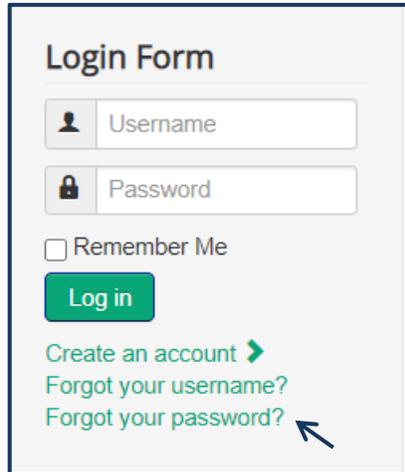


How to reset your password for ORG&HPS

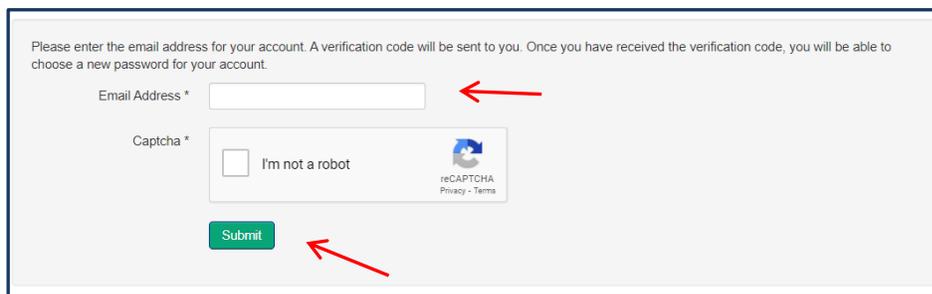


The screenshot shows a 'Login Form' with the following elements: a 'Username' input field with a person icon, a 'Password' input field with a lock icon, a 'Remember Me' checkbox, a green 'Log in' button, and three links: 'Create an account >', 'Forgot your username?', and 'Forgot your password?'. A blue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

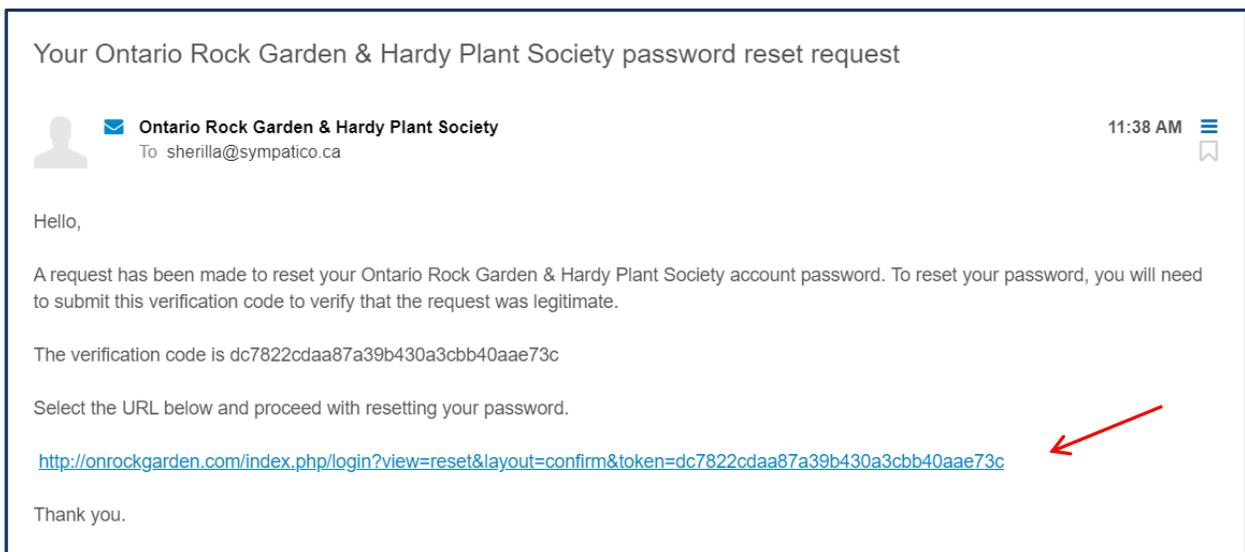
1. If you don't yet have a password or forgot your password click on the **Forgot your password** link.



