

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:

- Everyone should register (including ACL2020 organizers, invited speakers, workshop/tutorial organizers and volunteers). You will need to register to get the welcome email.
- Please check your spam folder and other email categories as well for the welcome email.
- Please search for email from acl2020virtual@gmail.com since the welcome email will come from this email
- The email will come to the email id you used in your registration form

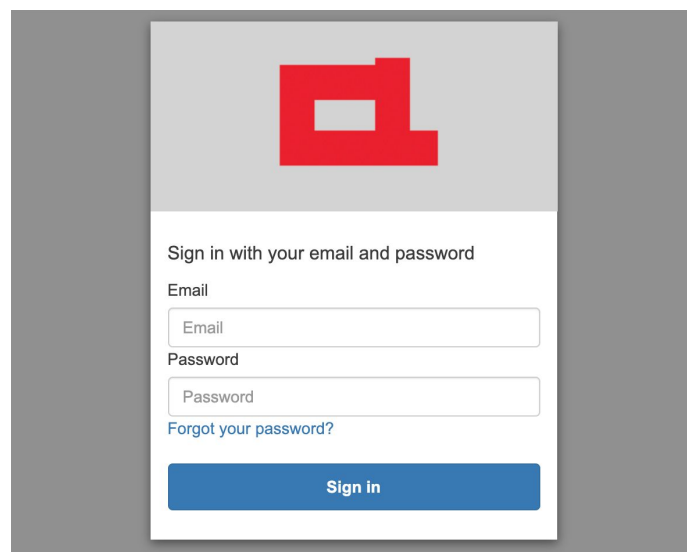
If you still don't find the email, please contact: acl2020-virtual-helpdesk@googlegroups.com and include your registration confirmation.

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:

- Make sure you received a welcome email with username (see step 0)
- 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 are still unable to login, please contact: acl2020-virtual-helpdesk@googlegroups.com and include the username/password you were sent in the welcome email.



Sign in with your email and password

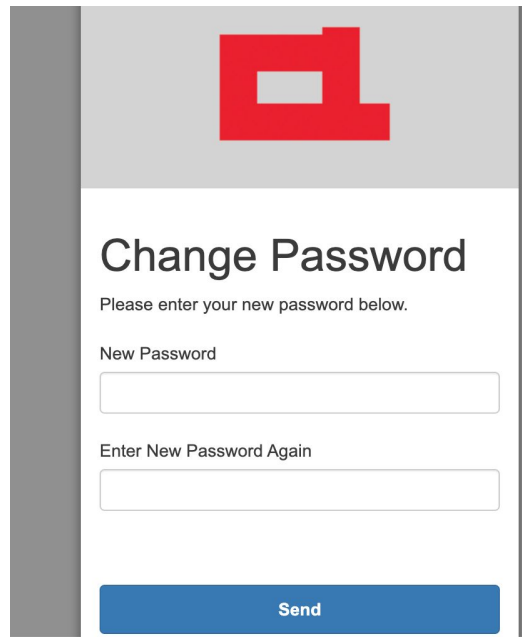
Email

Password

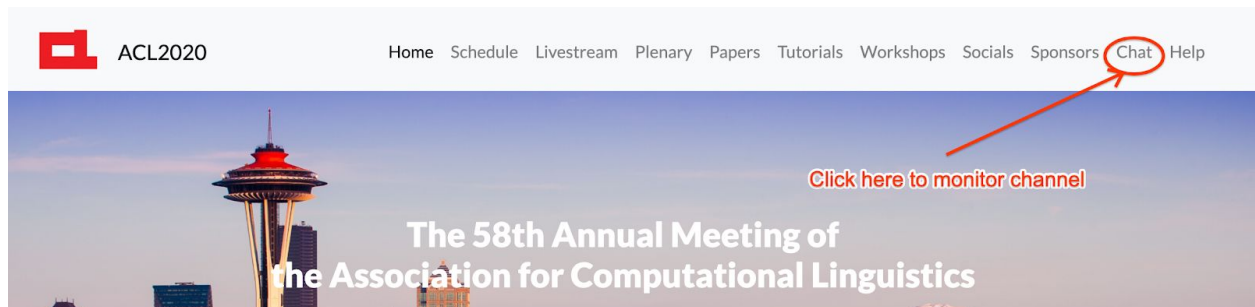
[Forgot your password?](#)

