New user accounts

General

This document describes the process of receiving login details for the site, how to log in to the administration area, and how to change your password to something more memorable.

Notification Email

You will receive a notification email with contents similar to the following
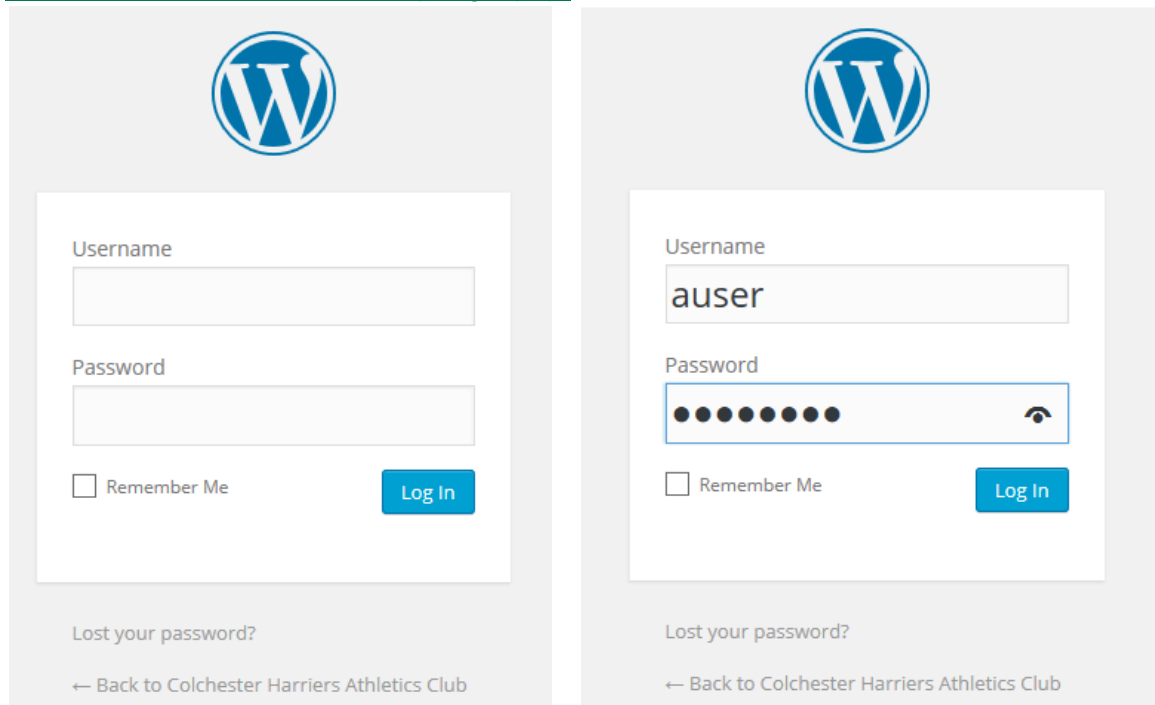
```
Username: auser
Password: xb5sEcjz
www.colchesterharriers.co.uk/wp-login.php/
```

Logging In

Log in via the login page of the site
www.colchesterharriers.co.uk/wp-login.php/

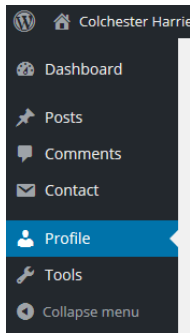Type in your username and password and select "Log In"

NOTE: The "Remember Me" option can be used to save your user account details on your PC for quick access to the site later. Most browsers also offer to remember your passwords. Never use these options on public computers (e.g. in internet cafés etc) as this may compromise site security.

Forgotten Password

If you forget your password go to the login page www.colchesterharriers.co.uk/wp-login.php/ and select "Lost your password?"
Following the onscreen instructions and an email will be sent to you to allow you to change your login details.

Change your password

The initial password is randomly generated and therefore not very memorable. It is advised that you change your password to something more memorable

From the WordPress Administration page select the "Profile" option from the left hand side of the screen.

Note: If the menu is collapsed you will only see the "Profile" icon you can select this or the arrow at the bottom of the menu to show the menu in full

The profile page will be shown. Scroll down to the bottom of the page where you will see the "New password" options

New password

If you would like to change the password type a new one. Otherwise leave this blank.
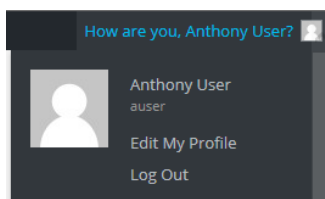
Repeat New Password

Type your new password again.

Strength indicator

Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? $ % ^ &).

Log Out of All Other Sessions

Left your account logged in at a public computer? Lost your phone? This will log you out everywhere except your current browser.

Update Profile

Type in your "New Password" and then re-type it in the "Repeat New Password" box. When complete press the "Update Profile" button.

Logging Out

In the top right hand corner of the screen you will see "How are you <your username>?". Click on this and select "Log Out"