



# RESETTING YOUR PASSWORD

APA Style CENTRAL

# PERSONAL SPACE IN APA STYLE CENTRAL (APA SC)

- There are 2 log ins to get to where you can write and save papers in APA Style CENTRAL.
  - If you start in the portal or your class, you have logged into MyIWU.
- When you click on APA Style CENTRAL (in IWU Resouces), there is a log in option.
- To get to your personal space inside APA SC there is a log in that you create.

**Not Recommended**

SIGN IN

Type your user name and password.

User name:  IWU email or username

Password:

SIGN IN

[Forgot Password](#)



[VIEW ALL CLASSES/TUTORIALS](#)

Class Announcements from 2/24/2017 to 3/26/2017.

(GEN-111(02.16)(P)) ASBO476 Found of Lifelong Learning (GEN-111-01A)

Not Recommended

- Syllabus
- Course Forums
- IWU Resources
- Faculty Resources\*
- Attendance & Final Grade\*
- Off Campus Library Services
- Getting Started - MFL
- Using MyFoundationsLab

Orientation

Workshop One

Workshop Two

Workshop Three

### Tutoring Resources

- [Smarthinking](#) - 24/7 online tutoring and writing center
- [Student Support website for Smarthinking](#) - FAQs
- Student Support email: [support@smarthinking.com](mailto:support@smarthinking.com)

### Technology Resources

- Microsoft Office 365 [free for IWU students](#)
- FAQs and Guides in the [Knowledge Base](#)
- Use the **Tech Support** tab in the course for urgent needs.

### OCLS (Off Campus Library Services)

- [OCLS Home](#)

### Writing Resources

- APA Resources
  - [APA Style CENTRAL](#)
  - [IWU APA Resources](#) - OCLS provides APA resources to IWU adult students.
  - [IWU APA 6e Guide](#) - IWU's official abridged APA guide. This guide is used in some programs.
  - [Purdue University Online Writing Lab \(OWL\)](#) - Considered to be one of the best writing centers available and used at many universities.
- Bibliographic Management Tools - Collect, organize, cite and share research sources

# 2<sup>ND</sup> METHOD: STARTING AT THE OCLS HOMEPAGE

[HTTP://WWW2.INDWES.EDU/OCLS](http://www2.indwes.edu/ocls)



## Key Links

- ▶ Submit Request
- ▶ Journal Titles
- ▶ APA Style
- ▶ **APA Style CENTRAL**
- ▶ Copyright/Plagiarism
- ▶ OCLS-Español
- ▶ OCLS-Français
- ▶ Article Databases
- ▶ Library Catalog

- Navigate to the URL for the OCLS home page (given above).
- Under Key Links, click on: **APA Style CENTRAL**

**Recommended**

# LOGGING INTO THE IWU DATABASES, INCLUDING APA STYLE CENTRAL

**Help**

If you have trouble with your Library Access Number or don't yet have an IWU card, please contact us for assistance.

**Non-Residential**  
(i.e. Adult and Graduate )  
800.521.1848 or  
[ocls@indwes.edu](mailto:ocls@indwes.edu)

**Residential Undergraduate**  
765.677.2184 or  
[jacksonlibrary@indwes.edu](mailto:jacksonlibrary@indwes.edu)

Your IWU patron borrower status must be verified before you can access this database. Database access is available for current students and faculty only.

Please enter the following information  
**Por favor introduzca la siguiente información**

**IWU Network Login**  
Please enter your IWU network username and password.  
**Por favor, ingrese su nombre de usuario y contraseña de red IWU**  
(Your username is typically your firstname.lastname)  
(Su nombre de usuario es normalmente su nombre.apellido)

Username:   
**Nombre de usuario:**

Password:   
**Contraseña:**

**My IWU Login**


OR

**Alternate Login**  
Last name:   
**Escriba su apellido:**

Library Access Number:   
**Por favor escriba su Library Access Number (Número de Acceso a la Biblioteca):**