Sign in

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

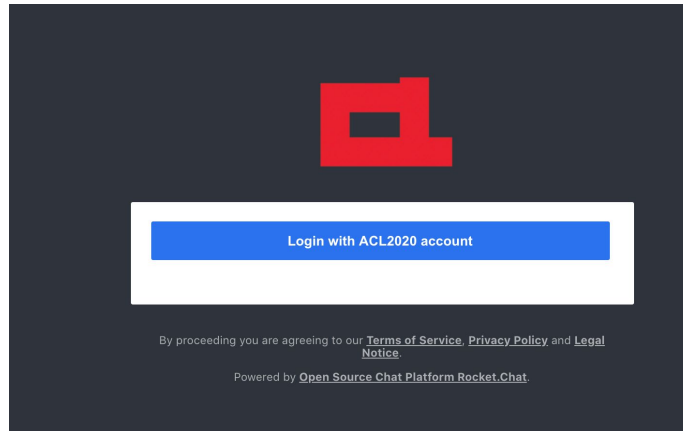
A screenshot of a web form titled "Change Password". At the top is a red logo consisting of a stylized 'A' or 'L' shape. Below the logo, the title "Change Password" is displayed in a large, bold, black font. Underneath the title is the instruction "Please enter your new password below." in a smaller font. The form contains two input fields: the first is labeled "New Password" and the second is labeled "Enter New Password Again". Both fields are empty text boxes. At the bottom of the form is a blue button with the word "Send" in white text.

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

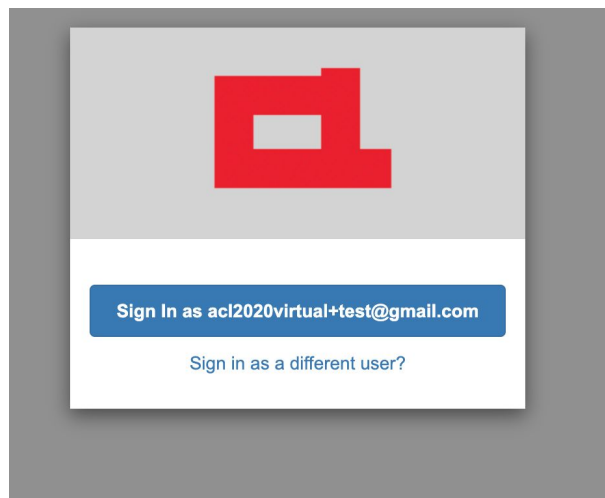


Step 4: Please click the “Login with ACL2020 account” button.

(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

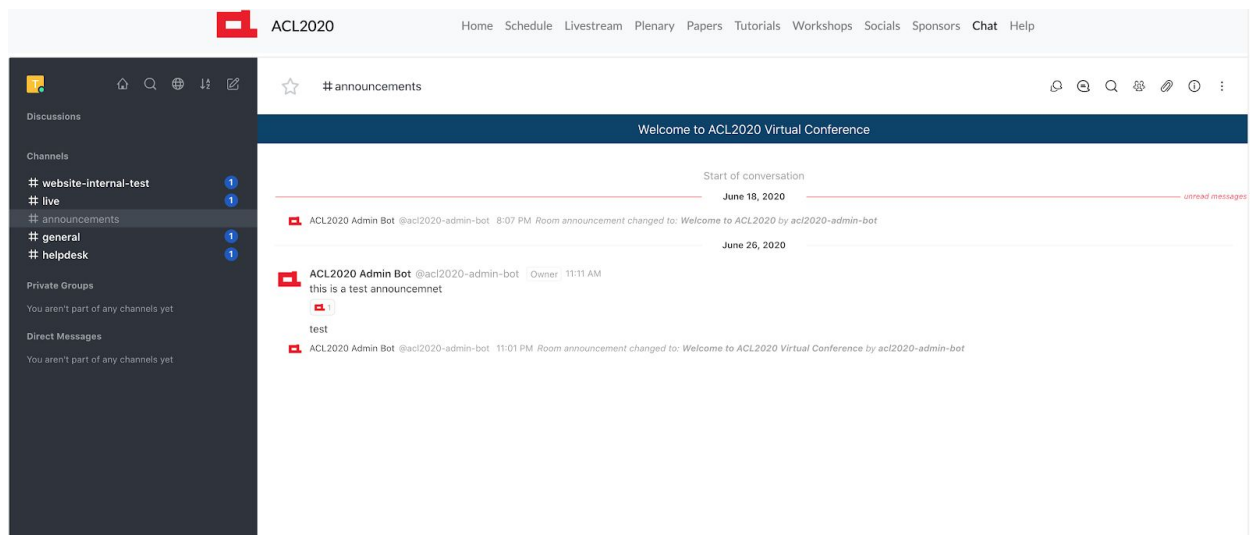
The username is used to allow others to mention you in messages.

