

## Logging in to U3A Valldepop Wordpress

### Logging In

Start the U3A ValldePop website, and go to the “Links” page. The very last link shown, at the bottom right, is “Group leader login”. Click this link, and you will get a screen like this:



This screen contains the login icon and also you will find user guides. Just click on the Wordpress icon, and you will be presented with the login screen below.



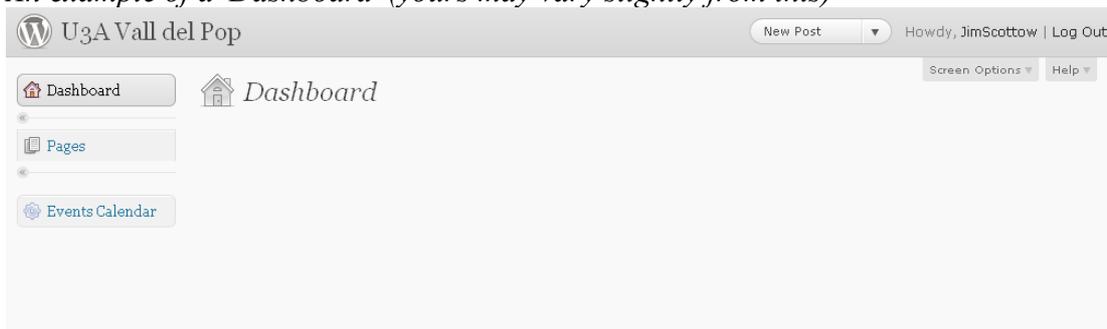
You will need to log in using the username which you have been sent, and a password. In most cases the username will consist of your first name and surname joined together.

Password: If it is the first time you are logging in to make changes, or if you have forgotten your password, click on “lost your password?” You will then be sent an email from WordPress, which will go to the email address which is stored for you on the U3A database.

If your email has changed, you must let the Membership Secretary know, or you will not be able to receive the emails from WordPress.

When you have successfully logged in, you will be at your “Dashboard”, which is like your personal home page.

An example of a 'Dashboard' (yours may vary slightly from this)



## Logging Out

Obviously you wouldn't normally want to log straight out again! But if you get in a muddle, the easiest thing to do will be to log out.

The Log Out option is always at the top right of the screen. Just click it any time that you want to escape.

## Changing your Password

You may not like the password you have been assigned, or Wordpress has generated for you. It's easy to change it once you have logged in. At the top right corner of the page you will see 'Howdy' followed by your user name. If you click on your user name here it will take you into your profile screen. Scroll down the screen until you find the section shown below where you enter your new password (twice), then press 'Update Profile' to save the change.

A screenshot of the 'Update Profile' form in WordPress. The form is titled 'New Password' and contains two input fields. The first field is labeled 'New Password' and has a hint: 'If you would like to change the password type a new one. Otherwise leave this blank.' The second field is labeled 'Type your new password again.' Below the input fields, there is a 'Strength indicator' section with a hint: 'Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & .'. At the bottom of the form, there is a blue button labeled 'Update Profile'.