

Step 0: Make sure you have [registered](#) for ACL2020. After you register, you should receive an registration confirmation email “**VIRTUAL ACL 2020 Conference Registration Confirmation**” from acl@aclweb.org and another email “**Welcome to the ACL 2020 Virtual Conference**” with your login credentials from acl2020virtual@gmail.com. If you haven’t received the email from acl2020virtual@gmail.com 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 address you used in your registration form (please check the row “**Email**”. It is between the “**Address**” row and the “**Are you completing this registration on behalf of the attendee**” row.)


If you still don’t find the email, please contact: acl2020-virtual-helpdesk@googlegroups.com **and include your registration confirmation email.** (Please do not reply to acl2020virtual@gmail.com, which is an unmonitored email address.)

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). **The password has 8 characters in total.**

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?](#)

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



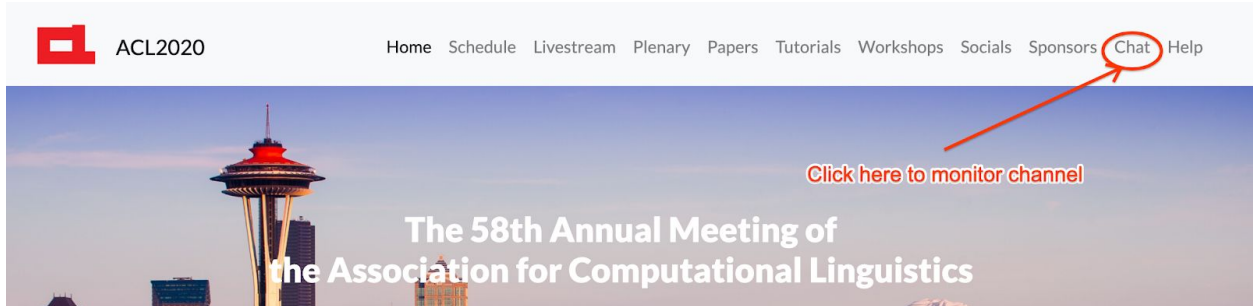
Change Password

Please enter your new password below.

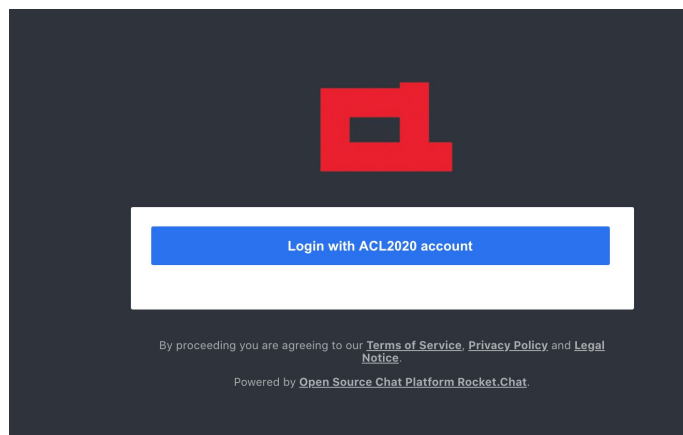
New Password

Enter New Password Again

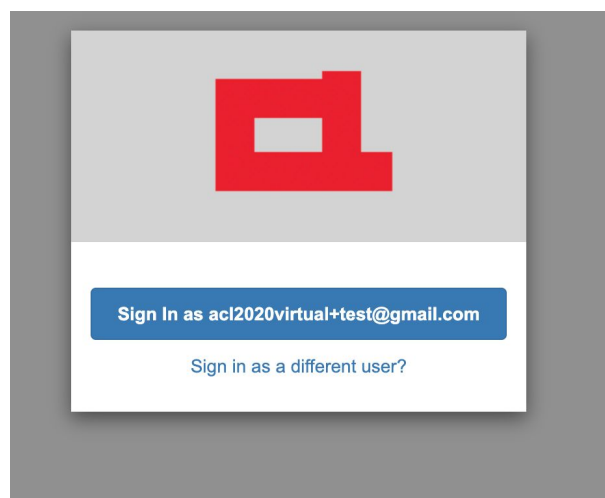
Step 3: Now you will be redirected to our website. Go to the “Chat” page to access RocketChat.