test.account

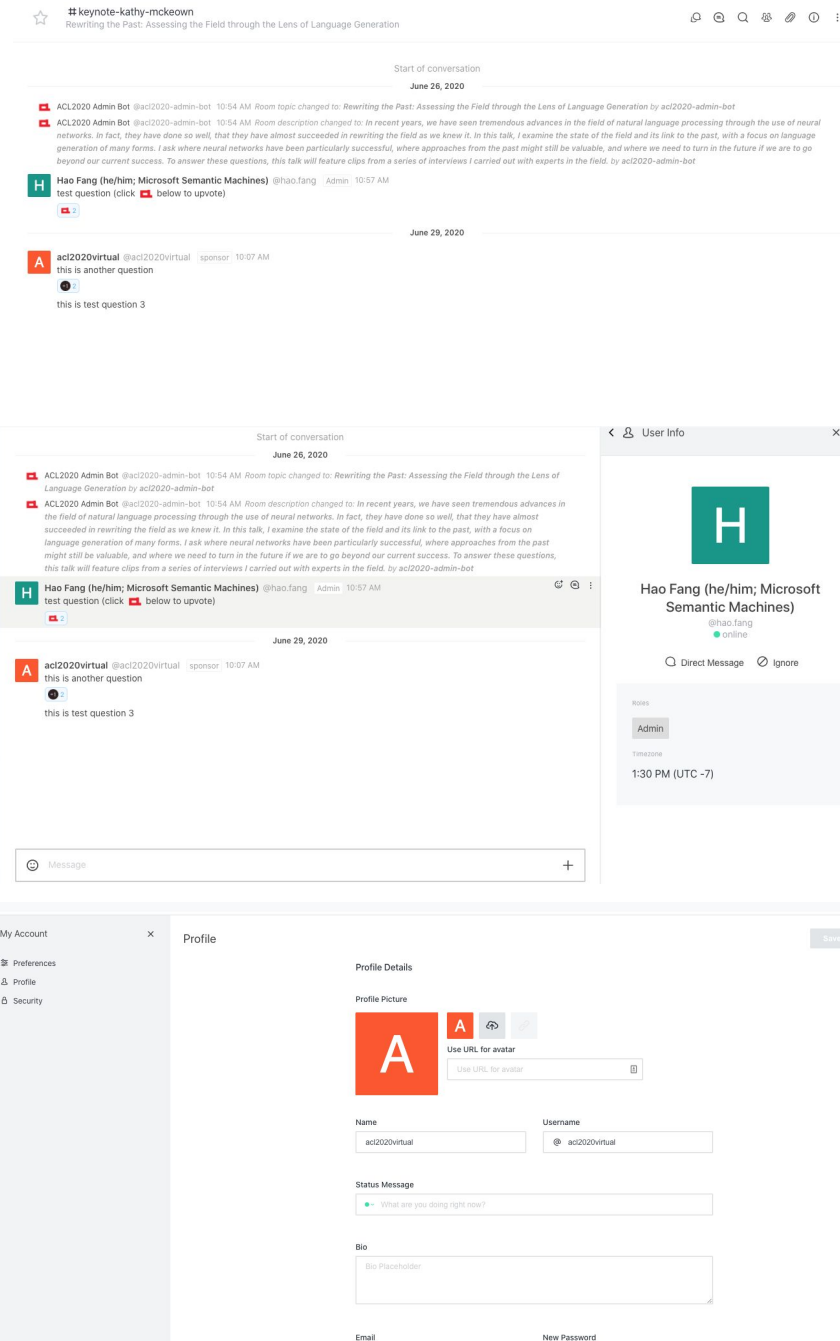
Use this username

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:



Note from ACL2020 Professional Code of Conduct Chairs

On both RocketChat and Zoom, please ensure that your name and affiliation are displayed in a way that matches your ACL registration (i.e. one or more of the name fields, including preferred name, in the ACL registration form). You are also encouraged to include your pronouns. Obfuscating your identity or displaying the name of another attendee instead may be considered harassment under the ACL's anti-harassment policy.