with a YMCA. If you select "unaffiliated" you can still access Y training classes, transcripts and some other Y resources like the Brand Resource Center.

I AM NOT AFFILIATED WITH A YMCA

START OVER

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10. A list of YMCAs is displayed. Click the **Select button** next to your YMCA.

FIND YOUR YMCA BY CITY AND/OR STATE

City

State

FIND YOUR YMCA

Click the **SELECT** button next to your specific YMCA branch to proceed.

SELECT	High Ridge YMCA (1583B) 2424 W Touhy Ave Chicago , IL 60645-3397
SELECT	Irving Park YMCA (1583B) 4251 W Irving Park Rd Chicago , IL 60641-2984
SELECT	Kelly Hall YMCA (1583B) 824 N Hamlin Ave Chicago , IL 60651-

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.

COMPLETE YMCA ACCOUNT CREATION

Email	TestYmca103+176@gmail.com
First name	Test
Last name	User176
Last 4 SSN	1234
Birthdate	1/1/1991
Association	High Ridge YMCA (1603)

I have read and accepted the **Posting and Use Rules** for a YMCA Account

I have read and accepted the **Terms of Use** for a YMCA Account

CREATE MY YMCA ACCOUNT

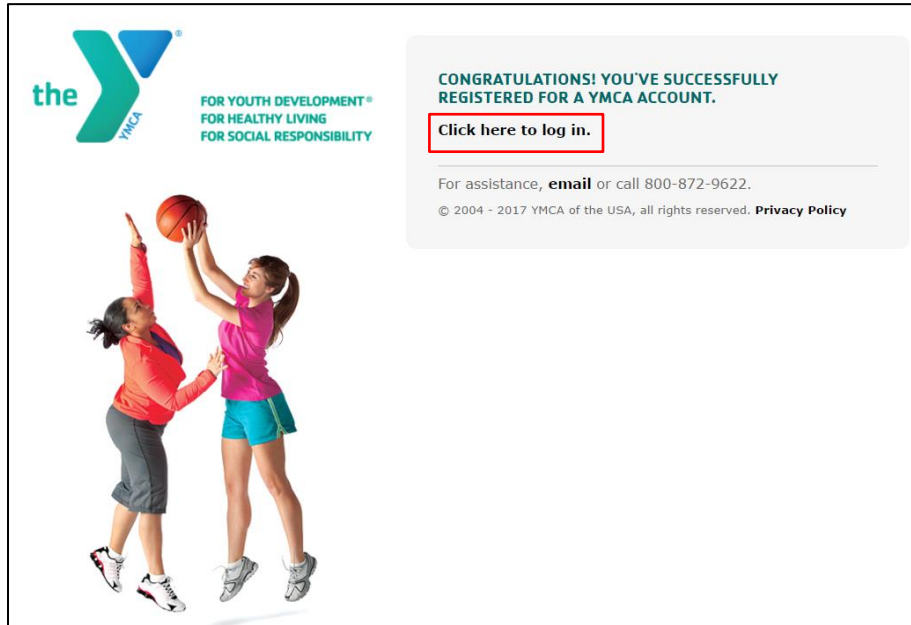
YMCA Accounts are for **YMCA students, YMCA volunteers and staff** only.

The public, including YMCA members and vendors doing business with YMCAs, should visit www.ymca.net to learn more about the YMCA.

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

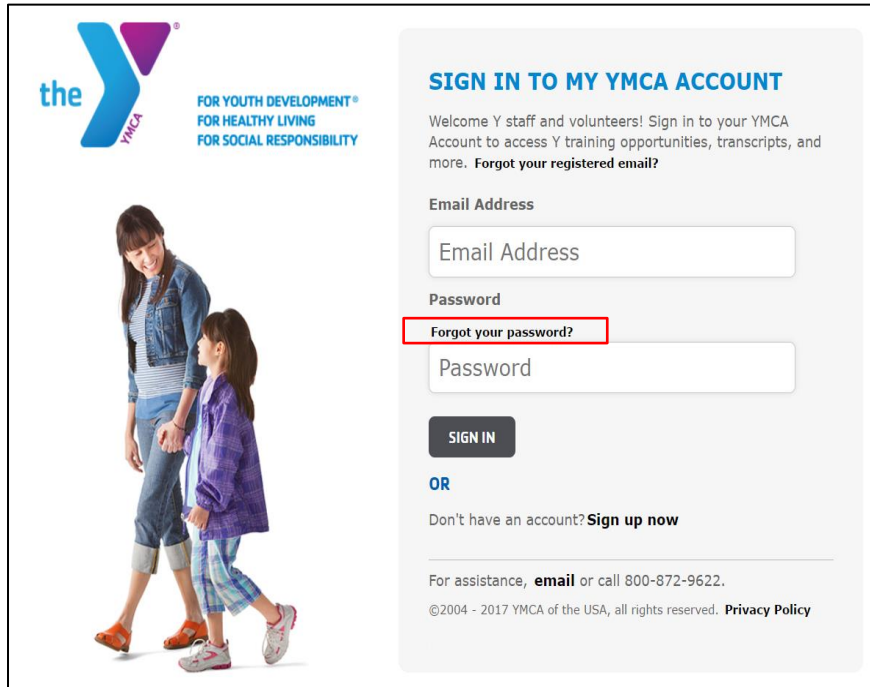
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12. On the following page, use the **Click here to log in link** to sign into your account.

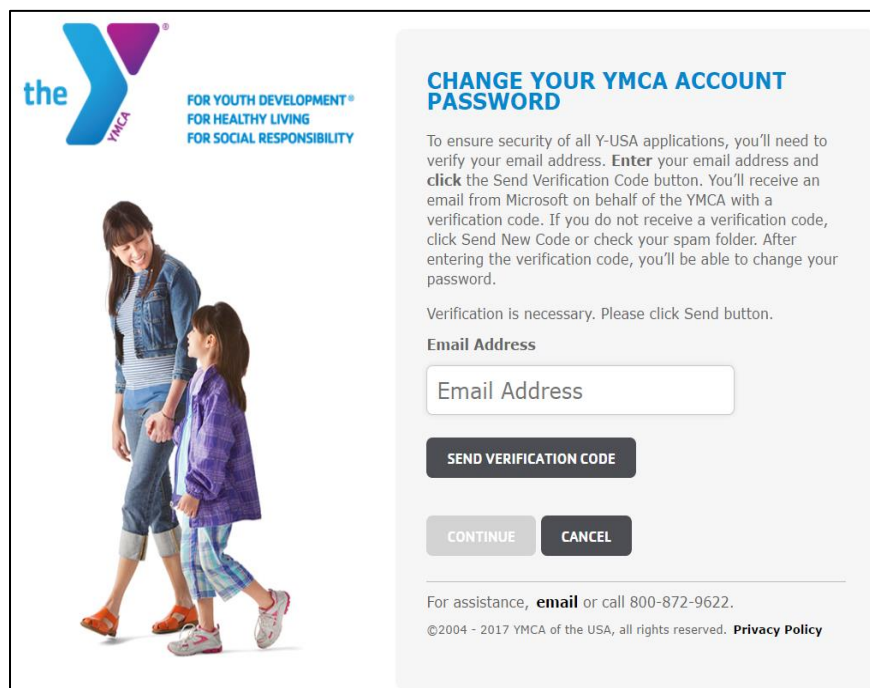


Forgot Your Password

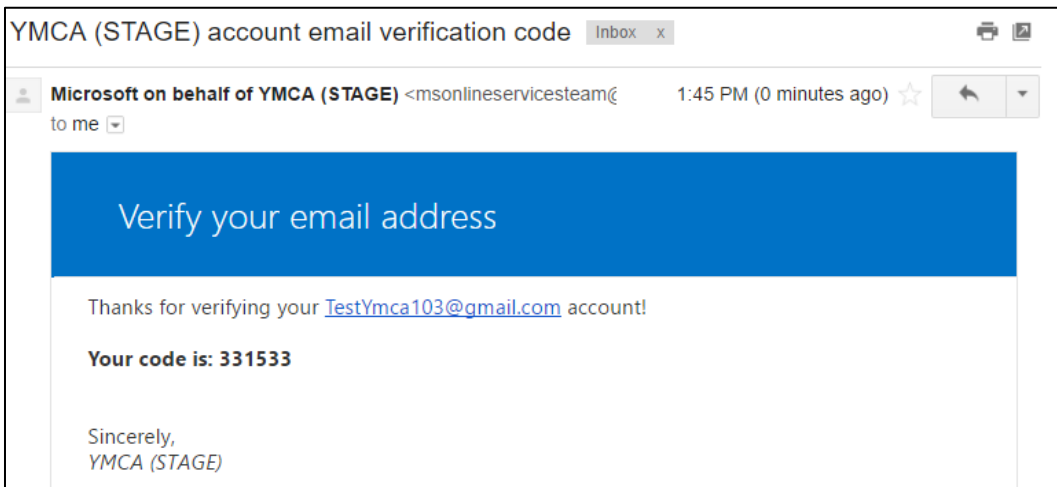
1. Go to the Sign In To My YMCA Account page via <https://yexchange.org>. Click the **Forgot your password? link**.