The screenshot shows a form for entering an email address to receive a verification code. It includes an 'Email Address *' input field, a 'Submit' button, and a reCAPTCHA 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.

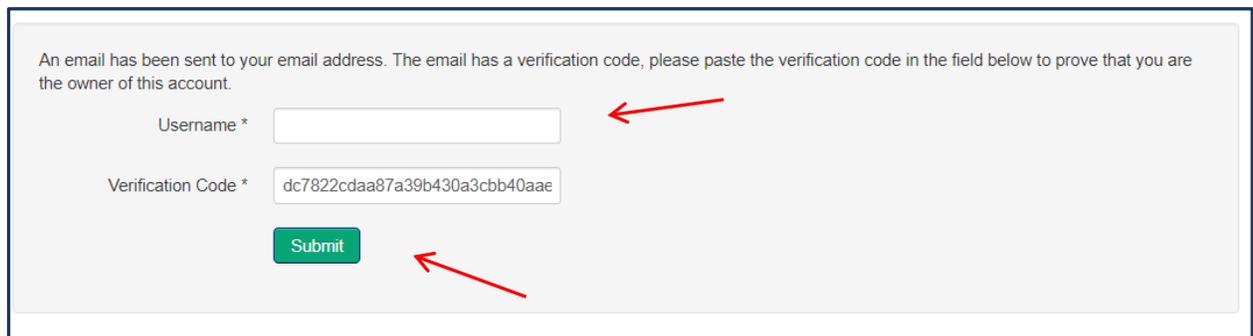
2. Enter your **Email address** in the box provided. Check the box for **I'm not a robot** and click **Submit** button.

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. 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 a greeting 'Hello,', a request to reset the password, a verification code 'dc7822cdaa87a39b430a3cbb40aae73c', and a URL to reset the password: <http://onrockgarden.com/index.php/login?view=reset&layout=confirm&token=dc7822cdaa87a39b430a3cbb40aae73c>. A red arrow points to the URL.

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.



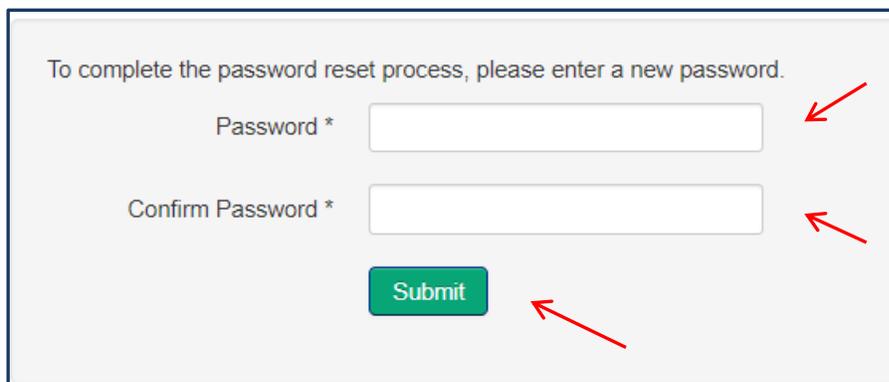
An email has been sent to your email address. The email has a verification code, please paste the verification code in the field below to prove that you are the owner of this account.

Username *

Verification Code *

Red arrows point to the Username field, the Verification Code 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.

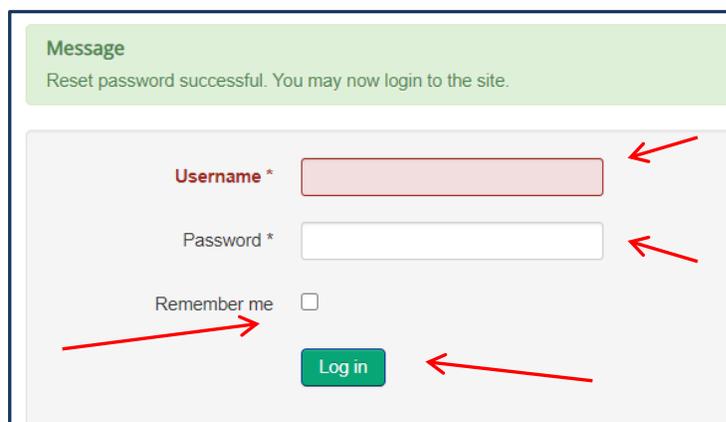


To complete the password reset process, please enter a new password.

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