

## Login Help: Passwords

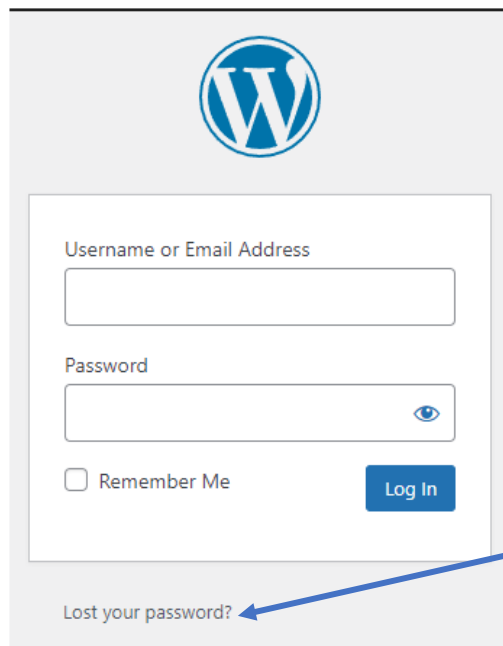
*This PDF file opens in a new browser tab so you can download it to open in another window or print. You can also switch between browser tabs to follow the instructions as you read them. When you finish, click the **X** to close this browser tab and return to the LLIR website.*

Our new website brings improved security that adds protection for your membership data and all LLIR information that is available online. You must log in to access the member-only area. We encourage you to explicitly log out every time you leave the website.

The new process for creating and changing passwords is more secure than what you did previously, but more complicated. Read this document to learn how to:

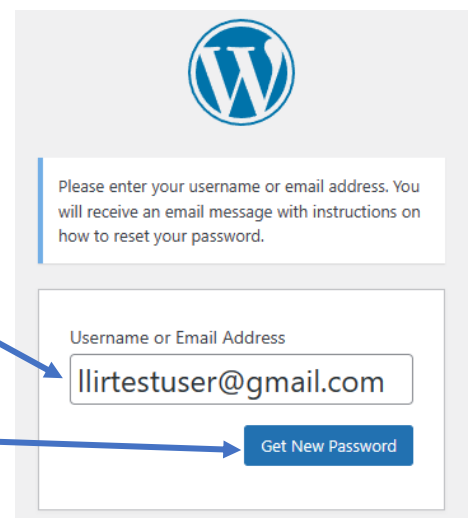
- Provide a password before you log in for the first time
- Create a new password if you forgot or lost your current one

## Instructions



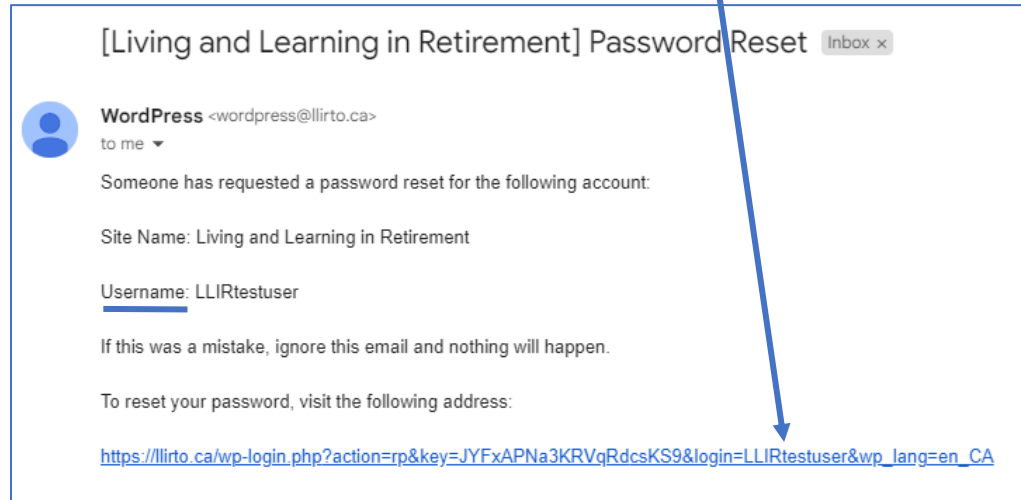
These instructions walk you through the steps to create a LLIR password.