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

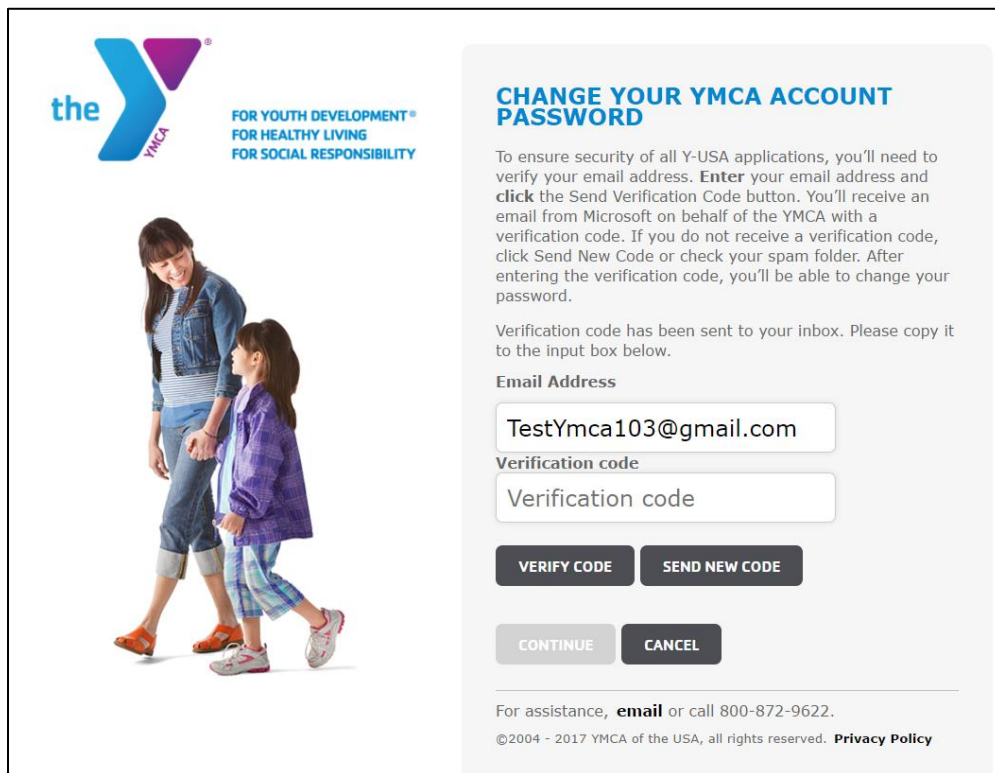


3. You will receive an email with a verification code.



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.



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CHANGE YOUR YMCA ACCOUNT PASSWORD

To ensure security of all Y-USA applications, you'll need to verify your email address. **Enter** your email address and **click** the Send Verification Code button. You'll receive an email from Microsoft on behalf of the YMCA with a verification code. If you do not receive a verification code, click Send New Code or check your spam folder. After entering the verification code, you'll be able to change your password.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

