

Activating Your Account

Your TIDE administrator creates your account, and then TIDE sends you an activation email. This email contains the following information:

- A link for logging in to TIDE. This link expires 30 days after the email was sent. If you don't activate your account within 30 days, you need to reset your password as described in [Resetting Your Password](#).
- Your temporary password.

If you do not receive an activation email, check your spam folder. Emails are sent from WA-DoNotReply@airast.org, so you may need to add this address to your contact list.

To activate your account:

1. Click the link in the activation email. The **Login** page appears.
2. Enter your email address and temporary password.
3. Click **Secure Login**. The **Reset Password** page appears.
4. In the *Temporary Password* field, enter the password you received in the activation email.
5. In the other password fields, enter a new password. The password must be eight characters long and have at least three of the following: one lowercase alphabetic character, one uppercase alphabetic character, one number, and one special character %, #, or !..
6. Click **Submit**. The **Select a Security Question** page appears.
7. Mark the checkbox next to a question, and enter an answer.
8. Click **Save**. The WCAP portal page appears.

Account activation is complete. You can proceed to TIDE by clicking the TIDE card in the portal page.