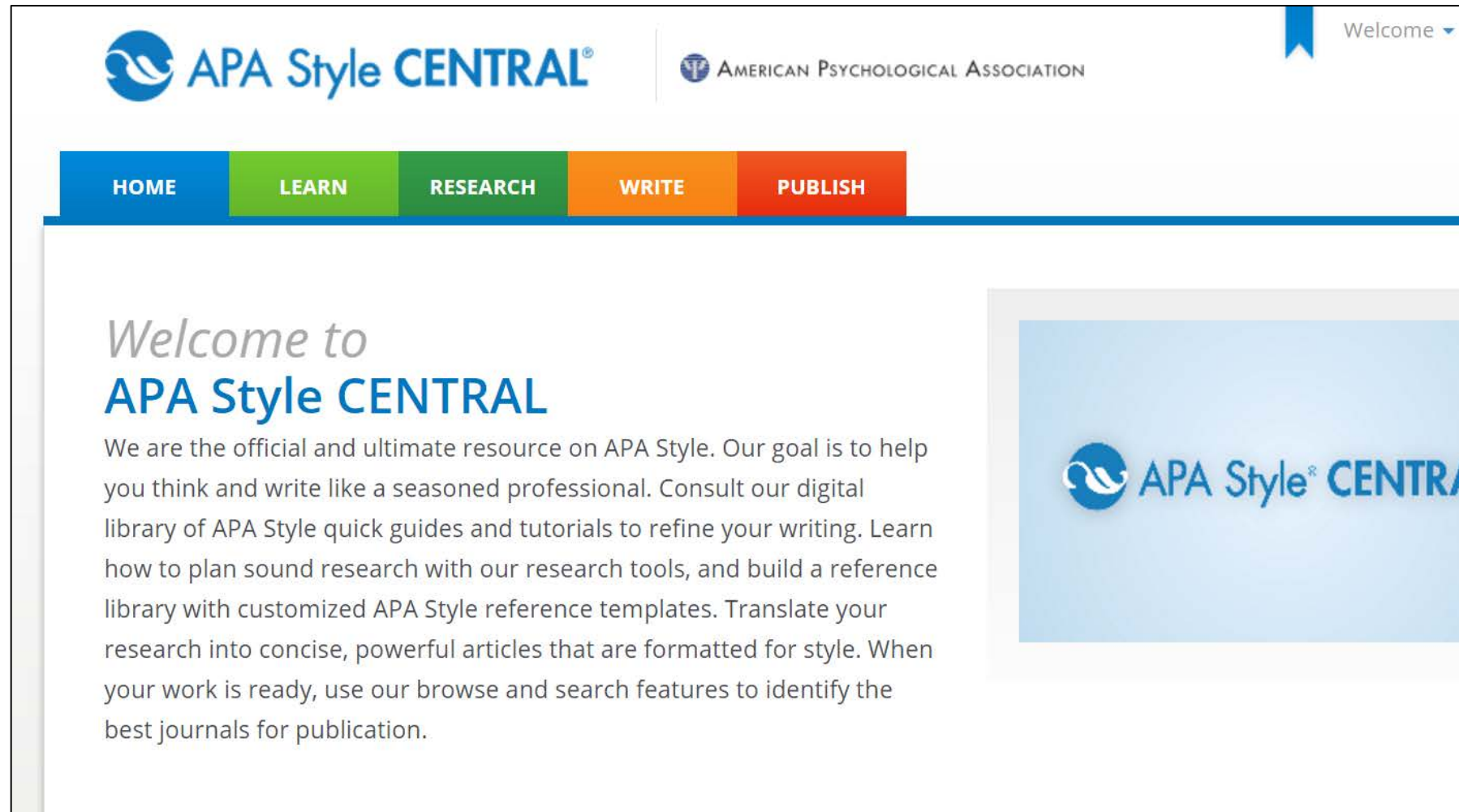
Your 14-digit Library Access Number may be found on your IWU ID card or upon request from the appropriate library and starts with 292240.  
Su Library Access Number (Número de Acceso a la Biblioteca) se puede encontrar en su tarjeta de identificación IWU o en un correo electrónico que usted recibió.