VERIFY CODE **SEND NEW CODE**

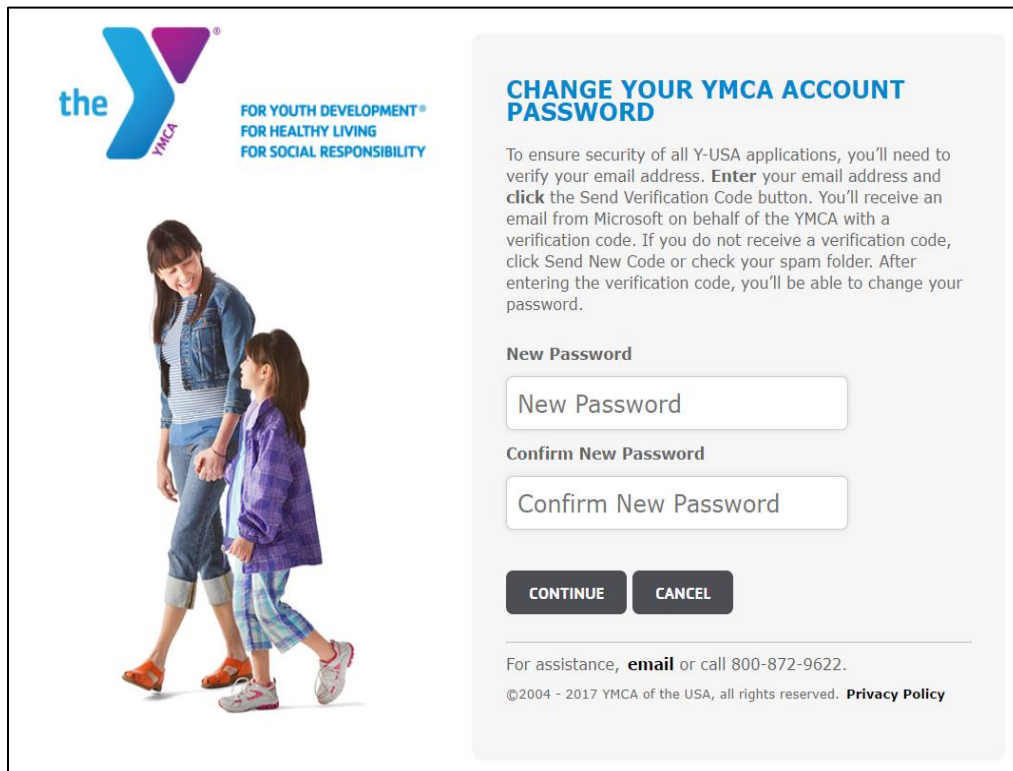
CONTINUE **CANCEL**

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

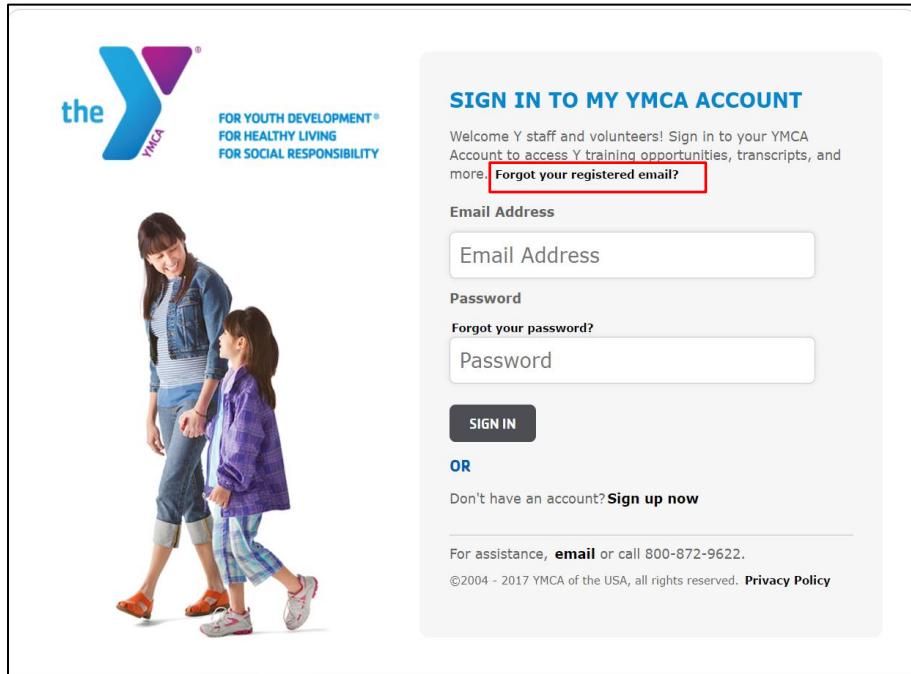
- Lowercase characters
- Uppercase characters
- Digits (0-9)
- One or more of the following symbols: @ # \$ % ^ & * - _ + = [] { } | \ : , ? / ` ~ " () ;



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> and click the **Forgot your registered email? link**. The Retrieve Your YMCA Account Email page opens.



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?