1. Start by clicking the **Login** button on the right-hand side of blue area in the LLIR website header.
2. The login form from WordPress (the platform for our site) opens. Click the **Lost your password?** link at the bottom of the form.
3. Another WordPress form asks you to identify yourself.
  - a. Enter the email address you use for LLIR into the box labeled **Username or Email Address**.
  - b. Click **Get New Password**.
4. When a message box saying "Check your email for the confirmation link ..." opens, close the browser tab that displays the message box.



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5. Open your email as you usually do.
  - a. Expect an email from WordPress that looks similar to the image below.
  - b. Verify that the **Username** on the third line in the message is your LLIR user ID.
  - c. Note that the link on the sixth line begins <https://llirto.ca/wp-login.php?...>
  - d. Click the link to continue.



6. WordPress tries to help by generating and suggesting a strong password that is difficult for hackers to break. The suggestion is a long string of random characters that is hard to type and impossible to remember. We recommend that you delete it and create your own password instead:

- a. After you click the link above, a WordPress form similar to image on the right appears.  
Do **not** click either button on the bottom of the form!
- b. Click inside the **New password** box. Select all 16 characters, as shown in the image on the right, and press the **Delete** key on your keyboard to remove them.
- c. When the new password box is empty, pause to read the **Hint** in the form and in the box below.
- d. Create a draft password and write it on scratch paper.  
Do **not** enter it or click a button yet!

A screenshot of the WordPress password reset form. It features the WordPress logo at the top. Below it is a text input field with the placeholder "Enter your new password below or generate one." Underneath is a "New password" section with a text input field containing the generated password "oB9JQuMzNs0pAxQp" and a "Strong" strength indicator. A hint below reads: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \" ? \$ % ^ & )." At the bottom are two buttons: "Generate Password" and "Save Password". A blue arrow points from step 6b to the password field, and a red circle with a slash is drawn over the "Generate Password" button.

### Hints for choosing your own password

- The more characters in a password, the harder it is to break. We require at least 8 characters and encourage you to provide at least 12.
- Do not include your name, date of birth or common words or phrases.
- Include at least one each of uppercase letters (preferably not just as the first letter), lowercase letters and digits. We also accept the characters ! @ # \$ % & and ?
- Avoid sequences of keys horizontally or vertically aligned on a QWERTY keyboard.

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### 7. Enter your draft password:

- You can see your draft password as you enter it. If you click the icon of an eye, the characters are represented by dots, as shown on the right.
- As you type, WordPress rates the strength of your password in the coloured area under the **New password** box. Be prepared to modify your password to achieve at least a **Medium** rating.
- When you are satisfied, make a note of the final password because you need it for future logins.
- Click **Save Password**.
- Success: when the image below appears, your new password is active.

Enter your new password below or generate one.

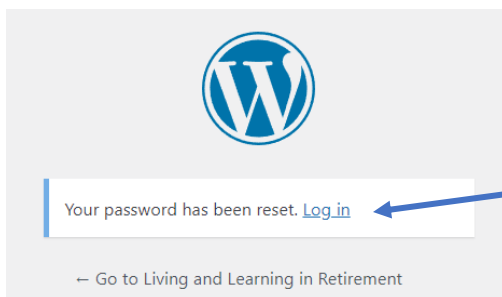
New password

Medium

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ;.

Generate Password Save Password

### 8. To test, click the **Log in** link in the image on the left.



### 9. Complete the WordPress login form:

- Enter your email address. (You can also use your username shown in step 5.)
- Enter the password that you just created.
- Click **Log In**.

Username or Email Address

llirtestuser@gmail.com

Password

Remember me

Log In

### 10. **Congratulations!**

When the **Member Home** page appears, you have full access to the new LLIR website.

- Note that your name appears on the blue line of the LLIR header to the left of the **Logout** button. For security, you should log out every time you leave the website and log in again when you return.
- You can view and update the information we store about you in the **My Profile** section of the menu.
- Changing your password in the future is an easier process than is described in these instructions: simply complete the **Change Password** form under **My Profile**. You need these instructions again only when you forget or lose your current password.