

# NALS Website

[www.nals.org](http://www.nals.org)

NALS is now requiring that all voting be done online. Members will no longer be receiving paper ballots.

**In addition you will need to set up your online account at NALS to access the following:**

- Access and buy from the NALS store
- Access the NALS directory of members
- Access the Online Learning Center
- Access the NALS Resources Library
- Access the Corporate Sponsor Offer
- And Much much more.

# How to Create and Access Your NALS Online Account

Go to [www.nals.org](http://www.nals.org). Go to the Welcome Tab. Click

The screenshot shows the NALS website homepage. At the top, there is a navigation menu with tabs: 'Welcome', 'Join', 'Learn', 'Member Log In', and 'Meet'. A large red arrow points to the 'Member Log In' tab. Below the navigation menu, there is a search bar and social media icons for Facebook, Twitter, LinkedIn, and RSS. The main content area features a banner for 'MASTER'S DEGREE IN PARALEGAL STUDIES' from The George Washington University, a 'News' section with a link to 'The March Issue of the NALS docket', and a 'SERVE NOW' advertisement for 'Find Local Process Servers Anywhere'. The right sidebar contains a 'FOLLOW US!' section and an 'INSIDENALS' section with a list of recent articles.

Welcome to NALS Online... Click Around and See What We Have to Offer!

**NALS** engage | inspire | enhance | promote  
the association for legal professionals

Welcome Join Learn **Member Log In** Meet

Member Log In  
Site Map

**Welcome**

**MASTER'S DEGREE IN PARALEGAL STUDIES**  
ADVANCED STANDING AVAILABLE FOR QUALIFIED PARALEGALS

THE GEORGE WASHINGTON UNIVERSITY  
Click to learn more >>

**News**  
The **March** Issue of the **NALS docket** is available!

- Congratulations to the 2011-2012 **Board of Directors**
- **New NALS Member Benefit - Save with UPS!**
- Follow the latest updates to NALS Online at **insideNALS!**
- Nominate someone to be profiled in the **Member Spotlight** feature in the next issue of the NALS docket

**SERVE NOW**  
Find Local Process Servers Anywhere  
Find one now!  
ServeNow.com

**PI now.com**  
Find Local

**FOLLOW US!**  
f t in

**INSIDENALS**

- NALS Foundation Tips & Tricks for Week of March 28, 2011
- Project Easy Ads
- Is It Quitting Time Already? But I Have Not Done Anything?
- Are You Sure You Are Certified?
- Protected: Leaders
- E-News: March 29, 2011
- 2009 - 2010 Scales of Justice Award Recipients
- NALS Foundation
- Press Releases for 2011-2012 Board of Directors
- Something new from the NALS Foundation - Tips & Tricks

**ADDITIONAL INFORMATION**

- Career Center

Unless you set up your NALS online account in the past year or so, you will need to recreate your account

Member Log In

**NOTICE: Due to an upgrade to our system ALL passwords have been reset to the originals. Your usernames will remain what you changed them to if you updated them. Use the instructions below to login.**

[Click here to Login.](#)

*First time users: Please take a few moments to review the help.*

**Help?**

if you are an existing user:

- Login Name and Password are always case sensitive
- Login Name is your member or constituent number.
- Password is the first three letters of your last name plus your membership or constituent number, where the first letter of your last name is capitalized.

**INSIDENALS**

- NALS Foundation: Tips & Tricks for Week of March 28, 2011
- Project Easy Ads
- Is It Quitting Time Already? But I Have Not Done Anything?
- Are You Sure You Are Certified?
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**ADDITIONAL INFORMATION**

- Career Center
- Contact NALS
- Go Directly to the Online Learning Center

Click Here

You are an **existing user** if  
you have a  
NALS Membership

Do not create a new account!  
It will not be linked to your NALS ID Number!

# Use the following Steps to access your account

## **If you are an existing user:**

- Login Name and Password are always case sensitive
- Login Name is your member or constituent number.
- Password is the first three letters of your last name plus your membership or constituent number, where the first letter of your last name is capitalized.
- Member or constituent numbers are found on membership cards, renewal notices and magazine address labels.



