

NCB Website Web Manager's Reference Updating WordPress Website

User Account locks- resetting passwords DALE MAGUIRE

- 1. Website Login Point: http://www.natocharitybazaar.org/Customer id: ps4214-ovh
 - Login id: administrative login (provided separately)
 - Password: (provided separately- please note that the Lost your password feature is NOT supported)

	NATO Charity Baz www.natocharitybazaar.org	Aar ASBL
Home	About Charities Sponsors Upcoming Events Gallery	Contact Us
Login	Donation Ceremony Tuesday December 20th, 2016 by nob-admin January 30, 2017 This year we raised a RECORD total of 213,880 Euro so that we are able to support 6 Belgian charities and 20 International charities – 26 charities total! Reservation requests MUST have been received by Tuesday 17 January 2017 ***Members must be on the list in order to attend the Donation Ceremony and must have NATO ID/family passes or be signed in by someone in your delegation. ****Charities and charity representatives who are able to attend will be on a separate list (not to be included on individual country reservations forms).	Sponsors Control Charity Basaa NATO Staff Centre Control Charity Basaa

- 2. CLICK: 'Login'
- 3. IF additional screen presented requesting Login and password again, click Back to NATO Charity Bazaar. DO NOT provide a login NOR a password on this screen

You are now logged out.	
Username	
Password	
Remember Me	
Lost your password?	
← Back to NATO Charity Bazaar	

4. Select NATO Charity Bazaar Option from WordPress Command line (upper left of screen)

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5. Select 'Dashboard' from drop down menu

0	🍪 NATO Charity Bazaar	🕂 13 📮 :	2 🕂 New			Howdy, ncb-admin 📃 🔍 🌥
0	Dashboard Themes	W.L				*
	Customize Widgets		NATC) Charity	Dazaar	
	Menus		W	ww.natocharitvbazaar.org	—ASBL—	

- 6. A WordPress Plugin has been set-up for the website to ensure that the passwords cannot be reset by unauthorized users (hackers). So, in order to reset a password, the 'lock' must be opened first.
 - Scroll down Dashboard Menu (left window) to Settings
 - Select Protect Passwords

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GRAND Pages	1			Search Installed Plugins
Comments	All (22) Active (21)	Inactive (1) Update Available (17)	Drop-ins (1)	
🖈 Widget Blocks	Bulk Actions ~	Apply		22 items
🔅 SL Plugins	Plugin		Description	
🔊 Appearance	General Writing	ge Manager lit	A plugin that redefines the way you create, move, e Version 1.4 By Uncategorized Creations View de	dit and publish your pages. tails
🖄 Plugins 🔟 🛛 📢	Reading	new version of Advanced Page Manager	available. View version 1.6 details or update now.	
Installed Plugins Discussion				
Add New	Media	Replace	A small plugin for running a search/replace on your	r WordPress database.
Editor	Permainks	ii.	Version 1.0.3 By Expanded Fronts View details	
🕹 Users	Users			
🎤 Tools	Access	nodify profile page	Go to "Settings->Profile Access", and Disable users,	to access(modify) his profile page. (P.S. OTHER MUST-
🚦 Settings 🛛	Protect Passwords	it.	Version 1.1 View details	
FIAGallery	Languages		Our Frankrah like her als also vill hale on the disale	Freehool Backey and a second state of the
Like Box	WP Super Cache	e Box	box widget to your sidebar and use it. Also you can	use Facebook Like box on your pages/posts and create
	WP Maintenance	Facebook Like box popup for your website.		
Finglish	Mode		Version 0.7.05 By smplug-in View details	

User Account Locks

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7. De-Select the user role and the user that it is desired to reset their password



8. Go to the Users Dashboard Menu option

Select: Edit for the desired user (member is used here for demonstration purposes)

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🍪 Dashboard	WordPress 4.7.2 is available	! <u>Please update now</u> .		Screen Option	s ♥ Help ♥
📌 Posts	Users Add New				
Pages GRAND Pages	All 5) Administrator (3) Sub Bulk Actions V Apply (Change role to V Change			Search Users 5 items
Comments	Username	Name	E-mail	Role	Posts
→ Widget Blocks ↔ SL Plugins	ad-ncb-coord		coordinator@natocharitybazaar.org	Administrator	0
Appearance	BD-person-acc		char@natocharitybazaar.org	Administrator	0
⊯ Plugins 10	board		board@natocharitybazaar.org	Subscriber	0
All Users	Edit Delete		member@natocharitybazaar.org	Subscriber	0
Your Profile User Specific Content	ncb-admin		web@natocharitybazaar.org	Administrator	2
1	Username	Name	E-mail	Role	Posts

9. Create new password for user as desired. Click: Update User

🚯 🗥 NATO Charity Bazaar 😳 15 📮 0 🕂 New	
Website	
About the user	
Biographical Info	
	Share a little biographical information to fill out your profile. This may be shown publicly.
New Password	I you would have to change the possword type a new one. Otherwise leave this blank.
Repeat New Password	Type your new password again.
	Strength indicator Hint: The password should be at least seven characters long. To moke it stronger, lower case letters, numbers, and symbols like I * ? \$ % ^ &).
Opdate User	

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10. Re-lock the user: Return to Dashboard Menu Settings

Select Protect Passwords



11. Select the user role and the user to lock them again