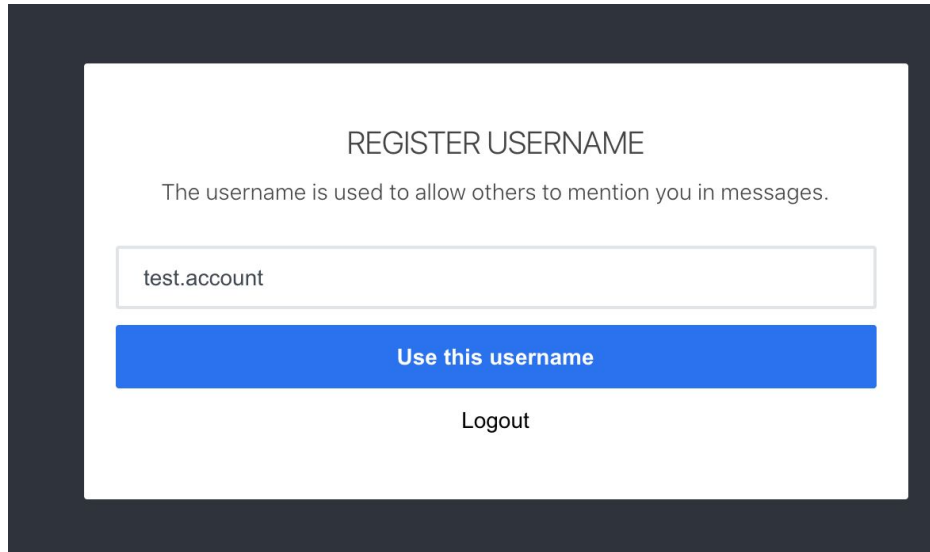
Step 4: Please click the “Login with ACL2020 account” button.
(Note: This window can sometimes be blocked. Click the “allow pop-up window” to unblock)



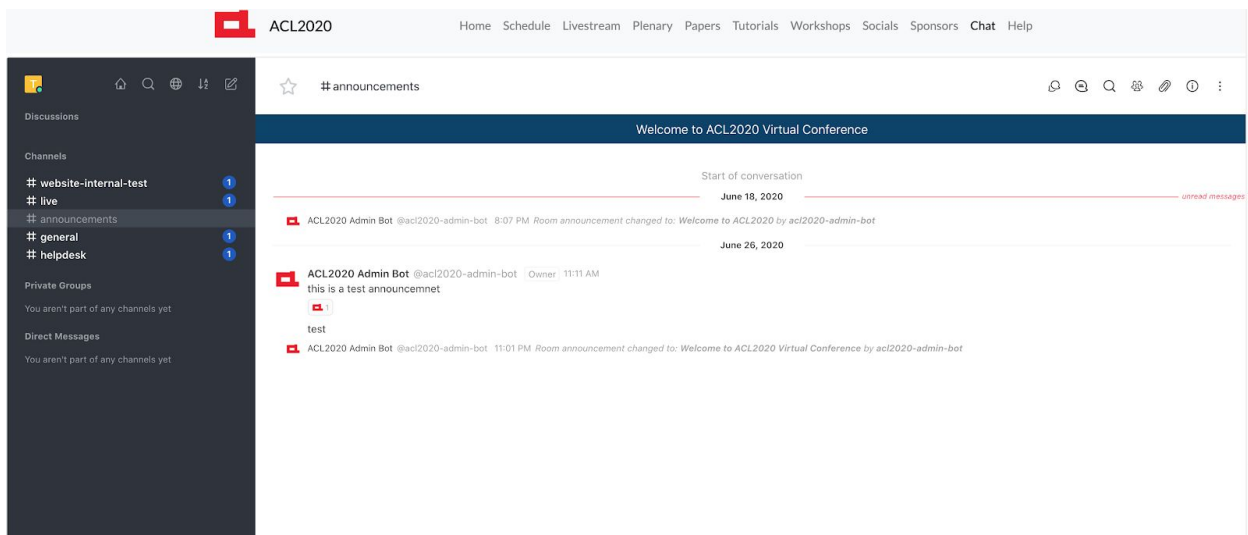
You need to confirm your login information by clicking the “Sign In as {{email}}” button.