# Example

Example: John Jones

NALS Membership Number(#01234)

Login Name = 01234

Password = Jon01234

# This is the Login Screen

***PLEASE ENTER YOUR LOGIN NAME AND PASSWORD.***

**NOTICE (09/30/10):** Due to an upgrade to our system ALL passwords have been reset to the originals. Use the instructions below to login.

**First time users:** Please take a few moments to review the [help](#).

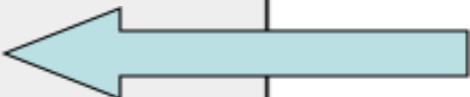
Login Name:

Password:

If you have forgotten or do not know your login or password, [click here](#).

If you do not have a login, [sign in here](#).

**Use this link to access your id or password if you forget after setting up your password and id.**



# Troubleshooting Login

- Try using your first name as a login.
- Login is case sensitive.
- Email Sandra Bates at [bates@nals.org](mailto:bates@nals.org) if you are still unable to login into your account.

# What the Welcome Screen Should Look Like

The screenshot shows a user's welcome screen in a web application. At the top, there is a navigation bar with buttons for 'Welcome', 'Join', 'Learn', 'Advance', 'Communicate', and 'Meet'. The 'Welcome' button is highlighted. On the left side, there is a sidebar menu with links for 'Home', 'My Profile', 'Addresses', 'Categories', 'Change Password', 'Membership Information', 'Meetings & Events', 'Products', 'Publications', 'Directory', 'Online Learning Center', 'NALS Library', 'Sam's Club Offer', and 'Logout'. The main content area displays a personalized welcome message: 'WELCOME JULI DURIE!' in red. Below this, there is a section for 'Profile Information' with the following details: Home Address: 2470 W Glendale Ave, D, Appleton WI 54914. To the right, contact information is listed: Email: julianna.durie@yahoo.com, Home Phone: (920) 564-0429, Bus. Phone: (920) 233-2500 314, Bus. Fax: (920) 233-5252, and Other: (920) 427-2618. Below the profile information, there is a section for 'Membership Information' with two entries: STATE WI CM (Term: 1YR, Start Date: 05/01/2010, End Date: 04/30/2011) and NATIONAL CM (Term: 1YR, Start Date: 05/01/2010, End Date: 04/30/2011). At the bottom, there is a footer with copyright information: Copyright NALS...the association for legal professionals, and contact details for NALS, Inc. in Tulsa, Oklahoma, including phone numbers (918) 582-5188 and (918) 582-5189.

Welcome | Join | Learn | Advance | Communicate | Meet

[Home](#)  
[My Profile](#)  
[Addresses](#)  
[Categories](#)  
[Change Password](#)  
[Membership Information](#)  
[Meetings & Events](#)  
[Products](#)  
[Publications](#)  
  
[Directory](#)  
[Online Learning Center](#)  
[NALS Library](#)  
[Sam's Club Offer](#)  
  
[Logout](#)

**WELCOME JULI DURIE!**

Profile Information:  
Home Address:  
2470 W Glendale Ave  
D  
Appleton WI 54914

Email: julianna.durie@yahoo.com  
Home Phone: (920) 564-0429  
Bus. Phone: (920) 233-2500 314  
Bus. Fax: (920) 233-5252  
Other: (920) 427-2618

Membership Information:

- STATE WI CM  
Term: 1YR Start Date: 05/01/2010 End Date: 04/30/2011
- NATIONAL CM  
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NALS, Inc. | 8159 East 41st Street | Tulsa, Oklahoma 74145 | (918) 582-5188 | (918) 582-5189

