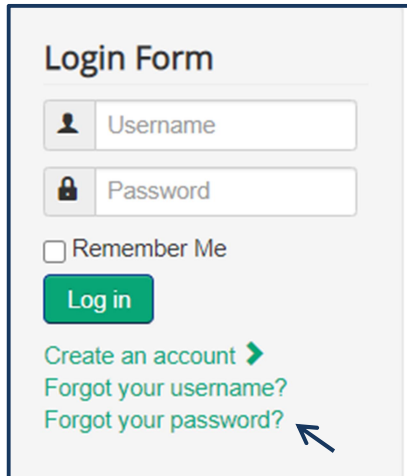


How to reset your password for ORG&HPS

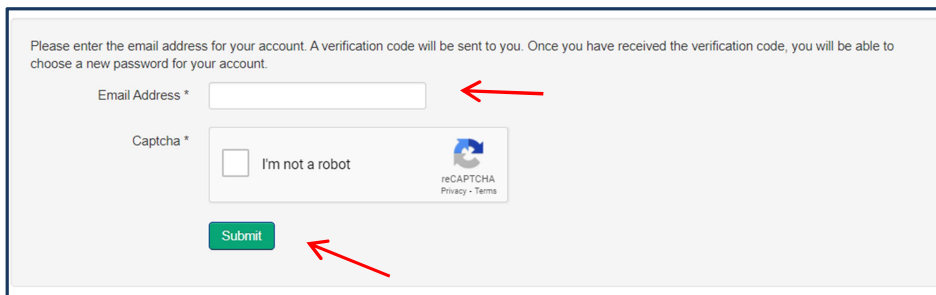


The screenshot shows a 'Login Form' with two input fields: 'Username' and 'Password'. Below the fields is a checkbox labeled 'Remember Me' and a green 'Log in' button. At the bottom, there are three links: 'Create an account' with a right-pointing arrow, 'Forgot your username?', and 'Forgot your password?' with a blue arrow pointing to it.

You can find the **Login Form** on the **Home** page as well as the **Members Only** page on the website.

Your **Username** for members prior to December 1, 2020 will be your first name last name in Title Case. An example would be John Doe. For new members it will be as you set it up when you joined. Your **Username** can be updated in your **User Profile** under the **Members Only** menu once you are logged in.

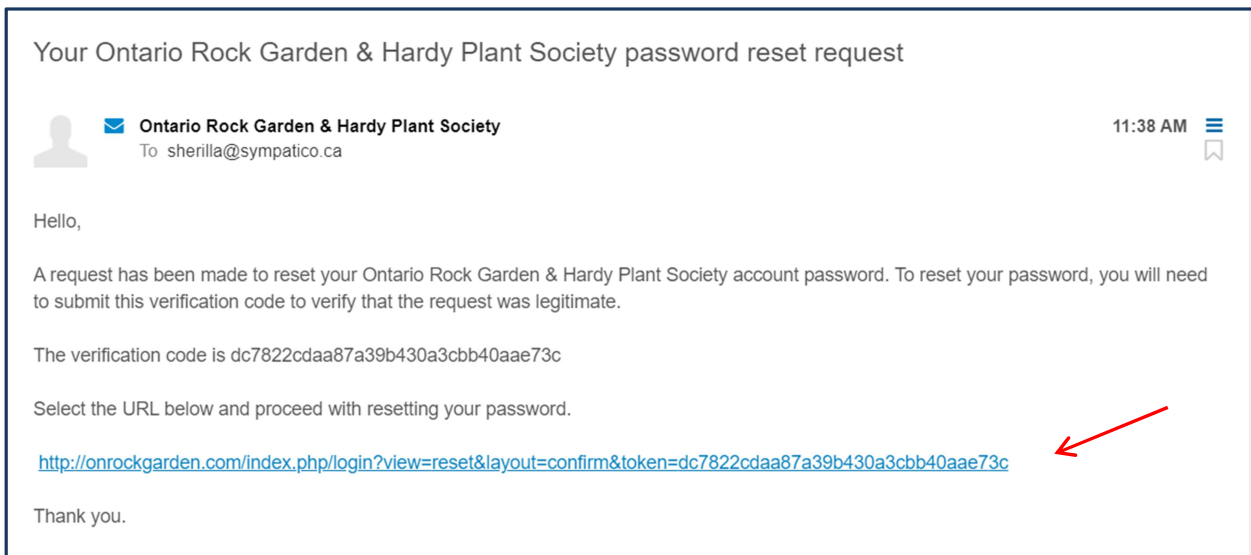
1. If you don't yet have a password or forgot your password click on the **Forgot your password** link.



The screenshot shows a form for requesting a password reset. It includes a text input for 'Email Address *', a 'Submit' button, and a 'Captcha *' section with an 'I'm not a robot' checkbox and a reCAPTCHA logo. Red arrows point to the 'Email Address' field and the 'Submit' button.