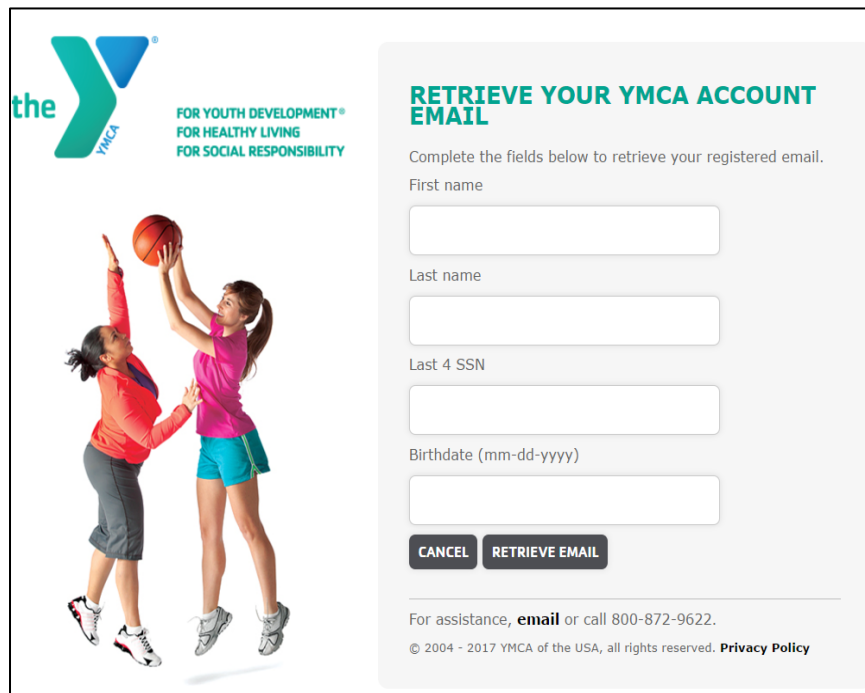
SIGN IN

OR

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

For assistance, **email** or call 800-872-9622.
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2. Enter the personal information associated with your account and click the **Retrieve Email button**.



RETRIEVE YOUR YMCA ACCOUNT EMAIL

Complete the fields below to retrieve your registered email.

First name

Last name

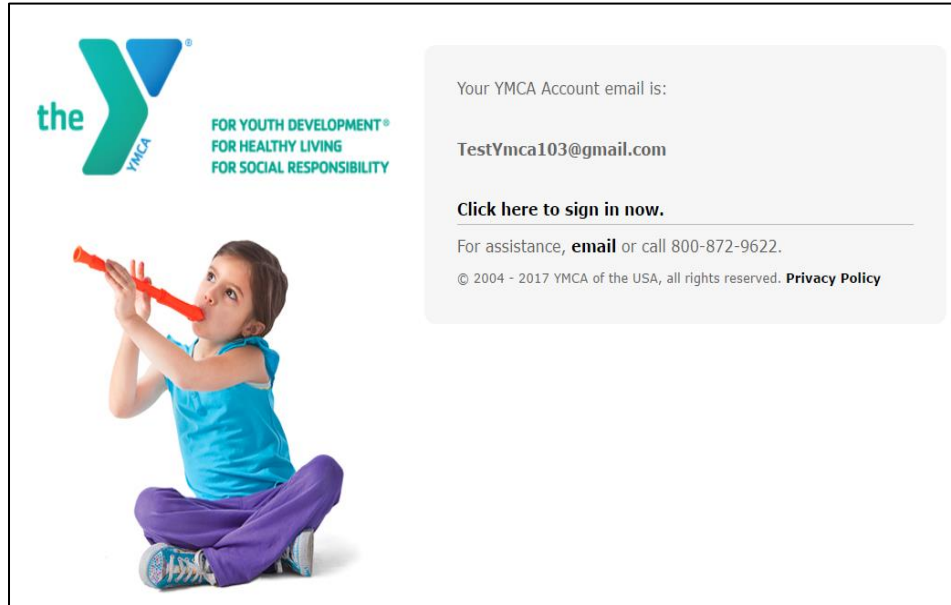
Last 4 SSN


Birthdate (mm-dd-yyyy)

CANCEL **RETRIEVE EMAIL**

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



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Your YMCA Account email is:

TestYmca103@gmail.com

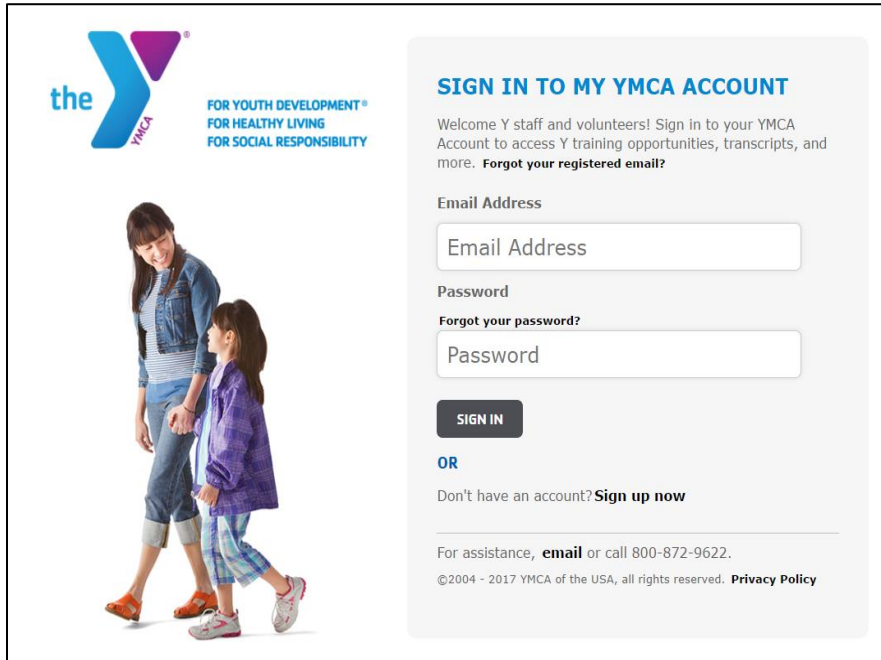
[Click here to sign in now.](#)