This is the same log in screen used to get to any of the library databases.






It is possible that if you were just in one of the library databases, *without closing your browser*, that you will not have to log in to get to APA Style CENTRAL. Either way, you will end up on the Home page of APA Style CENTRAL.

# TO WRITE OR VIEW YOUR PAPERS, CLICK ON THE ORANGE (WRITE) TAB




The screenshot shows the top navigation bar of the APA Style CENTRAL website. The navigation tabs are: HOME (blue), LEARN (green), RESEARCH (green), WRITE (orange), and PUBLISH (red). The 'WRITE' tab is highlighted. The main content area features a welcome message and a description of the site's resources. A blue banner with the APA Style CENTRAL logo is visible on the right side of the page.

  Welcome 

[HOME](#) [LEARN](#) [RESEARCH](#) [WRITE](#) [PUBLISH](#)

*Welcome to*  
**APA Style CENTRAL**

We are the official and ultimate resource on APA Style. Our goal is to help you think and write like a seasoned professional. Consult our digital library of APA Style quick guides and tutorials to refine your writing. Learn how to plan sound research with our research tools, and build a reference library with customized APA Style reference templates. Translate your research into concise, powerful articles that are formatted for style. When your work is ready, use our browse and search features to identify the best journals for publication.



# CHOOSE OPTION FOR NEW PAPERS OR SAVED PAPERS

The screenshot shows the top navigation bar with five buttons: HOME (blue), LEARN (green), RESEARCH (dark green), WRITE (orange), and PUBLISH (red). The 'WRITE' button is highlighted. Below the navigation bar, the page title reads 'Welcome to the Writing Center'. Underneath, the text 'I want to...' is followed by two columns of options. The first column is titled 'Start a New Paper' and describes using templates and research tools, with a 'Write a New Paper' button. The second column is titled 'Work on a Saved Paper' and describes continuing work on existing papers, with a 'Go to My Papers' button.

[HOME](#) [LEARN](#) [RESEARCH](#) [WRITE](#) [PUBLISH](#)

## Welcome to the Writing Center

*I want to...*

**Start a New Paper**

Use our templates to write papers from scratch with step-by-step instructions on APA Style. Even if you are not yet ready to begin writing, start a new paper to use our research planning and tracking tools.

[Write a New Paper](#)

**Work on a Saved Paper**

Continue writing, editing, or formatting a paper, or continue working with research tools saved as part of a paper.

[Go to My Papers](#)



# LOGGING INTO YOUR CONTENT

- If you have not done so previously, create a new account.
- This can be *any* email address, and *any* password. We recommend that you **NOT** use the same username/password as your MyIWU log in!
- Whatever you choose to use, be sure to write it down so you can remember it the next time you try to access your papers.
- If you already have a Google (Gmail) account, you can go below and choose that option. Just be sure to use it every time you want to write or work on a paper.

### Log in with your APA Style CENTRAL account

User ID or email

Password

**LOG IN**  Keep me logged in (not recommended for public computers)

[Forgot your password?](#)

