

NCB Website Web Manager's Reference Updating WordPress Website

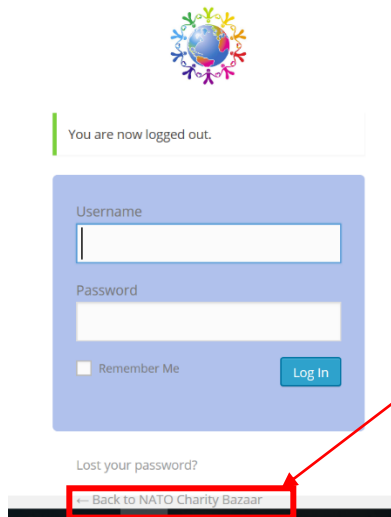
User Account locks- resetting passwords

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**)



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



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

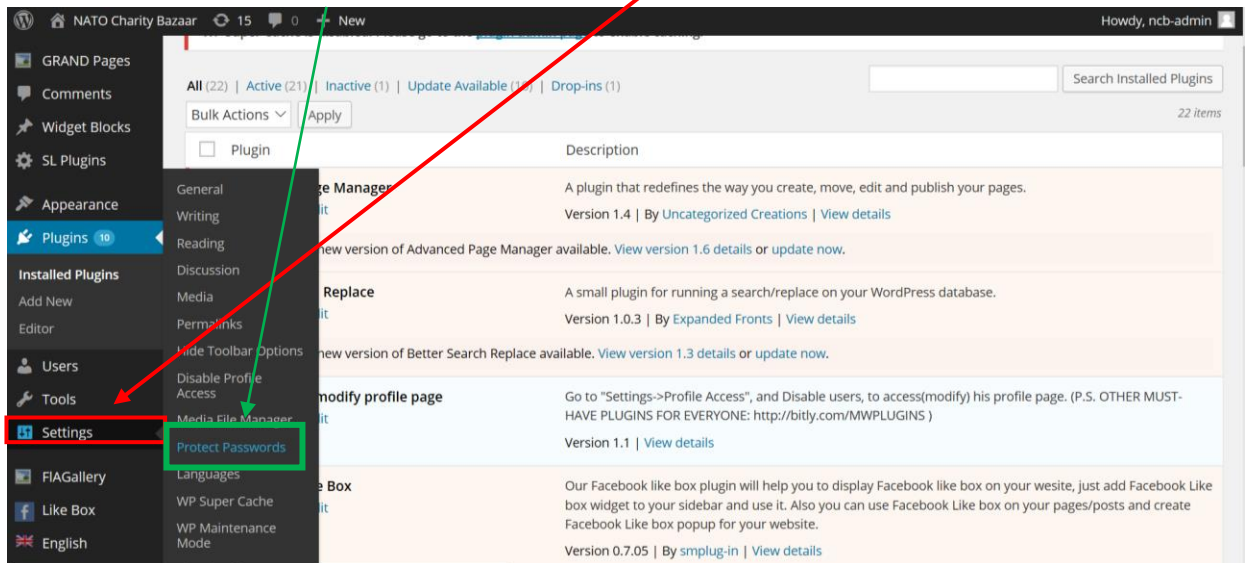


5. Select 'Dashboard' from drop down menu

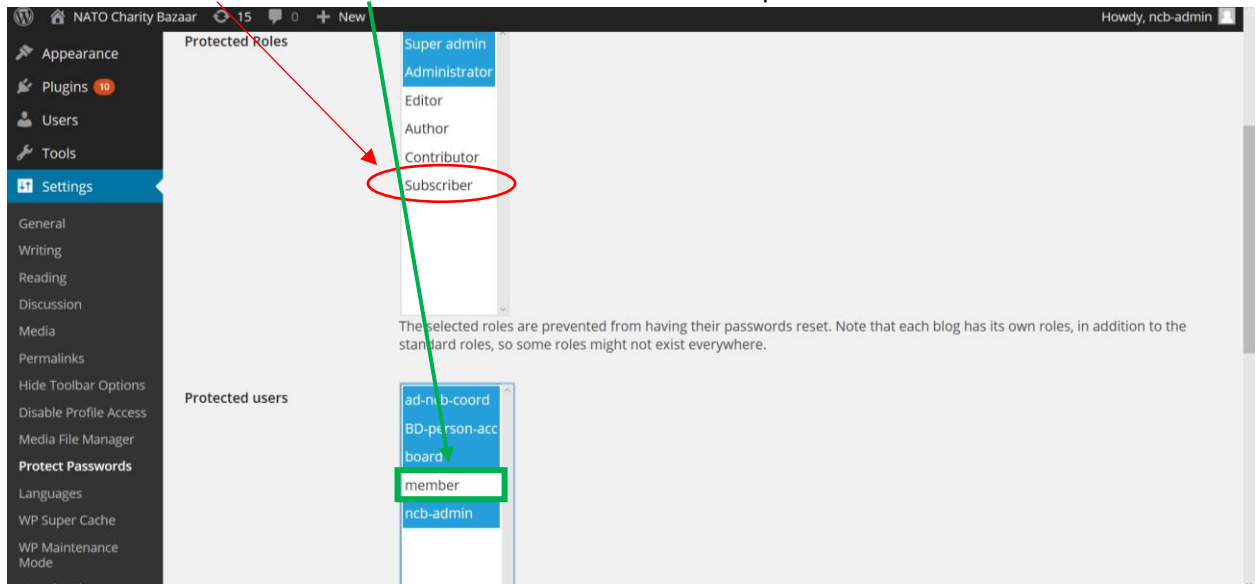


6. A WordPress Plugin has been set-up for the website to ensure that the passwords cannot be reset by unauthorized users (hackers). So, in order to reset a password, the 'lock' must be opened first.

- Scroll down Dashboard Menu (left window) to Settings
- Select Protect Passwords

