

View/Modify “My Account”

To view and/or modify your account settings including your Personal Data, Email Address, and Password. You can also view your Certifications, Availability (and status), Evaluations entered by T/Es, Incident Reports (entered by others), and your current Work Record.

Step 1 – Log in to NUCULA: <https://tumps.usta.com/nucula/> (note: no www)

The screenshot shows the NUCULA login interface. On the left, there are input fields for 'PIC' and 'Password', and a 'Login' button. A 'Forgot Password' link is also present. On the right, there is a 'Welcome to nucula.' message and instructions for returning and new users. Callouts include: 'a) Enter your PIC' pointing to the PIC field; 'b) Enter your nucula password' pointing to the Password field; and 'c) Click on the “Login” button' pointing to the Login button. A larger callout box on the right explains: 'a) Enter your PIC. PIC is the User ID you were issued by the USTA Officials Office in New York, when they set up your NUCULA account.'

Step 2 – Select “My Settings” from the “My Account” menu (to see your current settings)

The screenshot shows the 'Welcome to nucula.' page with a dropdown menu for 'My Account'. The menu items are: Home, My Account, Item Lists, Administrative, Documentation, and Logout. The 'My Account' dropdown is open, showing sub-items: My Account, My Settings, Change Password, Change Email, My Work Record, and New Evaluation. A callout box points to 'My Settings' with the text: 'b) Click on “My Settings”'. Another callout box points to the 'My Account' menu item with the text: 'a) Roll mouse over “My Account” (to see sub-menu)'. The background text is partially obscured by the menu.

Step 3 – Click on buttons at top of page to view current data. Click on buttons at bottom to make changes.

The screenshot shows the user profile page for 'James Flood'. At the top, there is a navigation bar with buttons for 'Address', 'Personal', 'Certs.', 'Avail.', 'Evals.', 'Incidents', and 'Work Record'. Below this, the user's name 'James Flood' is displayed, followed by fields for 'First Name', 'Last Name', 'Section', 'Email', 'Phone', and 'Address'. At the bottom, there are buttons for 'Edit Personal Data', 'Edit Roles', 'Change Email', and 'Change Password'. Callouts include: 'a) Click on these buttons to see current data.' pointing to the navigation bar; and 'b) Click on these buttons to edit/change the data.' pointing to the bottom buttons. The left sidebar shows a menu with 'My Account' selected.

Step 4a – If you click on the “Edit Personal Data” button, this screen will appear:

The screenshot shows a web form titled "Edit Personal: James Flood". The form is divided into sections: "Identity" and "Address". Under "Identity", there are fields for First Name (James), Last Name (Flood), Display Name (James Flood), USTA ID (1124565), Section (Southern California), Ethnicity (Caucasian), and Gender (Female/Male). Under "Address", there are fields for Email (jottojim@hotmail.com) and Street (5045 W 121st Street). At the bottom of the form are "Save" and "Cancel" buttons. To the right of the form, there are three yellow callout boxes with arrows pointing to specific parts of the form: "a) Enter desired data." points to the name fields; "b) Scroll down to access additional fields for Address, and Sizes." points to the scroll bar; "c) Click on the 'Save' button when done." points to the Save button.

Step 4b – If you click on the “Change Email” button, this screen will appear:

The screenshot shows a web form titled "CHANGE EMAIL FOR JAMES FLOOD". It has three input fields: "CURRENT PASSWORD", "NEW EMAIL", and "VERIFY NEW EMAIL". The "CURRENT EMAIL" field is pre-filled with "jottojim@hotmail.com". To the right of the form is a grey box titled "Changing Email Address" with the text: "You must enter your current Nucula password in order to change your email". At the bottom are "Change Email" and "Cancel Change" buttons. Three yellow callout boxes are present: "a) Enter your current NUCULA Password." points to the "CURRENT PASSWORD" field; "b) Enter your new Email Address in both boxes. 'NEW EMAIL' & 'VERIFY NEW EMAIL'" points to the "NEW EMAIL" and "VERIFY NEW EMAIL" fields; "c) Click on the 'Change Email' button." points to the "Change Email" button.

Step 4c – Click on the “Change Password” button, this screen will appear:

The screenshot shows a web form titled "CHANGE PASSWORD FOR JAMES FLOOD". It has three input fields: "CURRENT PASSWORD", "NEW PASSWORD", and "VERIFY NEW PASSWORD". To the right of the form is a grey box titled "Changing Login Password" with the text: "The following rules apply to Nucula passwords. All passwords must:" followed by a bulleted list: "• Be at least 6 characters in length", "• Contain at least one digit or special character (~!@#\$\$%^&*()_+|{}:,.)", "• Contain both upper and lower case characters". At the bottom are "Change Password" and "Cancel Change" buttons. Three yellow callout boxes are present: "a) Enter your Current NUCULA Password." points to the "CURRENT PASSWORD" field; "b) Enter your New Password in both of these boxes: 'NEW PASSWORD' & 'VERIFY NEW PASSWORD'" points to the "NEW PASSWORD" and "VERIFY NEW PASSWORD" fields; "c) Click on the 'Change Password' button." points to the "Change Password" button.