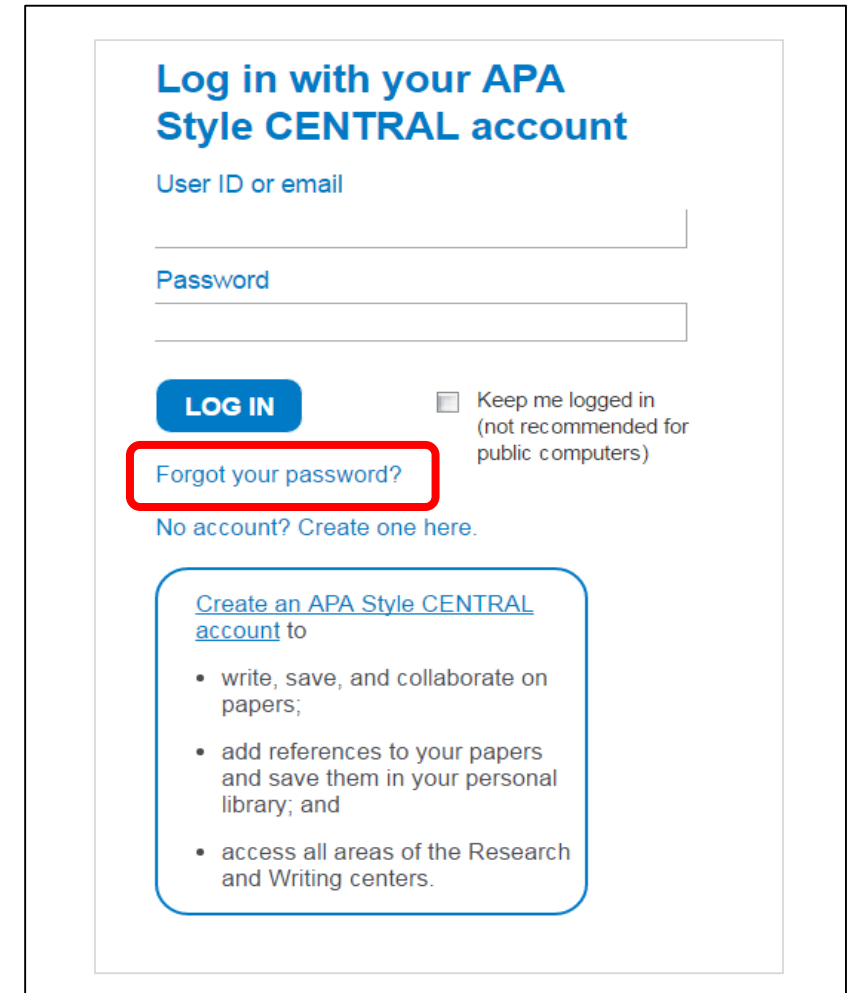
[No account? Create one here.](#)

[Create an APA Style CENTRAL account](#) to

- write, save, and collaborate on papers;
- add references to your papers and save them in your personal library; and
- access all areas of the Research and Writing centers.

# WHAT IF YOU FORGET YOUR LOG IN?

Click on the option, **Forgot your password?**



**Log in with your APA Style CENTRAL account**

User ID or email

Password

**LOG IN**  Keep me logged in (not recommended for public computers)

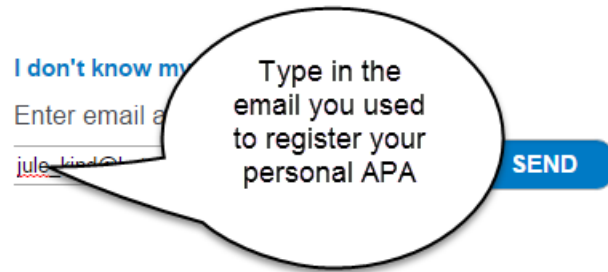
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# WHAT IF YOU FORGET YOUR LOG IN?