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

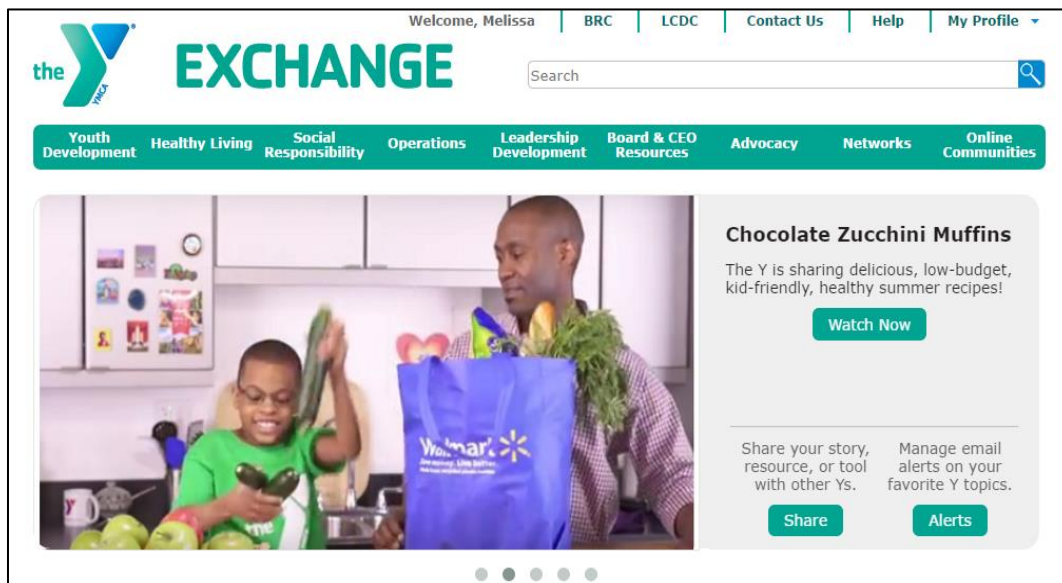
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Sign In To My YMCA Account

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 Test User175 | [Home](#) | [My Profile](#) | [Sign Out](#)



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WELCOME TO YOUR YMCA ACCOUNT

🕒 **Your Request for Access to Exchange is Pending** - Access to Exchange is limited to YMCA staff, volunteers and retirees.

🕒 **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

- 🕒 [Apparel Store](#)
- 🕒 [Brand Resource Center](#)
- 🕒 [Program Store](#)

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

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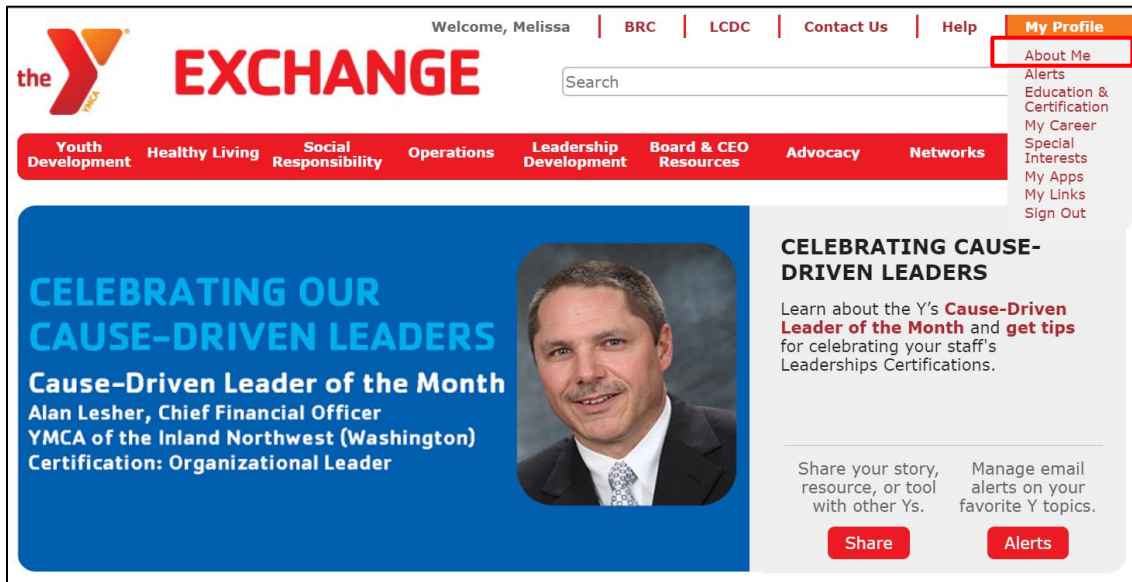


