

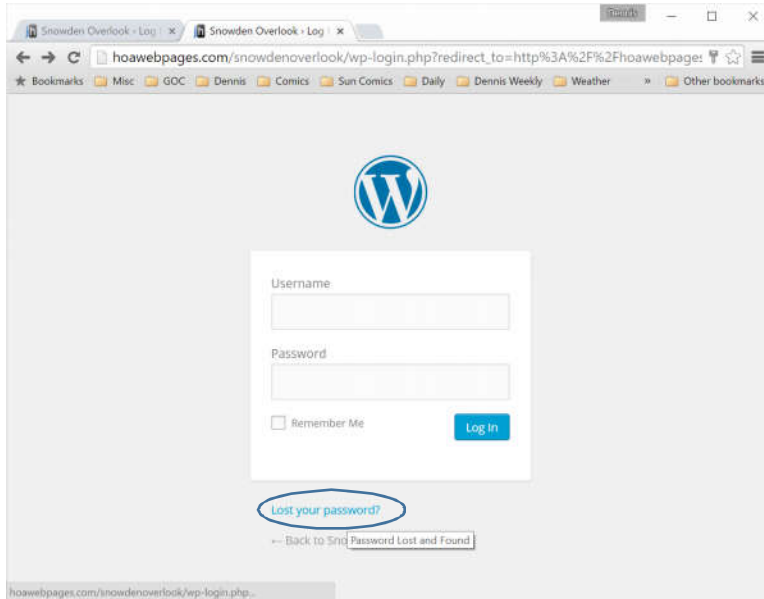
## Setting or Changing your Website Password

October, 2015

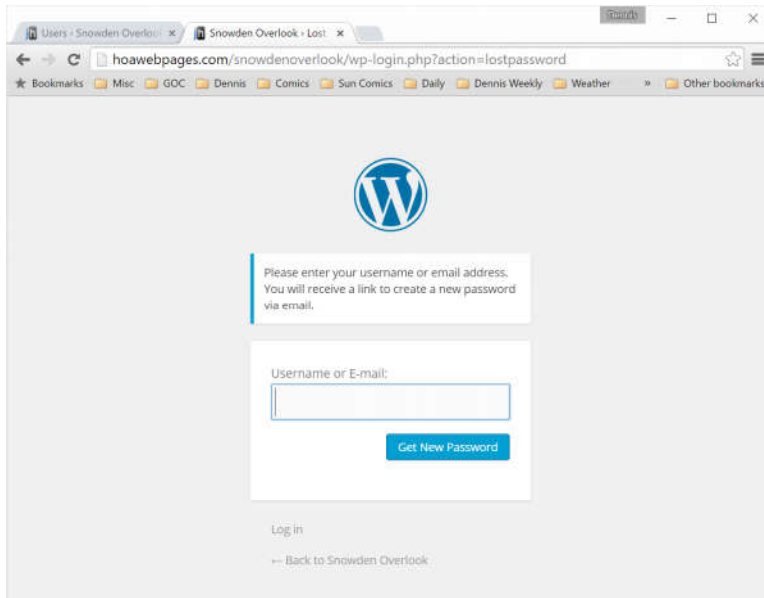
When your account is created, you will receive an Email giving you a link to set your password. If that link doesn't work, just use the process to change your password. Open your browser and go to the login screen at:

<http://snowdenoverlook.com/wp-admin>

Click the link "Lost your password?"



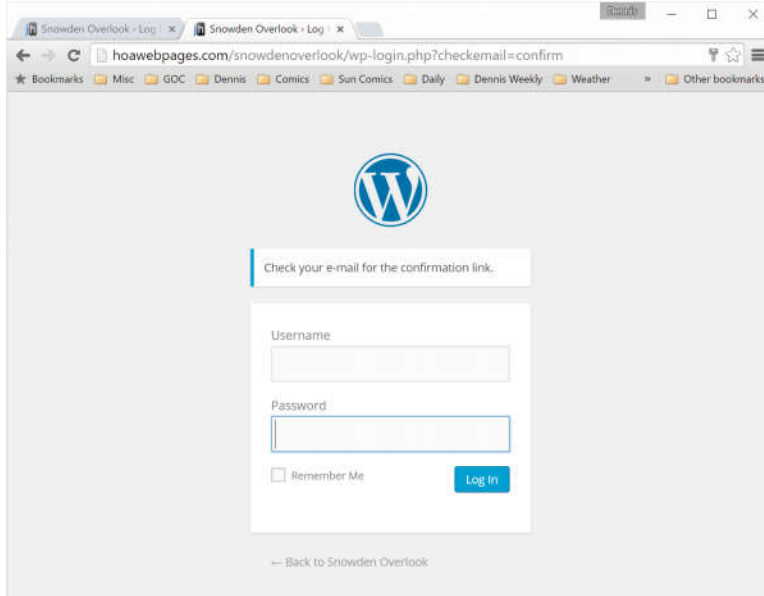
Enter your Username. (Your Username is "FirstName.LastName".) Then click "Get New Password".



