

**Step 0:** Make sure you have [registered](#) for ACL2020. After you register, you should receive a welcome email. If you haven't received the email please check the following:

- Please check your spam folder and other email categories as well for the welcome email.
- Please search for email from [acl2020virtual@gmail.com](mailto:acl2020virtual@gmail.com) since the welcome email will come from this email
- The email will come to the email id you used while registration

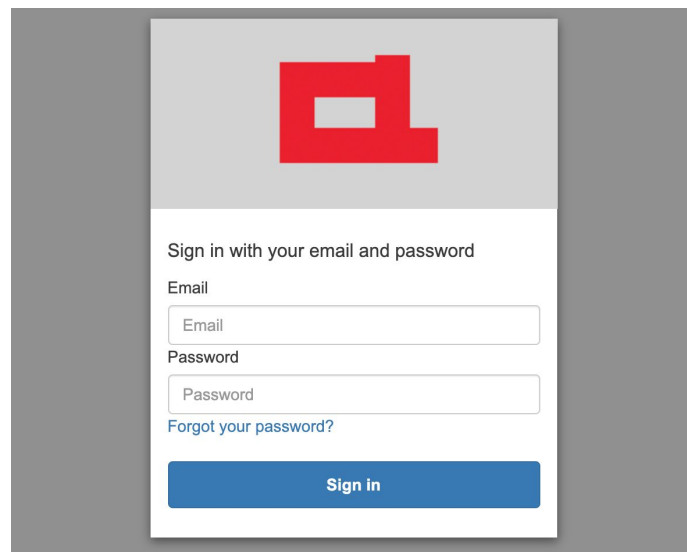
If you still don't find the email, please contact: [acl2020-virtual-helpdesk@googlegroups.com](mailto:acl2020-virtual-helpdesk@googlegroups.com)

**Step 1:** When you go to <https://virtual.acl2020.org>, you will be asked for your username and password (you can find them in the welcome email).

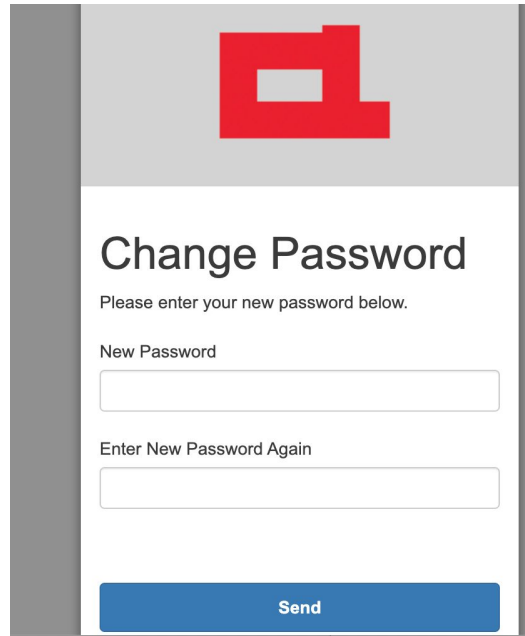
**PLEASE NOTE:**

- **The username is case-sensitive**
- **Make sure there are no extra spaces in your password**
- **Try typing in the username/pwd instead of copy pasting (just to make sure you don't miss out on any characters)**

If you still face issues, please contact: [acl2020-virtual-helpdesk@googlegroups.com](mailto:acl2020-virtual-helpdesk@googlegroups.com)



**Step 2:** You will be asked to change your password.



## Change Password

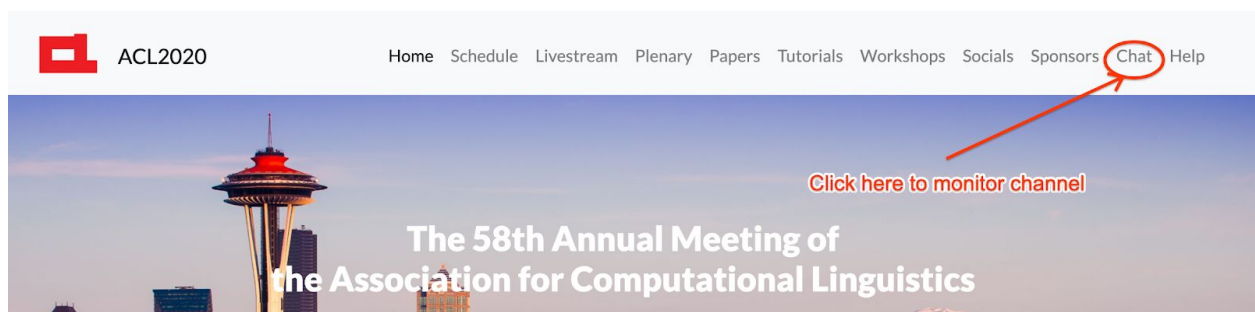
Please enter your new password below.

