

Log in to Teamlink

1. Sign into the Teamlink system as explained in the section "Accessing Teamlink system".
2. On the menu bar, click on **Login**. The following page will appear:

User Login

User Name

Password

[Forgot your password?](#)

***AUTHORIZED USERS ONLY**

This area requires a valid user name and password.

If you require access to this area and do not have a user name and password, please [request access](#).

If you have a user name and password and are having issues with your access, please send an email explaining your issue to teamlinkaccess@teamlink.ca. Be sure to include your name and all the details related to your issue.

3. Using your UserID and Password which you received via email from PCAHA, fill in the User Name and Password fields. Click on Login or press the enter key.
4. This will bring you to the Main/Home page of Teamlink.
5. The top Menu Bar will now display additional menu items, which will vary depending on your access level. It could look like this:

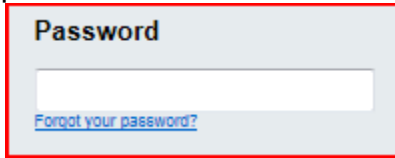


Note: hovering your cursor over some of these options will expand the menu item to display more options.

If you have a user name and password and are having issues with your access, please send an email explaining your issue to teamlinkaccess@teamlink.ca. Be sure to include your name and all the details related to your issue.

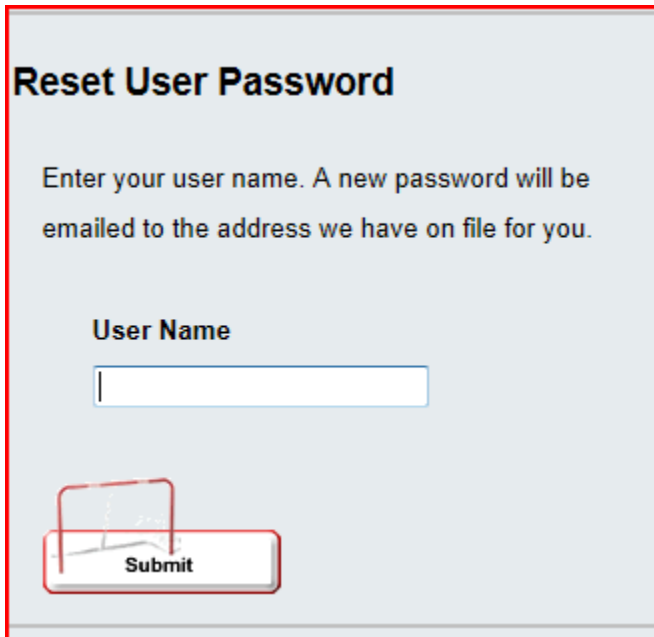
IMPORTANT: If you forget your password, you can request a new password through the system by following these steps:

1. On the login page, click on the "forgot your password?" link located just below the password field.



A screenshot of a login form. At the top, the word "Password" is written in bold. Below it is a white text input field. Underneath the input field is a blue, underlined link that says "Forgot your password?". The entire form area is enclosed in a red rectangular border.

2. This will bring you to the Reset User Password page.



A screenshot of a web page titled "Reset User Password" in bold. Below the title, there is a message: "Enter your user name. A new password will be emailed to the address we have on file for you." Underneath this message is a label "User Name" followed by a white text input field. At the bottom of the form is a "Submit" button. The entire page content is enclosed in a red rectangular border.

3. Enter your UserID and click Submit or press the enter key. The system will generate a new password, which will be emailed to the email address on file for your account.