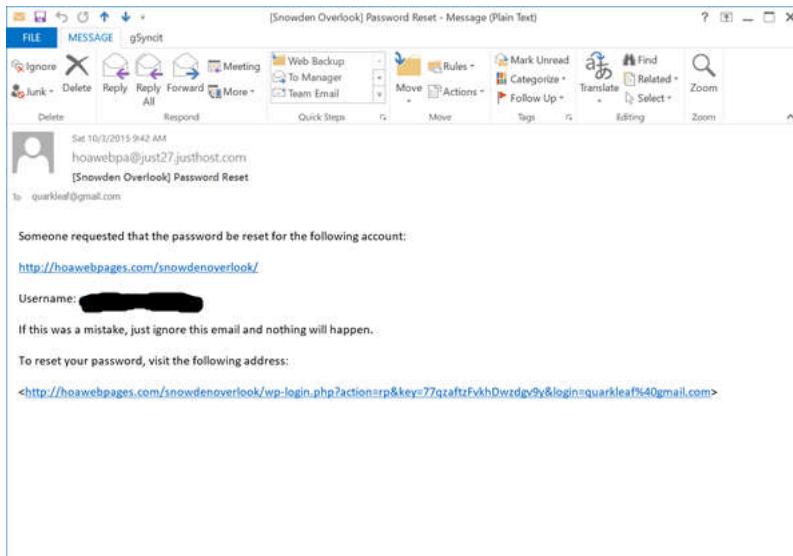
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You will see the screen below, advising you to check your Email.



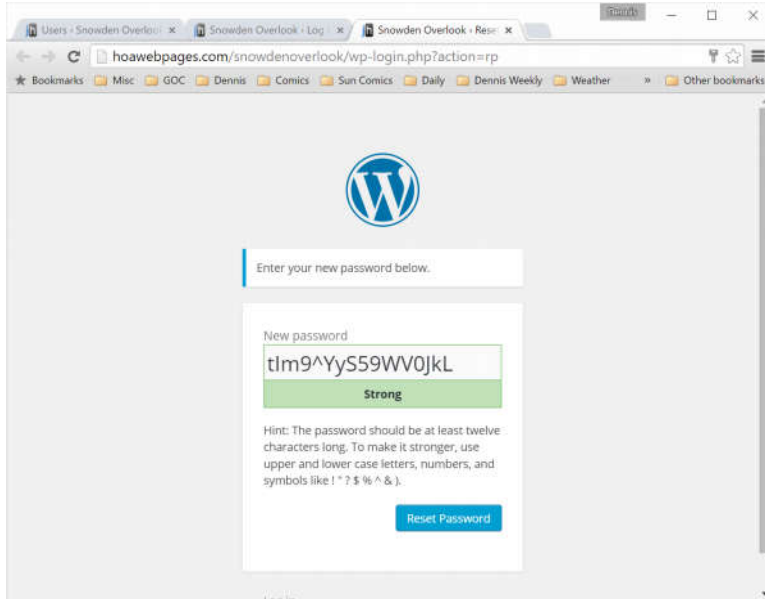
The Email will look like this. The subject will be "[Snowden Overlook] Password Reset". Click the link to reset your password at the bottom of the Email. The Email should arrive in a minute or so. If you don't see it, check your junk or spam folder.



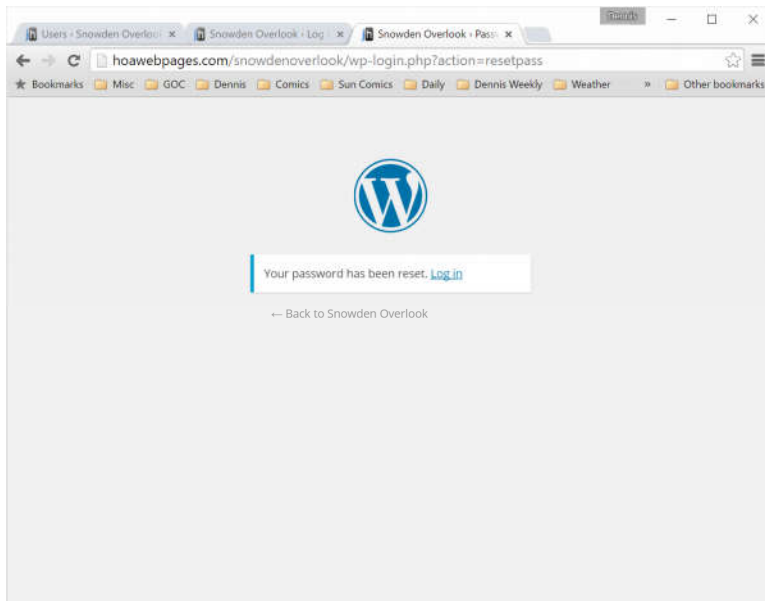
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You will see a screen with a password that is so secure, you probably don't want to use it. That's OK. Just delete the password the computer suggests and type the password you want to use. It should be hard for somebody else to guess but easy for you to remember. The password strength might change from a green box with "Strong" to a red box with "Very Weak". Don't worry about that, as long as it's hard for somebody else to guess. Click the "Reset Password" box **\*one time\***. Wait.



After a delay of perhaps a minute or so, the screen will indicate your password is reset. Click the "Log in" link or go to the login web address and log in.



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You will be taken to your profile page. You are done. Please resist the temptation to “click around” inside WordPress until after our first class.

