

## Forgot Your Password? How to Create a New Password

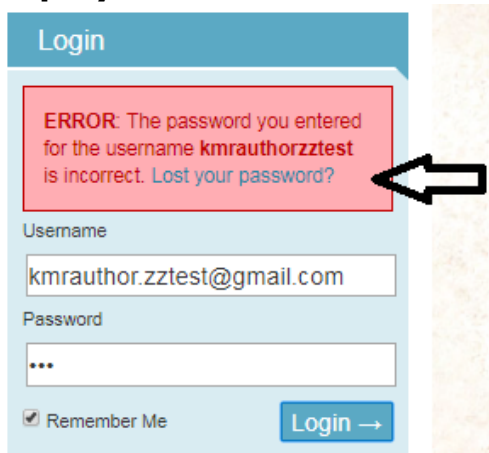
From any screen at <https://newcomersclubofgreaterseattle.com/> see the login section displayed at the right side of the screen.

If you forget your password it's easy to create a new one.

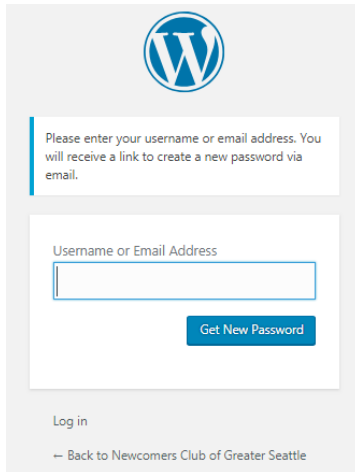
1. Enter your email address or your user name (either will work).
2. Enter any word in the Password field. The system will not recognize it.
3. Click Remember Me is optional. (The system will not require that you re-enter your password the next time you go to the site.)
4. Click Login.



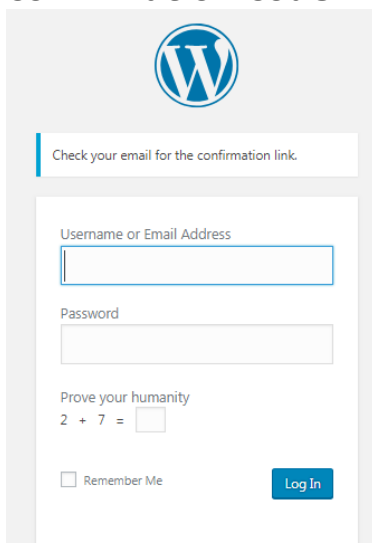
After entering an incorrect password an error message similar to below displays. (If you've also forgotten your user name, please enter your email address instead of user name.) **Click the Lost your password? Link displayed in blue.**



A WordPress screen displays. **Enter your Email Address** or your User name and **Click Get New Password.**



**A Login screen displays asking you to check your email for a confirmation code.**



You will receive an email message similar to below:

[Newcomers Club of Greater Seattle] Password Reset Inbox x

**WordPress** wordpress@newcomersclubofgreaterseattle.com [via wpdatacenter.com](mailto:wordpress@newcomersclubofgreaterseattle.com)  
to kmrauthorzztest ▾

Someone has requested a password reset for the following account:

Site Name: Newcomers Club of Greater Seattle

Username: kmrauthorzztest

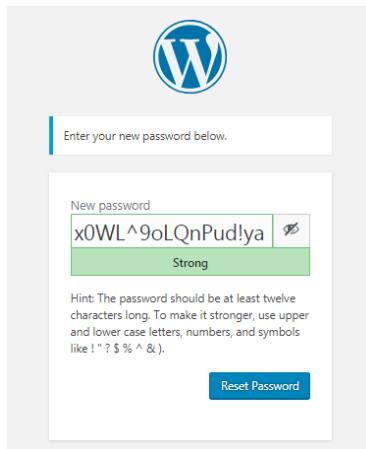
If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

<https://newcomersclubofgreaterseattle.com/wp-login.php?action=rp&key=u2U2wDEsQdd0zxoEWmc1&login=kmrauthorzztest>

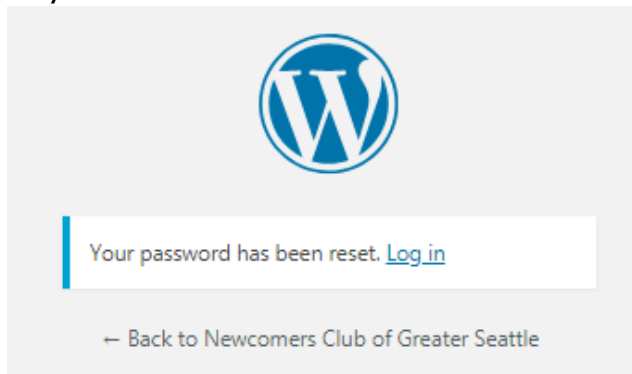
**Click the link at the bottom of the email message.** A screen displays providing you a random strong password. You may use it, or change it to another strong password as you choose. Make a private note of your new password.

## Click Reset Password.



The screenshot shows the WordPress password reset interface. At the top is the WordPress logo. Below it is a text input field with the placeholder text "Enter your new password below.". Underneath is a "New password" section with a text input field containing "x0WL^9oLQnPud!ya" and a strength indicator showing "Strong". A hint below the input field reads: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \* ? \$ % ^ & ;". At the bottom of the form is a blue "Reset Password" button.

After clicking Reset Password you may **Click Log in** or you may go back to Newcomers Club of Greater Seattle to Log in. Enter your new password in any case.



Success!

After you Login:

1. Your name will display in the area.
2. Your name will display in the top right corner.
3. You will also see additional menus that are not available to the public.
4. When you hover over the left hand corner site name Newcomers Club of Greater Seattle a Dashboard selection displays. Tools available under Dashboard depend on your permissions and require an additional Login to WordPress administration.

