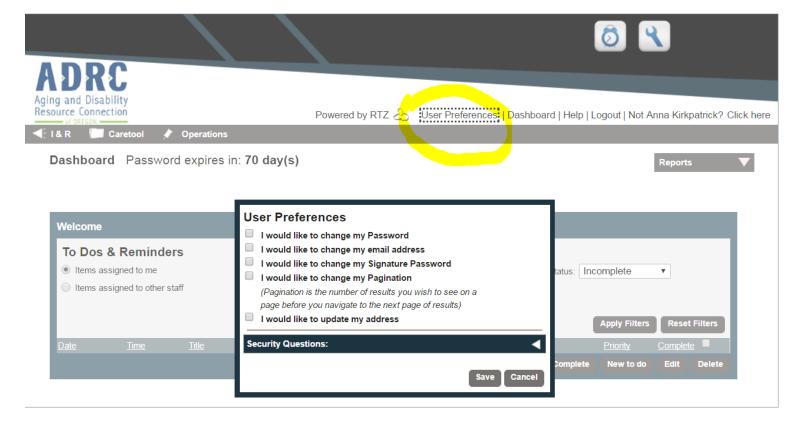When you first log into ADRC, you'll need to set-up your account. This requires changing the temporary password you've been assigned to one you'll remember and answering security questions (see step-by-step instructions below).

Step-by-Step Instructions for accessing ADRC of Oregon & Setting up New Accounts

Begin by navigating to https://adrcoforegon.org/paceseam/login.seam and entering your user name and password.

Once you've successfully accessed the system, the first order of business will be to reset your password to one of your preference. The **password expires every 90 days**, so please add a reminder to your calendar to reset it. **Passwords can be changed/reset under "User Preferences"**:

While you are in these settings, you'll also want to **check your email address & create your security questions and answers**. It's important to select easy to remember answers, because these will be asked of you in the event you are locked out of the account in the future. These questions are located at the bottom of User Preferences.

Tip: The security questions are not case sensitive, but they do take into account spaces.

Recommended Browsers: Chrome & Firefox. Keeping your browsers updated with the latest version will help the program function properly.

Clearing the Cache - Clear the cache on your browser frequently to avoid system bugs/issues. There are browser extensions available that will enable easy cache clearing. Check with your IT department to see if you can install one.

Allowing the Browser to "Save/Remember Passwords" – Do NOT allow browsers to save your ADRC password. This is for both security and to prevent issues after your password is reset.