Change Email

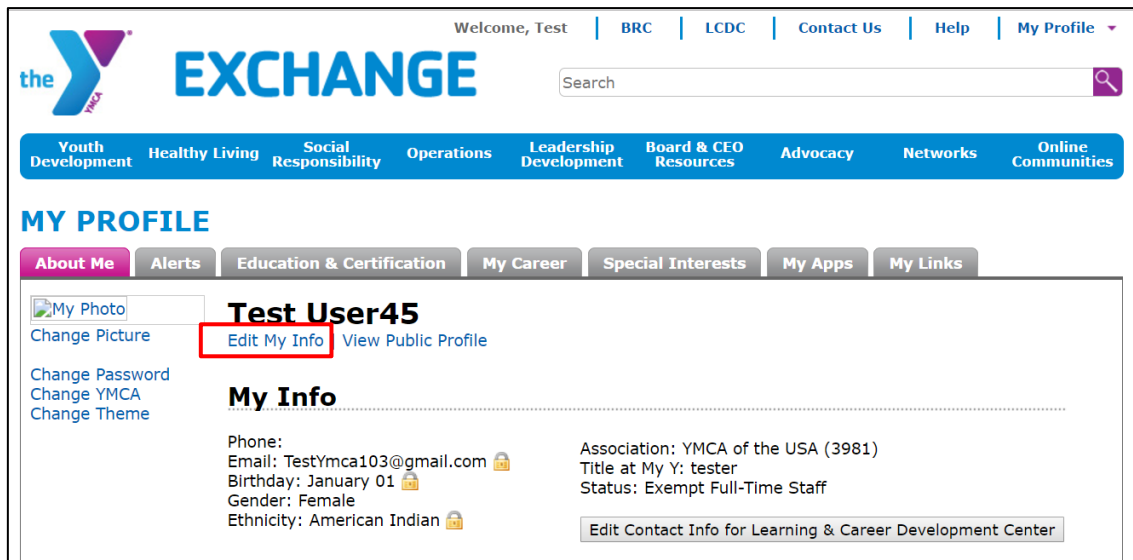
To change you the email address you use to log in, you must first log in to your account. If you have Exchange access, follow the process directly below. If you do not have Exchange access or are not affiliated with a YMCA, refer to the instructions in the Unaffiliated or Unapproved Exchange User section.

Approved Exchange User

1. Go to <https://yexchange.org>.
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.


Welcome, Test | [BRC](#) | [LCDC](#) | [Contact Us](#) | [Help](#) | [My Profile](#) ▾

the Y EXCHANGE

[Youth Development](#) [Healthy Living](#) [Social Responsibility](#) [Operations](#) [Leadership Development](#) [Board & CEO Resources](#) [Advocacy](#) [Networks](#) [Online Communities](#)

MY PROFILE

[About Me](#) [Alerts](#) [Education & Certification](#) [My Career](#) [Special Interests](#) [My Apps](#) [My Links](#)

 **Test User45**
[Change Picture](#)

[Change Password](#)
[Change YMCA](#)
[Change Theme](#)

My Info

*First Name:

*Last Name:

Nickname:

Phone Number:

*Email Address: [Private](#)

Birth Date: [Private](#)

