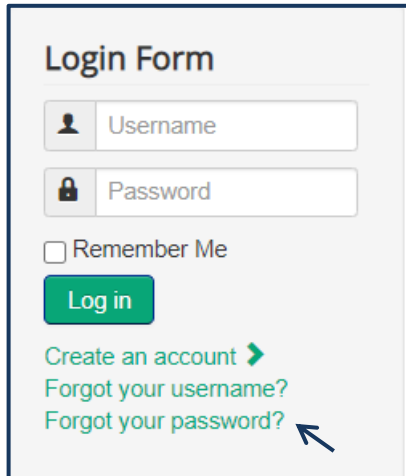


## How to reset your password for ORG&HPS

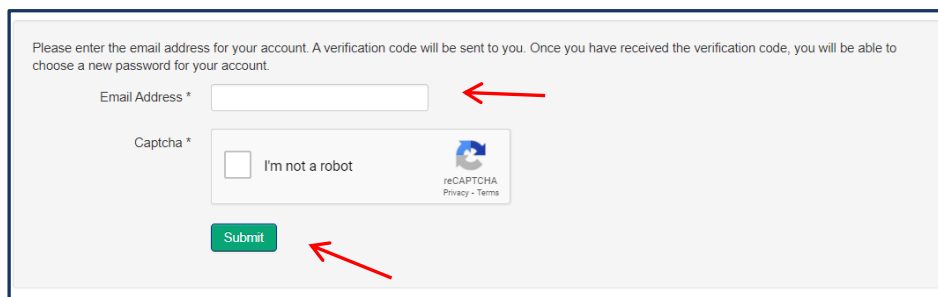


The screenshot shows a 'Login Form' with the following elements: a 'Username' input field with a person icon, a 'Password' input field with a lock icon, a 'Remember Me' checkbox, a green 'Log in' button, and three links: 'Create an account' with a right-pointing arrow, 'Forgot your username?' with a right-pointing arrow, and 'Forgot your password?' with a right-pointing arrow. A blue arrow points to the 'Forgot your password?' link.

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.

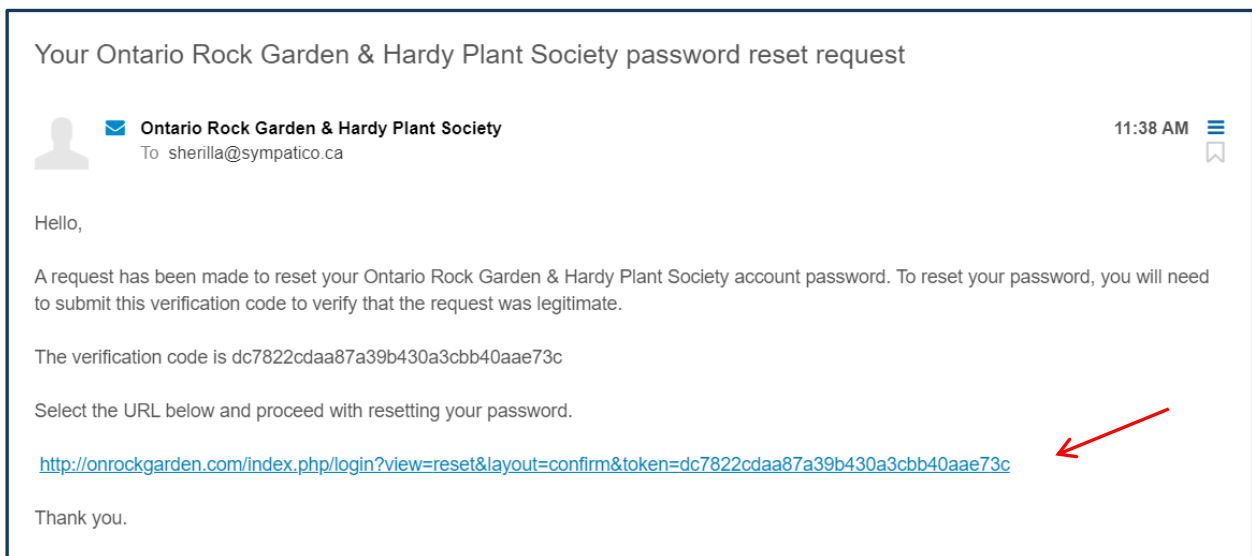
1. If you don't yet have a password or forgot your password click on the **Forgot your password** link.



The screenshot shows a form for entering an email address to receive a verification code. It includes an 'Email Address \*' input field with a red arrow pointing to it, a 'Captcha \*' section with an 'I'm not a robot' checkbox and a reCAPTCHA logo, and a green 'Submit' button with a red arrow pointing to it.

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. You do not need to remember the verification code if you click on the link. For those who do not want to click the link, you may have issues copying and pasting the link in the verification field. Be careful that you don't also include in your copy any blank spaces.



