AIBD Member Center Login Instructions

Hello and welcome to the American Institute of Building Design’s Member Center, your location for managing your membership in AIBD.

1. Login:
   a. **If you are a member of AIBD and this is your first time logging in**, click the “Forgot your Password?” link and go to instruction #3.
   b. If you have logged in before, enter your email address and password and click GO.

**NOTE:** It is important that you use the email address that AIBD has been using to communicate with you. The system will recognize you as a “member” only by using the email address AIBD already has on file.

**NOTE:** This system is linked the AIBD Member Center/Forum but you must enter your email address when prompted to enter. Click “Forever” or “Always” to stay continuously logged in. Once you are on the Forum, you may bookmark the page.
2. If your login information is correct, the welcome page will address you personally and the “My” tabs will appear below the header.
3. If you enter an email address or password the system does not recognize or you are logging in for the first time, you will receive an error message, “Incorrect E-mail Address or Password”. If this happens, click the “Forgot your Password?” link.
4. Insert your primary email address. Click Go. An automated email will be sent to the address you have provided. Check your inbox and follow the instructions in the email to reset your password. (or establish a password, if this is your first time logging in)
5. Click on the link provided in the email.

https://netforum.auctra.com/NetWeb/ForgetPassword.aspx?key=ba3965cbb_f-h-14fl4444410b4547651b47baf75f134&key2=abfa178f74d5f32925a631524f744444d&Site=AIID
6. Enter the password you desire to establish. Confirm the password by typing it again in the next field. Click Change. You will receive a confirmation message and a link back to the login fields. Follow instruction #4 to enter your AIBD membership account.