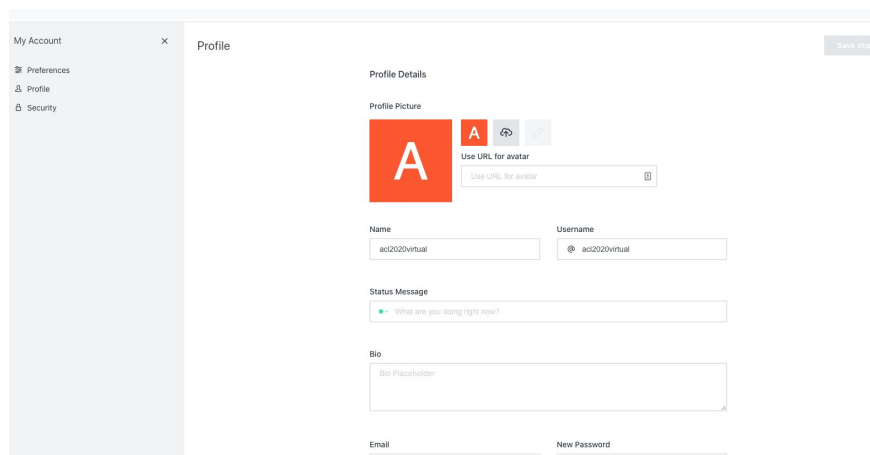
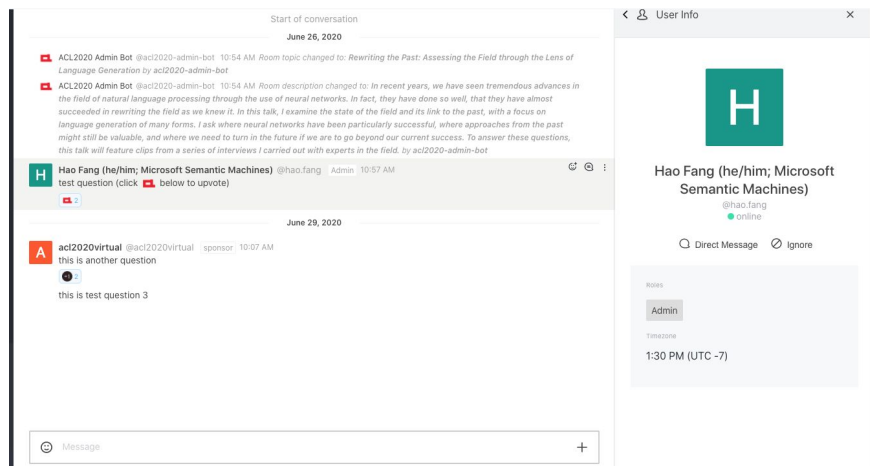
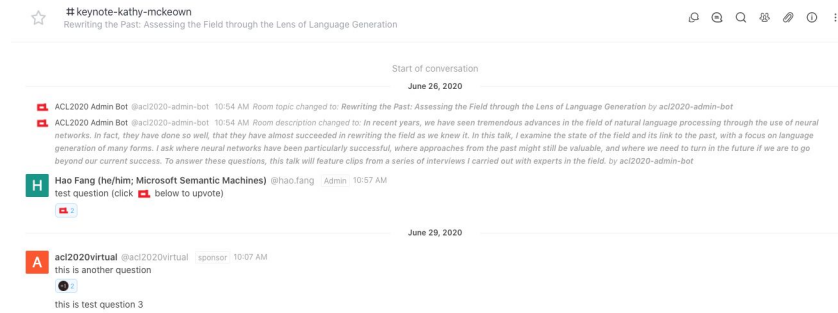
Step 5: You need to set up your username.



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.