Step by Step Guide: How to Create an Account, Sign In, and Recover Your Password

How to Create an Account

1. Click the red “Create an Account” button located in the upper right corner.

2. Fill in your account details with the required information and enter your desired account password.

   Once you enter your email under “Account Details,” your email will automatically appear in the username field.

3. Click the blue “Create an Account” button below the “Confirm Password” field to complete the registration process.
How to Sign In

1. **Click “Sign in”** located in the upper right corner on the ticketing page.

   ![Sign In Button](image1.png)

2. In the pop-up box that appears, **enter the email address** connected to your account.

   *If you do not know the email address connected to your account, please contact Emily Polhamus at epolhamus@constitutioncenter.org or 215-409-6785 Monday through Friday, during regular museum hours.*

3. **Enter your password** and click the blue “Sign in” button.

   *If you forgot your password, click here for instructions on how to recover your password.*
How to Recover Your Password

1. In the sign in pop-up box, click “Forgot your password?”

2. Enter the email address connected to your account and click the “Submit” button.

3. Check your email for the password reset link and click on the link provided.

4. Enter a new password using the requirements below and click the “Submit” button.

   Passwords must be at least 7 characters in length