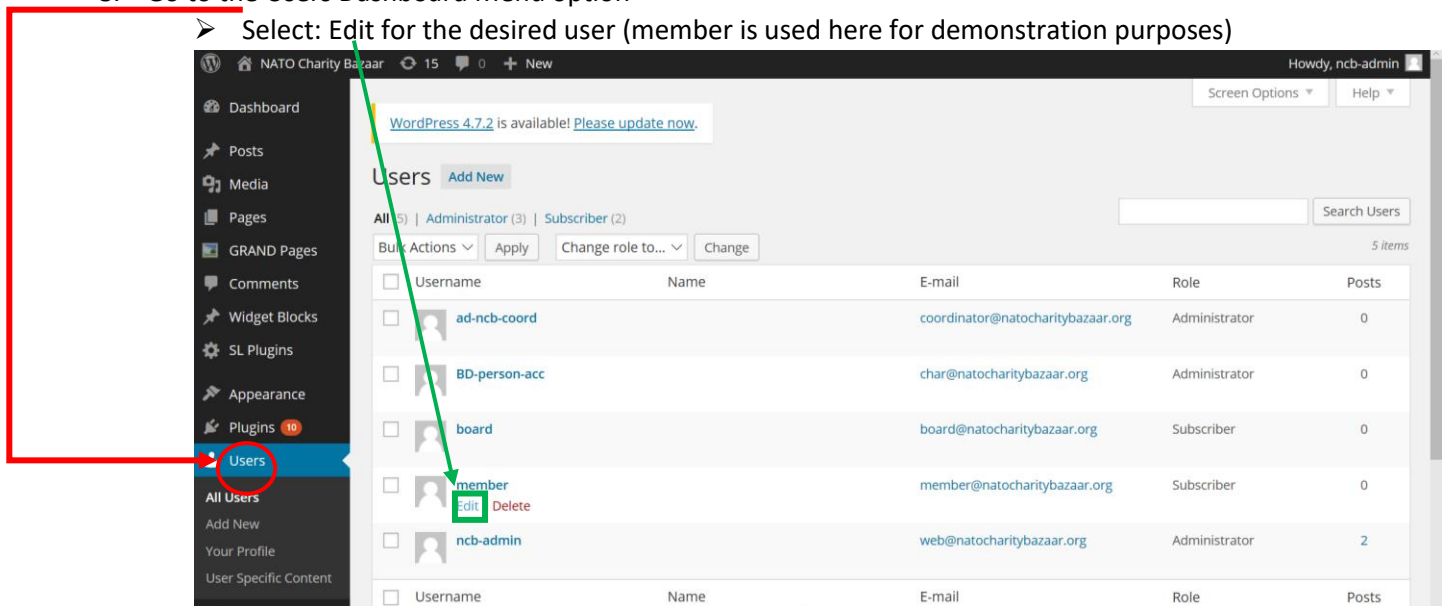


7. De-Select the user role and the user that it is desired to reset their password

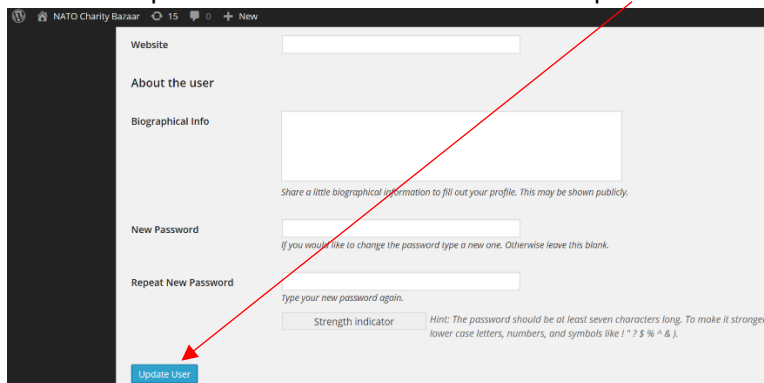


8. Go to the Users Dashboard Menu option

