

GSRW Membership Committee

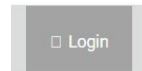
Website Login Instructions

If you have already set up an account on the new GSRW website, login with your username/email and password. If you are unsuccessful follow the instructions below.

If you have never set up an account on the GSRW website, please follow these instructions.

LOGIN AND PASSWORD INSTRUCTIONS

1. Be sure you use the same email you registered with at GSRW.
2. Click on **Login** at the top right corner of any page of the GSRW.org website.



3. A pop-up box will appear.
4. Click **Forgot your password?** in the lower part of the pop-up box.

5. This will take you to another pop-up that will ask you for your email.
6. Fill in your **email** and click to **Reset Password**.

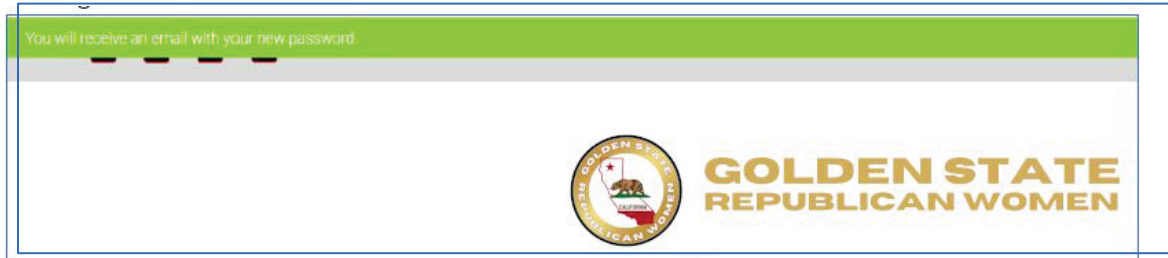
7. Go to your email. You should receive a first email with a message that says, **To reset your password, visit the following address: Click on the link that follows.**

8. *Note: If you do not receive the email, check your SPAM folder for an email from WordPress with the subject "Password reset request." It may be necessary to clear your cache in your internet browser program before requesting a new password.*

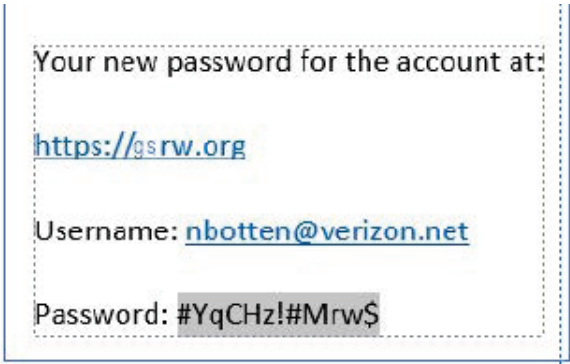
Sample email Text

Someone requested that the password be reset for the following account:
<https://www.gsrw.org>
Username: nbotten@verizon.net
If this was a mistake, just ignore this email and nothing will happen.
To reset your password, visit the following address:
https://www.gsrw.org/?action=reset_pwd&key=MVUK1LY6eRyJlA5FxtUd&login=nbotten%40verizon.net
You will receive another email with your new password.

- After clicking the link, you will be returned to the website. There you will see a green highlighted message to check for another email.

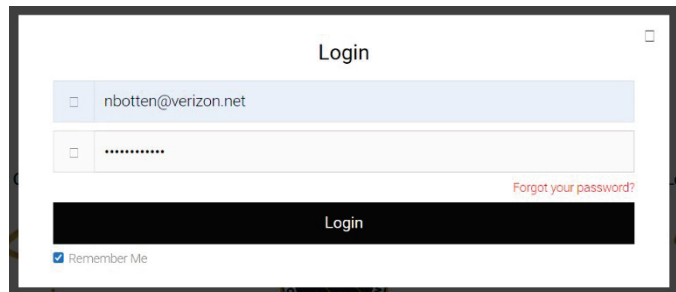


- Check your email again. It may take a few moments to receive a second email from WordPress with the subject line **Your New Password**.
- Copy the password into your desktop by right clicking your cursor to the left of the password, then dragging your mouse to the right, highlighting the password. When the password is highlighted, press the Control key (CTRL) on your keyboard and at the same time press "C." This will copy. You may also write down the password you received in your

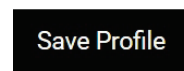
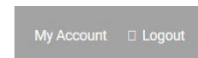


- Go back to GSRW.org and find the login link again in the upper right corner and click to open the login box.

- Type your email address on the top line. Click to put your cursor on the password line. Press Control (Ctrl) button on your keyboard and at the same time press "V." This will paste your password onto the line. You may also type the password you copied in #10. Be sure to type it exactly, paying attention to Upper-case and Lower-case letters.



- Click to enter your login and this will get you logged in to the website.
- Once you are logged in, you can go to My Account. Scroll down to the bottom of the page on the left and click Change Password. Follow the steps to enter a new password and submit. It is a good idea to create a password you do not use elsewhere. Security is important.
- Your computer or cell phone browser may offer to save the password for your or you can copy it from your email and record it for future reference.
- If you ever lose or forget your password you can go back and click Login. Click **Forgot My Password** and repeat the above instructions to get a new password and get logged in.



[Change Password](#)