5. Enter your current password and the new email address you'd like to use. Click the **Update button**.

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CHANGE YMCA LOGIN EMAIL

Email: TestYmca103@gmail.com

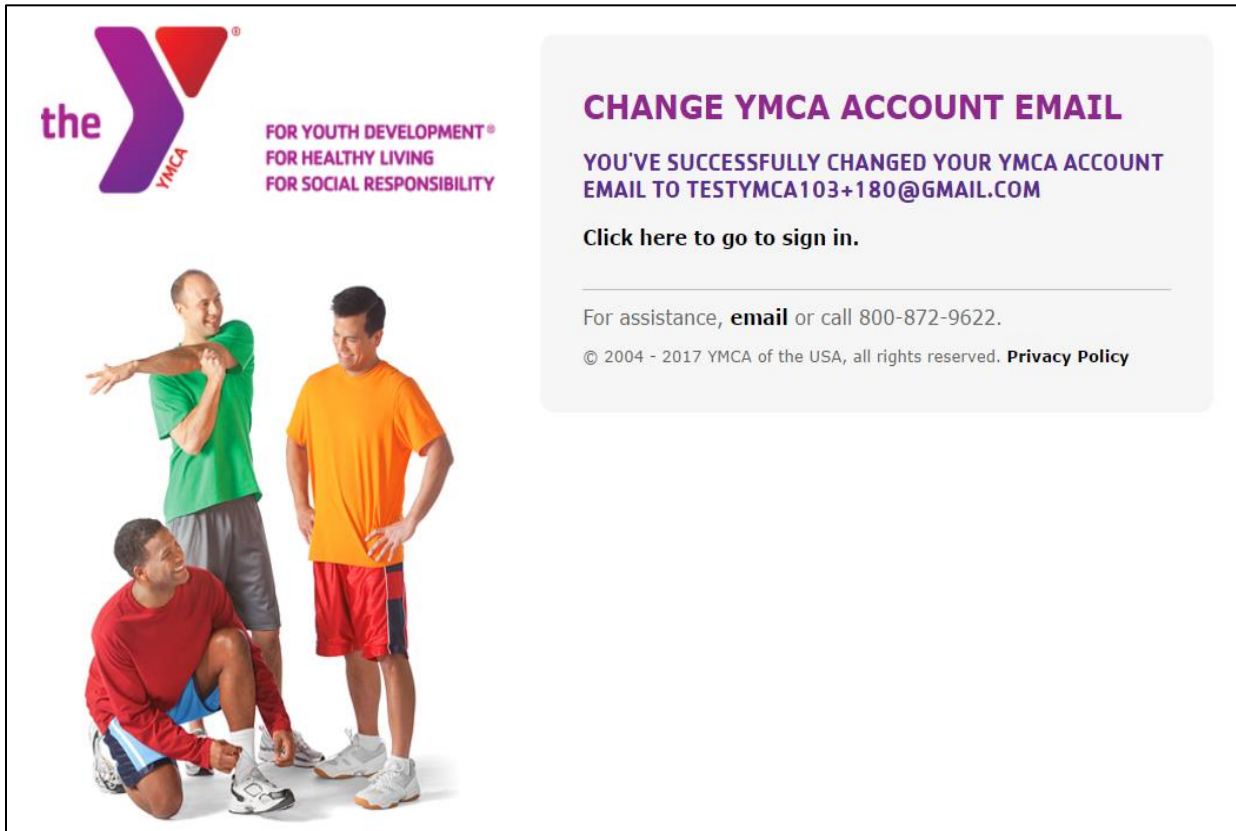
Current password

New email

Confirm new email

For assistance, [email](#) or call 800-872-9622.
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6. The page is refreshed and displays the success message showing your new email address.



Unaffiliated or Unapproved Exchange User

1. Go to <https://yexchange.org>.
2. Click on My Profile toward the upper right.

Welcome Test User105 | [Home](#) | [My Profile](#) | [Sign Out](#)



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WELCOME TO YOUR YMCA ACCOUNT

🔑 **Request Access to Exchange** - Access to Exchange is limited to YMCA staff, volunteers and retirees.

🔑 **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

- 🔑 [Apparel Store](#)
- 🔑 [Brand Resource Center](#)
- 🔑 [Program Store](#)


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

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3. Click the **Change Email button**. The Change YMCA Login Email page opens.

Welcome Test User105 | [Home](#) | [My Profile](#) | [Sign Out](#)



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FOR SOCIAL RESPONSIBILITY

MANAGE MY YMCA ACCOUNT PROFILE

First Name:

Middle Initial:

Last Name:

Birth Date: 1/1/1991

YMCA: High Ridge YMCA


Email: TestYmca103+105@gmail.com

Password: *****


For assistance, [email](#) or call 800-872-9622.

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4. Enter your current password and the new email address you'd like to use. Click the **Update button**.



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CHANGE YMCA LOGIN EMAIL

Email: TestYmca103@gmail.com

Current password

New email

Confirm new email

For assistance, [email](#) or call 800-872-9622.

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5. The screen is refreshed and displays the success message showing the new email address.