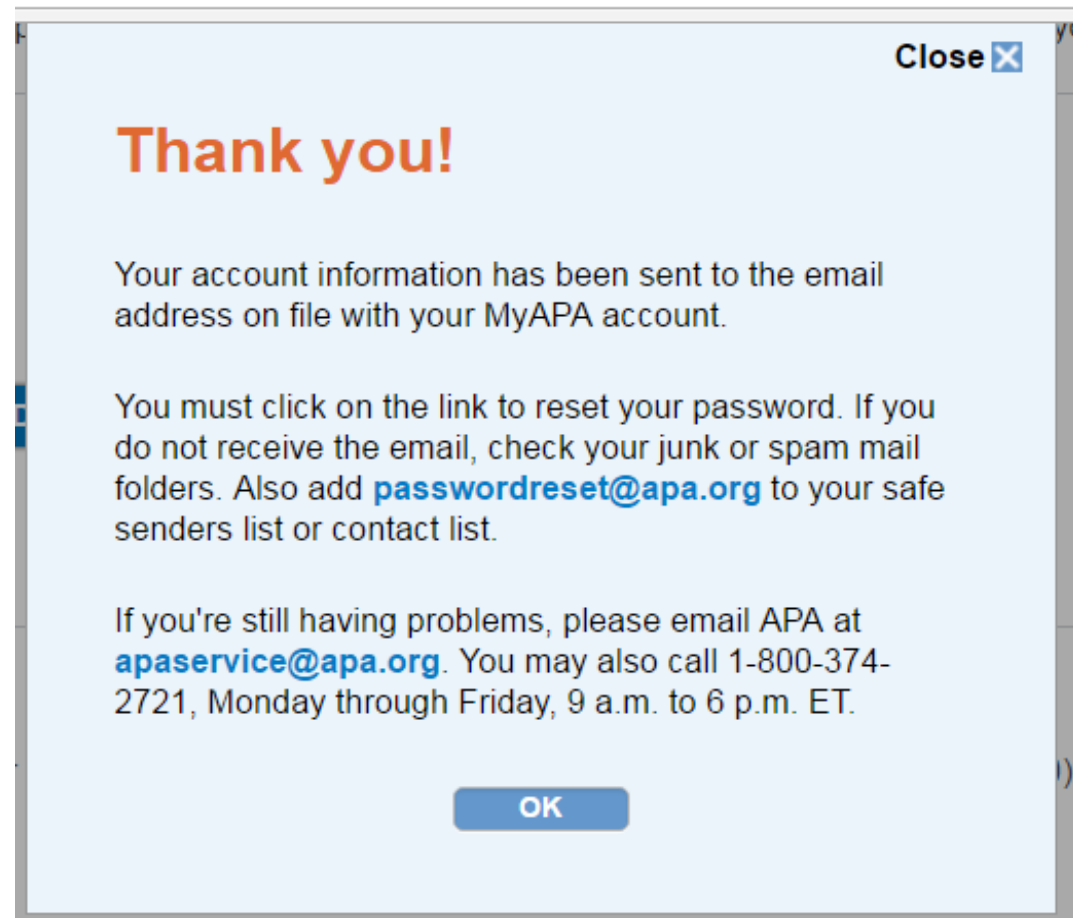
The page asks for your email address that you would have used to register.

Click on

Send

# WHAT IF YOU FORGET YOUR LOG IN?

- A message will pop up.
- This log in is for the general APA site, not just APA Style CENTRAL.



# WHAT IF YOU FORGET YOUR LOG IN?

Go to the email account you just entered. You should have an email from APA Password Reset. Click on the link.

Reset your MyAPA password



APA Password Reset <passwordreset@apa.org>  
Today, 3:31 PM  
You ▾

⤴ 📧 📧 ↩ Reply | ▾

You have requested to reset your MyAPA password. Please click on the link below to reset your password, or copy and paste it into your browser:

<http://my.apa.org/apa/idm/resetPassword.jspx?idm=...>

**Click on this link to reset your password. Again, keep in mind you are resetting a password for APA, not**

Your password is case sensitive and should

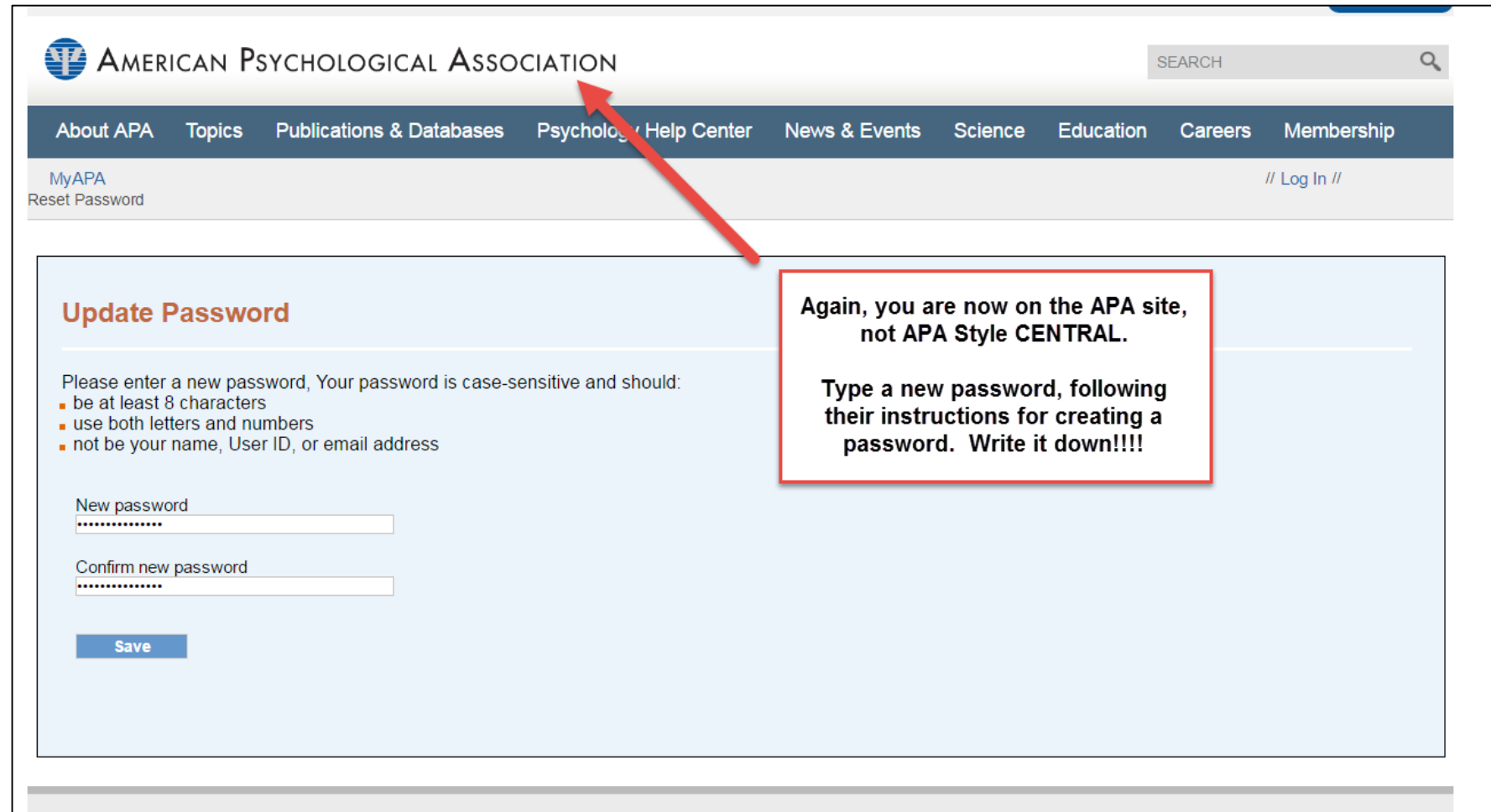
- be at least 8 characters
- use both letters and numbers
- not be your name, User ID, or email address

If you're still having problems, please email us at [apaservice@apa.org](mailto:apaservice@apa.org). You may also call toll-free 1-800-374-2721, Monday through Friday, 9 a.m. to 6 p.m. ET.

*This message has been sent automatically. Please do not respond to this message. To contact APA, please visit our Customer Support Center at <http://www.apa.org/support/index.aspx>.*

# WHAT IF YOU FORGET YOUR LOG IN?

- Enter a new password.
- Write it down!



AMERICAN PSYCHOLOGICAL ASSOCIATION

SEARCH

About APA Topics Publications & Databases Psychology Help Center News & Events Science Education Careers Membership

MyAPA Reset Password // Log In //

### Update Password

Please enter a new password, Your password is case-sensitive and should:

- be at least 8 characters
- use both letters and numbers
- not be your name, User ID, or email address

New password  
.....

Confirm new password  
.....

Save

Again, you are now on the APA site, not APA Style CENTRAL.

Type a new password, following their instructions for creating a password. Write it down!!!!

