Sign up and account activation

1. You will have received a system email inviting you to activate your Aspire account.
2. Click the link found in the body of the email.
3. Enter your authentication code as supplied by the administrator who set up the account.
4. Enter a password which fits the minimum criteria; the password criteria on the site will help confirm if the password is suitable.
5. Confirm the password in the second box.
6. Click Next.

7. Select three security questions and answer each one. Make the answers easy to remember as you will need to give characters from these answers if you forget your password.
8. Click Next.
9. Optionally add a Title and review the check box to receive updates from FFT.
10. Click Finish.
11. You should now have access to Aspire. To continue you will need to agree to the terms and conditions.

**Changing a password**

1. You can use this method to change either your main FFT Aspire account or your FFT Aspire Administration account.
2. Log into FFT Aspire [https://fftaspire.org](https://fftaspire.org) or for Administrators go to [https://admin.fftaspire.org](https://admin.fftaspire.org)
3. Select the profile icon at the top right hand corner of the screen.
4. Select **Change password**.

   ![Change password interface](image)

   **Change password**

   Please enter your current password

   Enter your current password

   Choose a password for your account. It must contain:
   - at least one CAPITAL letter
   - at least one lower case letter
   - at least one number
   - at least one special character
   - and be between 8 and 50 characters in length

   Create your password

   Confirm your password

   Save or Cancel

5. Enter your current password into the top box.
6. Enter your new password into the Create your password box, ensuring that you follow the password criteria shown on the left of the page. Confirm the new password by re-entering into the Confirm your password box.
7. Select Save.

**Forgotten password**

1. Click **Forgotten your password?** from the Aspire login page. This is applicable to both the main FFT Aspire site [https://fftaspire.org](https://fftaspire.org) and the Aspire for Administrators site [https://admin.fftaspire.org](https://admin.fftaspire.org).

2. Enter your email address or Administrator username.
3. You will receive a system email to the email address that is used for your Aspire account. Click and follow the link found in the body of the email. Remember to check your junk folder if there are possible issues with receiving the automated email.
4. Enter the characters requested from the security questions. If you get these wrong 3 times, the account will be locked and you will need to contact your FFT Aspire administrator.
5. Enter a password which fits the minimum criteria; the password criteria on the site will help confirm if the password is suitable.
6. Confirm the password by re-entering into the Confirm your password box.
7. Click Save.

8. You should now have access to Aspire once again. To continue you will need to agree to the terms and conditions.