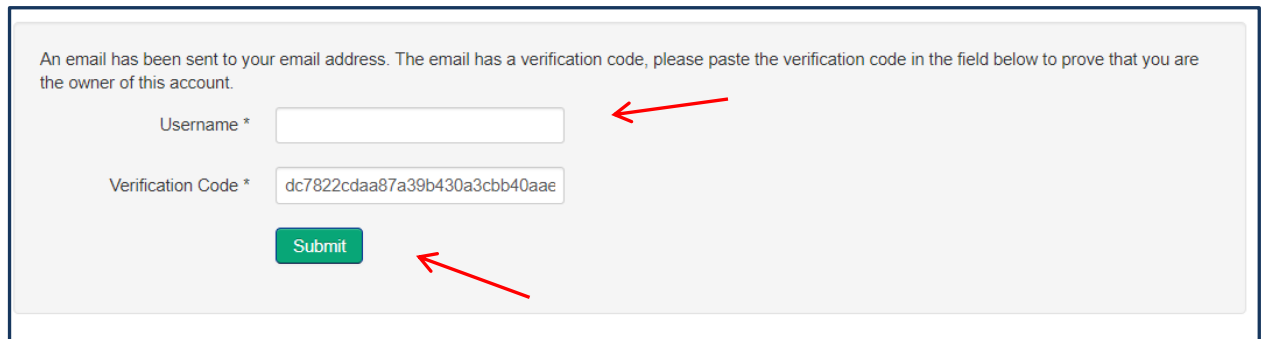
The screenshot shows an email titled 'Your Ontario Rock Garden & Hardy Plant Society password reset request'. The sender is 'Ontario Rock Garden & Hardy Plant Society' with the email address 'sherilla@sympatico.ca'. The email content includes: 'Hello,', 'A request has been made to reset your Ontario Rock Garden & Hardy Plant Society account password. To reset your password, you will need to submit this verification code to verify that the request was legitimate.', 'The verification code is dc7822cdaa87a39b430a3cbb40aae73c', 'Select the URL below and proceed with resetting your password.', and a blue hyperlink: <http://onrockgarden.com/index.php/login?view=reset&layout=confirm&token=dc7822cdaa87a39b430a3cbb40aae73c>. A red arrow points to the blue hyperlink.

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 \*

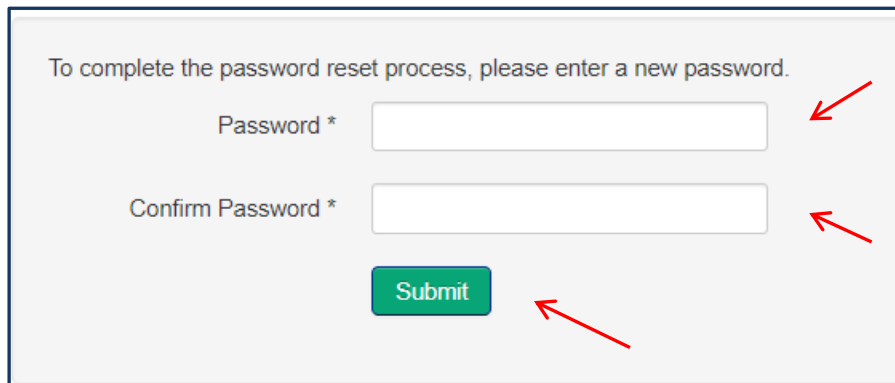


5. You will then be taken to this next screen where you can enter your new **Password** and then **Confirm Password**. To have improved security on the website your password is required to be at least 10 characters long and must contain at least 1 capital letter and 1 number. Once you have entered your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

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

Password \*

Confirm Password \*

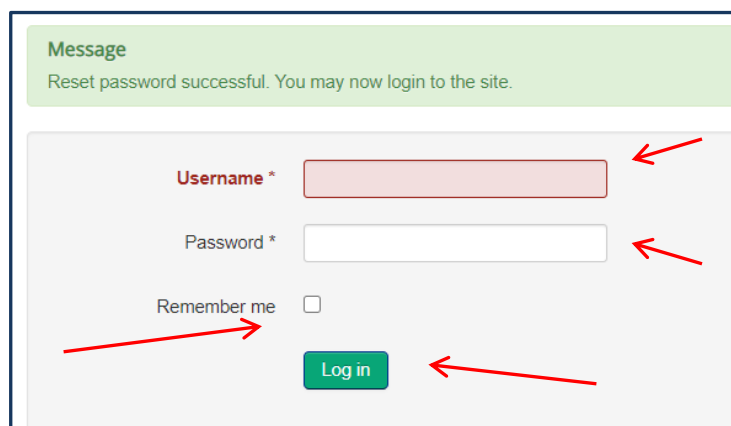


**Message**  
Reset password successful. You may now login to the site.

Username \*

Password \*

Remember me



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