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

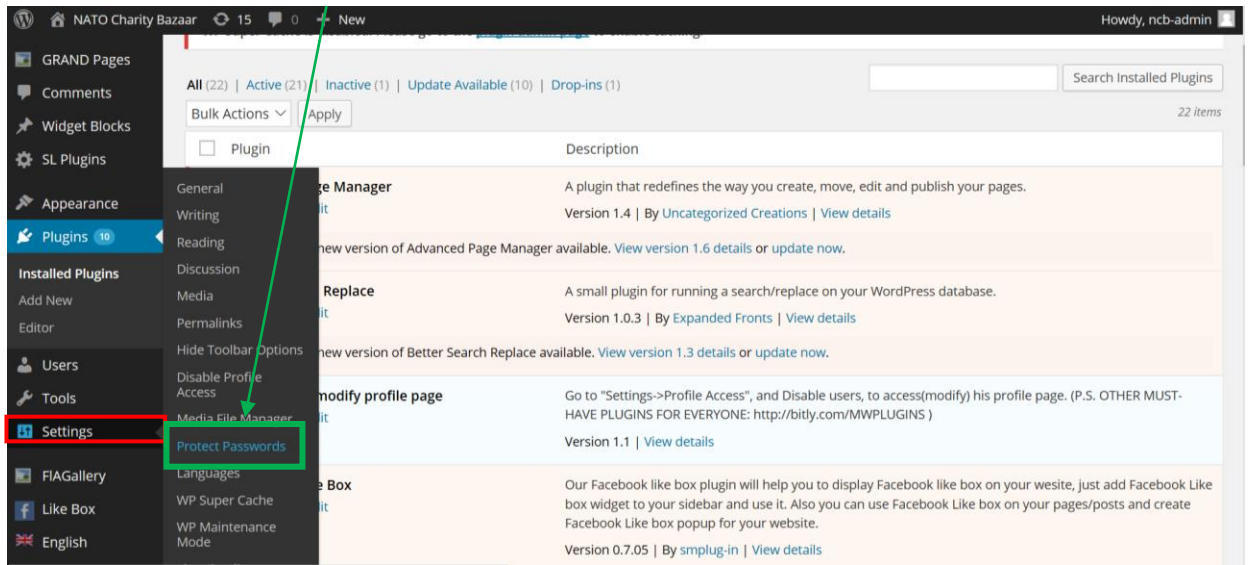


9. Create new password for user as desired. Click: Update User



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