New Password

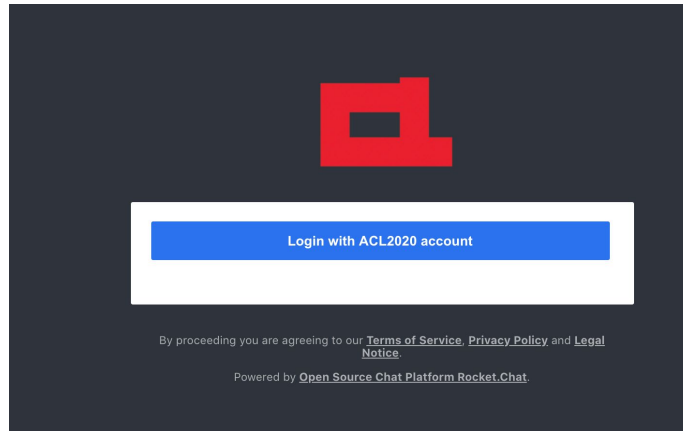
Enter New Password Again

[Send](#)

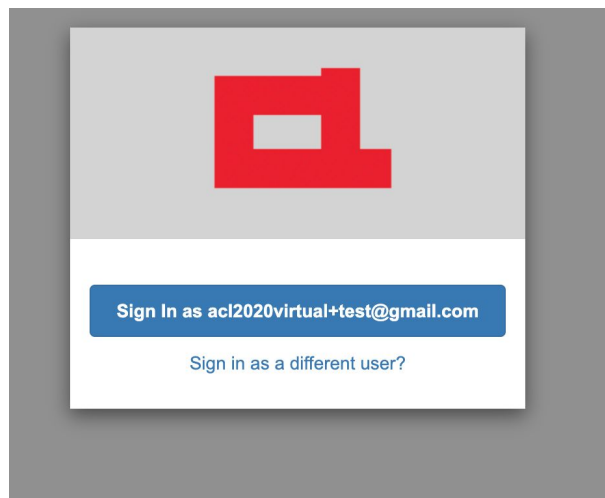
**Step 3:** Now you will be redirected to our website. Go to the “Chat” page to access RocketChat.



**Step 4:** Please click the “Login with ACL2020 account” button.  
(Note: This window can sometimes be blocked. Click the “allow pop-up window” to unblock)



You need to confirm your login information by clicking the “Sign In as {{email}}” button.



**Step 5:** You need to set up your username.

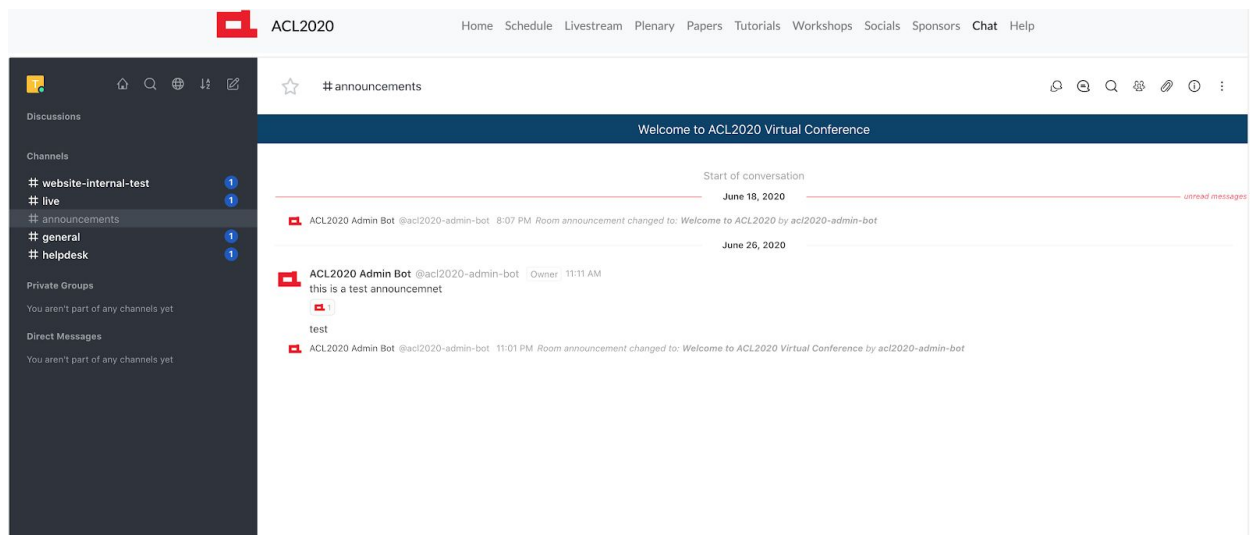
## REGISTER USERNAME

The username is used to allow others to mention you in messages.

Use this username

Logout

Now you will be able to access the RocketChat space.



**[Optional] Step 6:** You can edit your RocketChat profile to change your displayed name and include your pronouns. See screenshots below:

