

Password Procedures

How do I log into the CDAA?

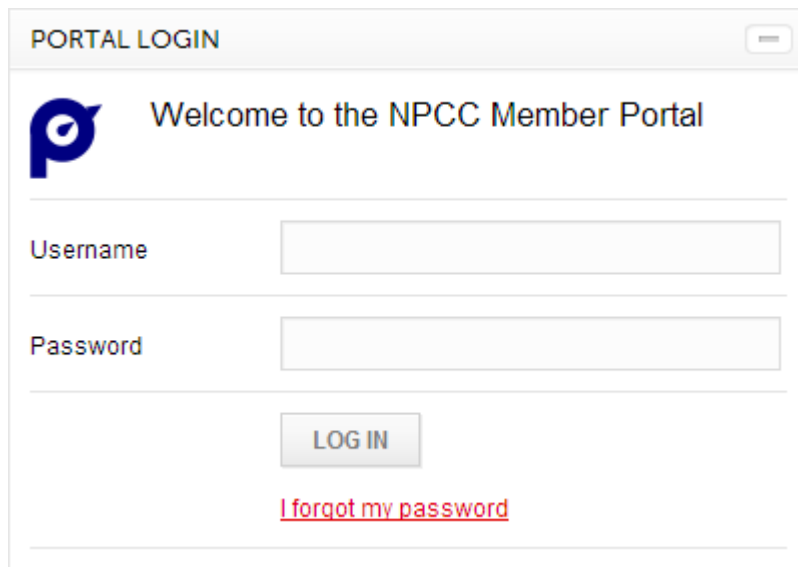
You can access the [CDAA](https://cdaa.npcc.org) at <https://cdaa.npcc.org>.

If you are logging into the [CDAA](https://cdaa.npcc.org) for the first time, you will need to obtain your username from your [Entity Administrator](#) (EA) and follow the steps under “I forgot my password!”

I forgot my password!

If you have forgotten your password for the [CDAA](https://cdaa.npcc.org):

1. Go to <https://cdaa.npcc.org>
2. Click **I forgot my password** at the bottom of the screen



The screenshot shows a web browser window titled "PORTAL LOGIN". Inside the window, there is a blue logo on the left and the text "Welcome to the NPCC Member Portal" on the right. Below this, there are two input fields: "Username" and "Password". A "LOG IN" button is positioned below the password field. At the bottom of the form, there is a red hyperlink that reads "I forgot my password".

3. Enter the Username supplied to you by your [Entity Administrator](#) (EA) and the email address associated to that username

FORGOT PASSWORD

Please enter your user name and email address to send an email notification that will allow you to change your password

Username

Email

[Return to Login](#)

If your Username and email address match, you will receive an email notification with a link to create a new password. The email will be sent from compliance-support@npcc.org. You should receive the email within a few minutes. If you do not receive your password within a few minutes, check your Junk Mail folder to make sure that the automated email was not automatically filtered out as spam by your email program.

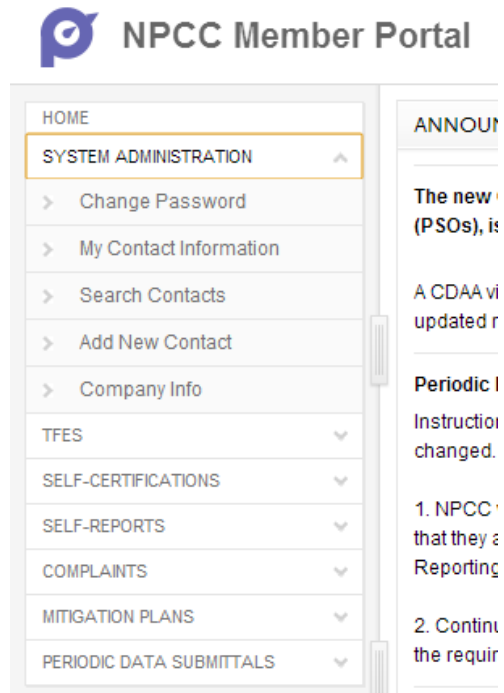
PASSWORD CHANGE REQUEST

You will be receiving an email shortly with a link that allows you to change your password. If you don't receive the email within 1 hour, please notify your technical support representative.

How do I change my password?

To change your password:

1. Go to <https://cdaa.npcc.org>
2. Select **System Administration** and click **Change Password** (you can also access this through **My Contact Information** and **Change Password** at the top of the page)



3. On the “Change Password” screen
 - a. Enter your **Old Password**
 - b. Enter your **New Password** (twice)

- c. Click **Change Password**

CHANGE PASSWORD

Please enter the following password information

NOTE: The password must be at least 8 characters

Old Password:

New Password:

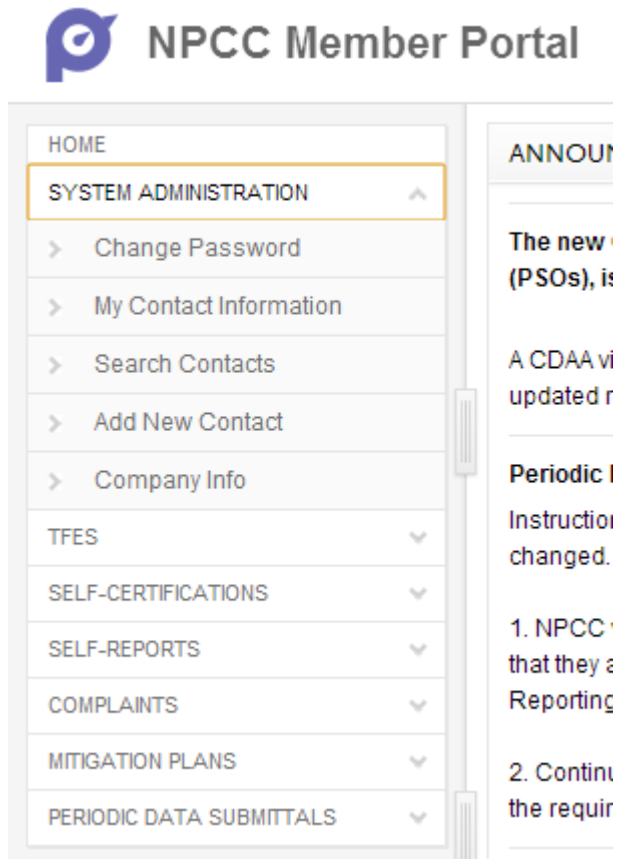
Password (Again):

[I forgot my password](#)

How does my Entity Administrator reset my password?

1. Select **System Administration**

2. Click **Search Contacts**



The image shows a screenshot of the NPCC Member Portal. At the top left is the NPCC logo, a stylized blue 'P' with a white circle inside, followed by the text "NPCC Member Portal". Below the logo is a vertical navigation menu with the following items: HOME, SYSTEM ADMINISTRATION (highlighted with an orange border and an upward arrow), Change Password, My Contact Information, Search Contacts, Add New Contact, Company Info, TFES, SELF-CERTIFICATIONS, SELF-REPORTS, COMPLAINTS, MITIGATION PLANS, and PERIODIC DATA SUBMITTALS. To the right of the navigation menu is an "ANNOUNCEMENTS" section. The first announcement is titled "The new (PSOs), is" and mentions "A CDAA vi updated r". The second announcement is titled "Periodic I" and "Instruction changed." It contains a numbered list: "1. NPCC that they a Reporting" and "2. Continu the requir".

3. Click **Select** next to the appropriate contact (or enter filter criteria, click **Search**, and click **Select**)



NPCC Member Portal

HOME

SYSTEM ADMINISTRATION

- > Change Password
- > My Contact Information
- > Search Contacts
- > Add New Contact
- > Company Info

TFES

SELF-CERTIFICATIONS

SELF-REPORTS

COMPLAINTS

MITIGATION PLANS

PERIODIC DATA SUBMITTALS

CONTACT SEARCH

[SEARCH](#) [NEW CONTACT](#) [EXPORT](#)

CONTACT SEARCH CRITERIA

Last Name:

First Name:

Contact Types:

Roles:

CONTACT SEARCH RESULTS

	Last Name	First Name	User Name	Email	Telephone	Fax	Address
Select	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]		[REDACTED]
Select	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]		[REDACTED]
Select	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]		[REDACTED]
Select	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]		[REDACTED]

RPP: Showing 1 to 4 of 4 entries

4. Click **Reset Password** at the top of the page

NPCC Member Portal

HOME

SYSTEM ADMINISTRATION

- > Change Password
- > My Contact Information
- > Search Contacts
- > Add New Contact
- > Company Info

TFES

SELF-CERTIFICATIONS

SELF-REPORTS

COMPLAINTS

MITIGATION PLANS

PERIODIC DATA SUBMITTALS

EDIT CONTACT: [Redacted]

SAVE **CANCEL CHANGES** **DELETE** **RESET PASSWORD** **CREATE PDF**

PERSONAL INFORMATION (* DENOTES REQUIRED FIELDS)

Account Status: [Redacted]

User Name: [Redacted]

First Name: [Redacted]

Last Name: [Redacted]

Title: [Redacted]

Telephone: [Redacted]

Alternate Telephone: [Redacted]

Fax: [Redacted]

Email: [Redacted]

Default Entity: [Redacted]

MAILING ADDRESS

Address Line 1: [Redacted]

5. Click **OK**

You will receive an email with a link that will allow you to reset your password. For password requirements, see “What makes for a secure password?”

What makes for a secure password?

NPCC requires that use of a secure password that meets the following requirements:

1. Your password may not contain any part of your name or your username exceeding two consecutive characters.
2. Your password must be at least 8 characters in length.
3. Your username must contain characters from 3 of the following 4 categories:
 - a. Uppercase characters (A through Z)
 - b. Lowercase characters (a through z)
 - c. Numbers (0 through 9)
 - d. Non-alphanumeric characters (such as: !, \$, @, %)

The [Portal](#) will require you to change your password periodically for security purposes.