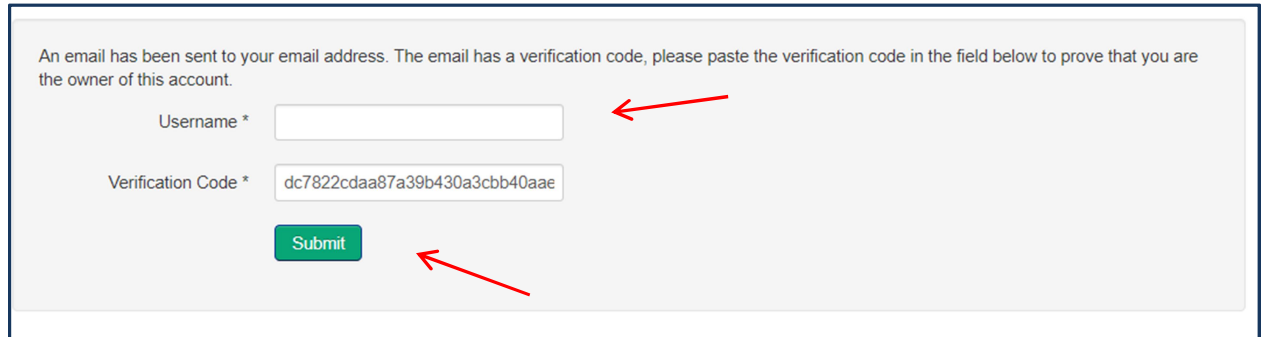
2. Enter your **Email address** in the box provided. Check the box for **I'm not a robot** and click **Submit** button.

3. You will receive an email that looks like the one below. To be able to reset your password click on the link that is highlighted in blue



The screenshot shows an email titled 'Your Ontario Rock Garden & Hardy Plant Society password reset request'. The email is from 'Ontario Rock Garden & Hardy Plant Society' to 'sherilla@sympatico.ca'. It contains a message about a password reset request and a verification code: 'dc7822cdaa87a39b430a3cbb40aae73c'. A URL is provided for resetting the password: <http://onrockgarden.com/index.php/login?view=reset&layout=confirm&token=dc7822cdaa87a39b430a3cbb40aae73c>. A red arrow points to this URL. The email ends with 'Thank you.'

4. Clicking on the link will open up to a screen with the box below showing that already has the correct **Verification Code** preloaded for you. You need to only enter your **Username** (*REMEMBER that your Username is case sensitive*) and then click on the **Submit** button.



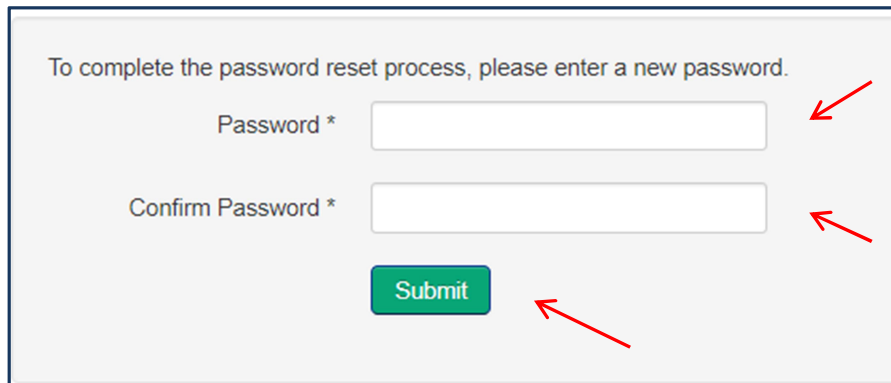
An email has been sent to your email address. The email has a verification code, please paste the verification code in the field below to prove that you are the owner of this account.

Username *

Verification Code *

Red arrows point to the Username field and the Submit button.

5. You will then be taken to this next screen where you can enter your new **Password** and then **Confirm Password**. To have improved security on the website your password is required to be at least 10 characters long and must contain at least 1 capital letter and 1 number. Once you have entered your new Password the click on the **Submit** button.

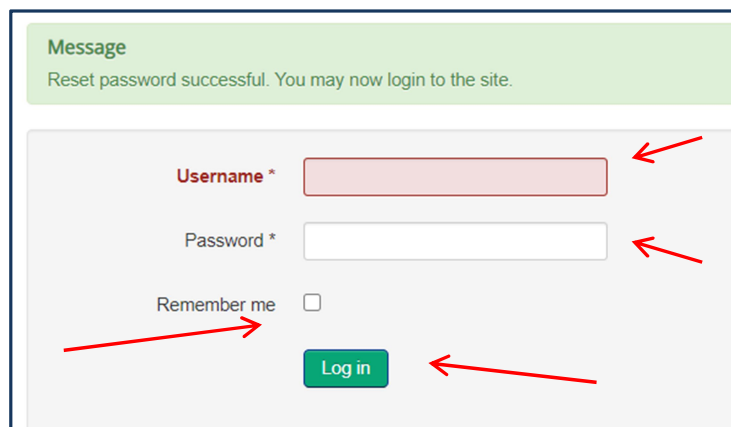


To complete the password reset process, please enter a new password.

Password *

Confirm Password *

Red arrows point to the Password field, the Confirm Password field, and the Submit button.



Message
Reset password successful. You may now login to the site.

Username *

Password *

Remember me ☐

Red arrows point to the Username field, the Password field, the Remember me checkbox, and the Log in button.

6. You should then see this screen for you to enter your **Username** and your new **Password**. If you want the website to remember your **Username** then check the **Remember me** box. Click on the **Log in** button to complete the sign in to the website