# WHAT IF YOU FORGET YOUR LOG IN?

- After confirming your new password, you will land on a page to log in to the APA general web site.
- **Do not log in here!**

The screenshot shows the American Psychological Association (APA) login page. At the top left is the APA logo and the text "AMERICAN PSYCHOLOGICAL ASSOCIATION". Below this is a navigation bar with "Log In" and "or Create an Account". A prominent warning message in a red-bordered box reads: "You DO NOT want to log into the APA site. Close this window and go back to <http://www2.indwes.edu/ocls> and go to APA Style CENTRAL as before." Below the warning is the login form, which includes fields for "Email or Username" and "Password", a "Keep me logged in on this computer" checkbox, a "LOG IN" button, and a link for "Forgot your password or email/username?". To the right of the form is a "LOG IN WITH GOOGLE" button and a section for Google account login. Red arrows point to the APA logo, the warning box, and the login form.

# WHAT IF YOU FORGET YOUR LOG IN?

- Return to the OCLS home page, <http://www2.indwes.edu/ocls>
- Click on **APA Style CENTRAL**.
- You may need to log in per your library database access again. Use your MyIWU log in OR the Alternate log in (your last name + 14-digit library access number).

The screenshot shows the OCLS Home Page on the Indiana Wesleyan University website. The page has a dark red header with the university's name and logo. Below the header, there is a navigation menu with the following categories and links:

- Article Databases**
  - ▶ Business
  - ▶ Education
  - ▶ General
  - ▶ Health Sciences
  - ▶ Nursing
  - ▶ Religion
  - ▶ More...
- Books**
  - ▶ Library Catalog
  - ▶ Advanced Catalog
  - ▶ WorldCat
  - ▶ Ebrary
  - ▶ EBSCO eBooks
  - ▶ Credo Reference
  - ▶ Virtual Reference
  - ▶ Other libraries
- Websites**
  - ▶ Business
  - ▶ Education
  - ▶ General
  - ▶ Nursing
  - ▶ Religion
  - ▶ More...
- Faculty**
  - ▶ Media Request Form
  - ▶ OCLS Guide
  - ▶ Purchase Request
- OCLS Tools**
  - ▶ Contact OCLS
  - ▶ Interlibrary Loan
  - ▶ Library Access Number
- Help**
  - ▶ IT Knowledgebase
  - ▶ IT Resources
  - ▶ MY IWU Page

In the 'Key Links' section, there is a red arrow pointing to the 'APA Style CENTRAL' link.



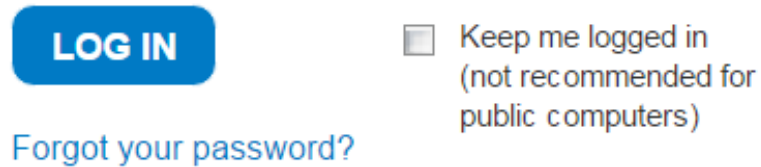
# WHAT IF YOU FORGET YOUR LOG IN?

- Once you are back in APA Style CENTRAL again, click on the orange tab (WRITE).
- Choose to start a new paper or go to saved papers.
- Enter your email and newly created password.


The screenshot displays the APA Style CENTRAL website interface. At the top, the logo for APA Style CENTRAL and the American Psychological Association are visible. A navigation bar contains five tabs: HOME (blue), LEARN (green), RESEARCH (green), WRITE (orange), and PUBLISH (red). The main content area features a welcome message and a description of the site's resources. On the right side, a login form is overlaid, titled "Log in with your APA Style CENTRAL account". The form includes input fields for "User ID or email" and "Password", a "LOG IN" button, and a checkbox for "Keep me logged in (not recommended for public computers)". Below the login form, there is a link to "Create an APA Style CENTRAL account" and a list of benefits: "write, save, and collaborate on papers", "add references to your papers and save them in your personal library", and "access all areas of the Research and Writing centers".

# TIPS FOR FUTURE LOG INS

- **Do not** have your browser save your username and password.
- **Do not** check mark the box to: Keep me logged in (not recommended for public computers)



- **Be sure** to keep your newly created password in a safe place so you will not have to reset it again.



Remember that the **WRITE** area is a personal space only available to you.