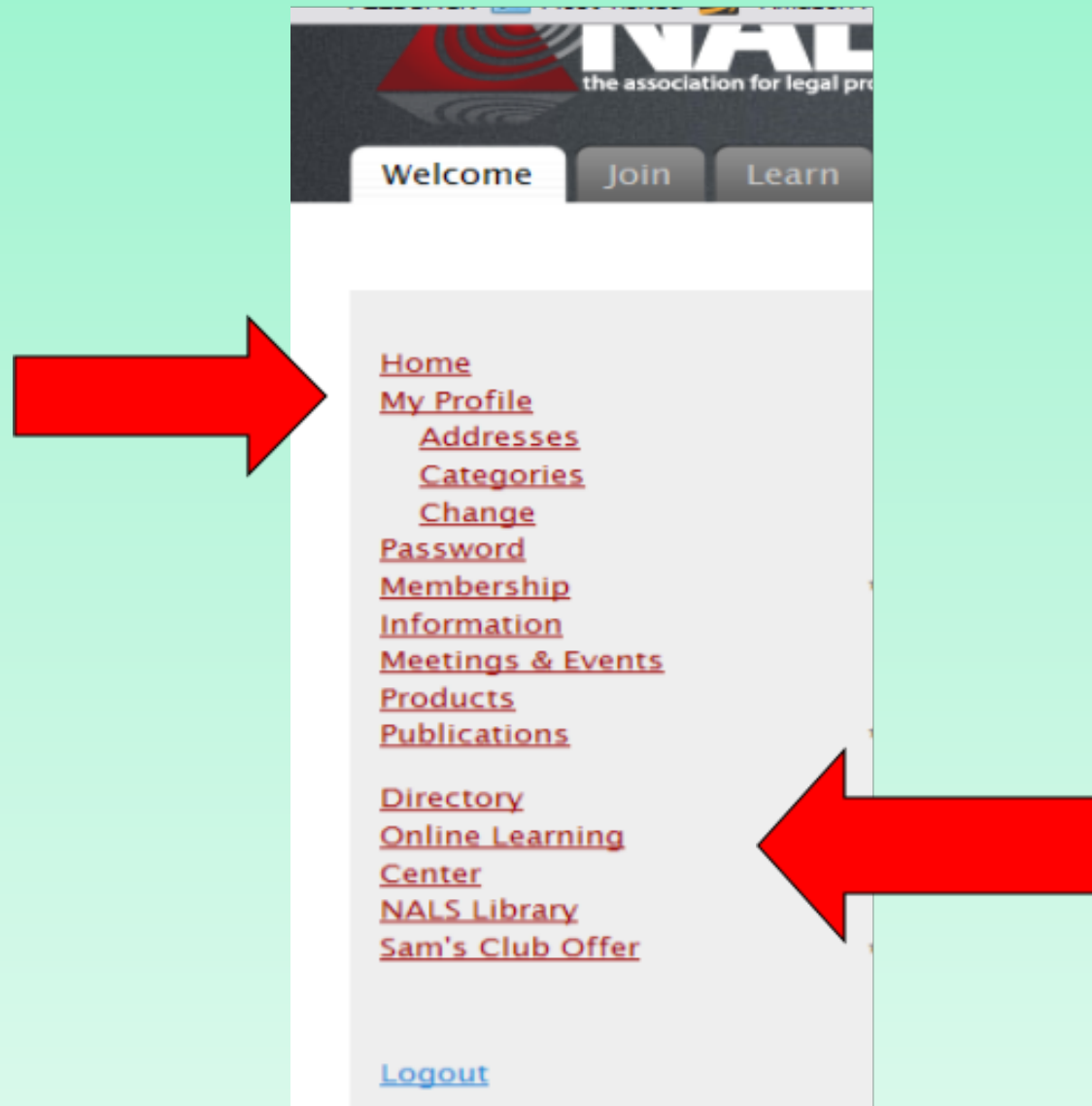
# You Can Do the Following with your NALS Account...

- Change your contact information
- Designate what areas you work in
- Change your current NALS password
- Renew your Membership
- Register for National Meetings
- Voting

# You Can Do the Following with your NALS Account...

- Access and buy from the NALS store
- Access the NALS directory of members
- Access the Online Learning Center
- Access the NALS Resources Library
- Access the Corporate Sponsor Offer

# Use the Left Column to Navigate in Your Profile



# QUESTIONS

**If you have any questions, please contact**

**WALP Education Director**

**[jaclynwissmueller@gmail.com](mailto:jaclynwissmueller@gmail.com)**

**Or**

**WALP President Elect [eva9815@att.net](mailto:eva9815@att.net)**