

Requesting a New Password from WordPress

Start the U3a website and go to 'LINKS' and the press 'Group Leader Login' link.

This will take you to the WordPress login screen. Click to login to wordpress and you will be presented with the screen below:



The image shows the standard WordPress login interface. At the top left is the WordPress logo, a circular 'W' followed by the word 'WORDPRESS' in a blue serif font. Below the logo is a white rounded rectangular box containing two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'Remember Me' and a blue button labeled 'Log In'. At the bottom of the box, there is a red link that says 'Lost your password?'.

Enter your User Name (which is normally your christian name followed by your surname with no space between) and then press '**Lost your password**' in red below. Wordpress will present you with the following screen:



The image shows the 'Lost your password' screen. At the top left is the WordPress logo. Below it is a yellow rectangular box with the text: 'Please enter your username or e-mail address. You will receive a new password via e-mail.' Below this is a white rounded rectangular box with a label 'Username or E-mail:' and a single input field. At the bottom of this box is a blue button labeled 'Get New Password'. At the bottom left of the entire screen is a blue link labeled 'Log in'.

Enter your user name again or email address and press 'Get New Password'.

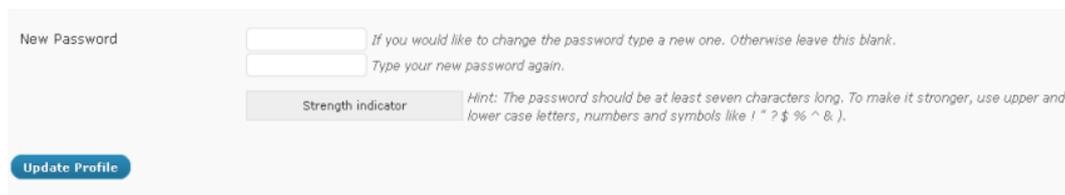
Word press will now send you an email containing two links. In the second link you should see your User Name or email address. Press this link. This will take you into the WordPress login screen again which will show a message telling you 'Check your e-mail for your new password'. Go back to your email inbox where you will find a second email from WordPress with your new password.

The password is a bit of an odd jumble of characters, so it is a good idea to copy it so you can paste it into the login screen. The link in the email will take you back to the login screen. When you have logged in you will be prompted to change your password to something more memorable if you wish.

If you ever forget your password you can always go through these steps to log in.

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.



The screenshot shows a form for changing a password. It includes two input fields for the new password, a strength indicator, and an 'Update Profile' button. The form is titled 'New Password' and contains the following text:

New Password

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

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 ! " ? \$ % ^ & .*

[Update Profile](#)