

Changing your password

22/07/17

As with all guides it's a good idea to read through all the steps to find out what to expect before starting the process - printing out the guide is also helpful if not essential.

Step 1

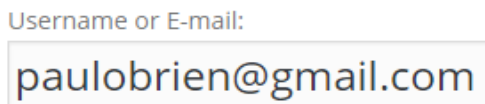
When you see a screen asking you for your log in details i.e Username + Password, just click on **Lost Password ?** There is no need to enter any details.



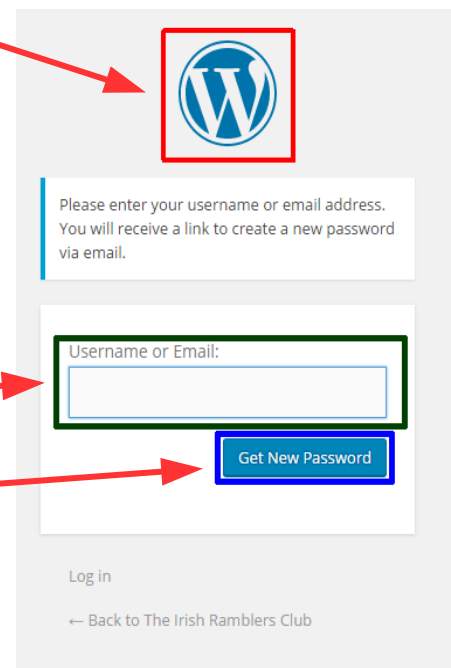
Step 2

Wait until you see this screen with the WordPress logo - it may take a little time so **be patient**.

Now type in your **Username / email**



and then click on **Get New Password**

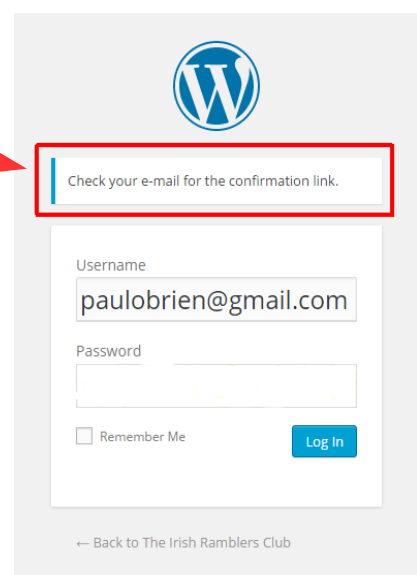
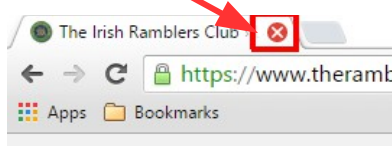


Step 3

Once more **be patient** and wait until you see this screen with the instructions to **Check your email for the confirmation link**

At this stage pause and **do nothing** for 30 seconds !

Now close down The Irish Ramblers Club page at the top of the screen by clicking as shown.



If you've typed in an email address which is not that of a bona fide member you will get a different screen and you will have to start again.

ERROR: There is no user registered with that email address.

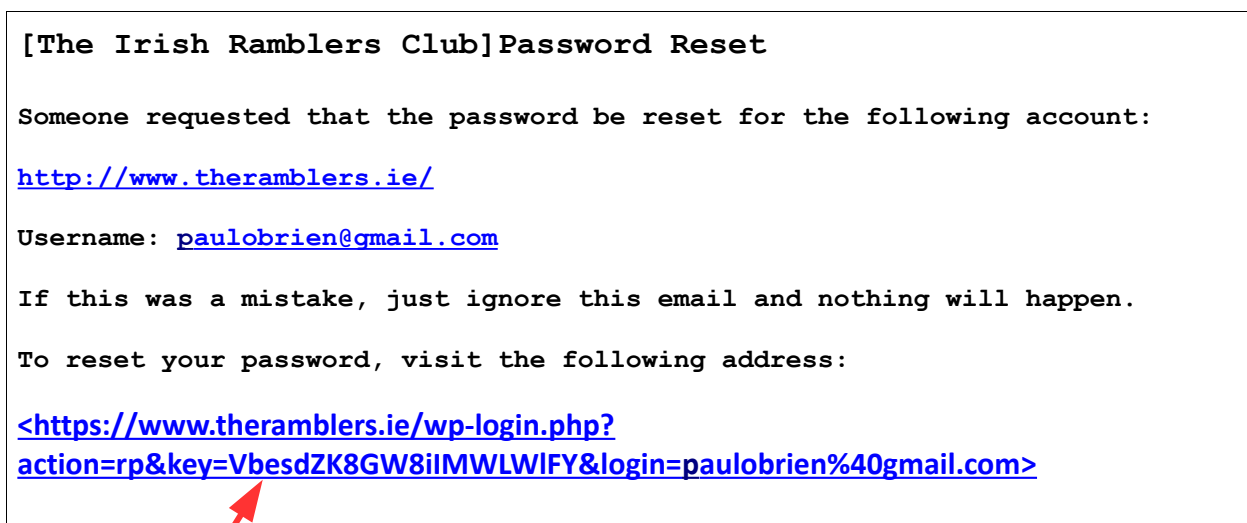
Step 4

Now check your emails. The WordPress email should be waiting for you – check your Spam/Promotions folders

If it has not arrived the best thing to do might be to have a cup of coffee.

You could also close down your computer and complete the process at some later stage within the next day or so.

The email, when it arrives, will be look very like the following:



Step 5

Click on this link. You will be brought to this screen. [if not see **What can go wrong** at the end of this guide]

Don't click on **Reset Password** to accept the suggested 12 character password quite yet - you'll want to choose a shorter simpler one.

Make up your new password. WordPress insists on a **Strong** to **Medium** one but it needn't be as many as 12 characters - just include an upper case letter, a symbol or two and a number.

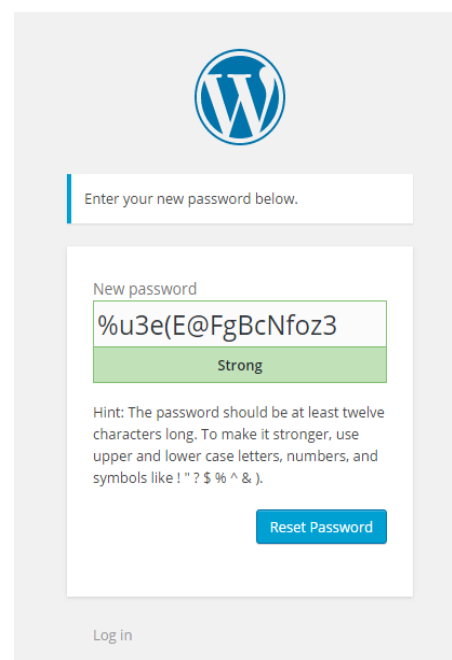
e.g. You have a pet goldfish called Alphoncus

take the first six letters and make the first character upper case: **Alphon**

write these down with a gap between each pair: **Al ph on**

Put \$, % in the two gaps and 9 at the end and there's your password: **Al\$ph%on9**

Write this down ! Put it somewhere you can remember to look for it - underneath Alphoncus's bowl ?

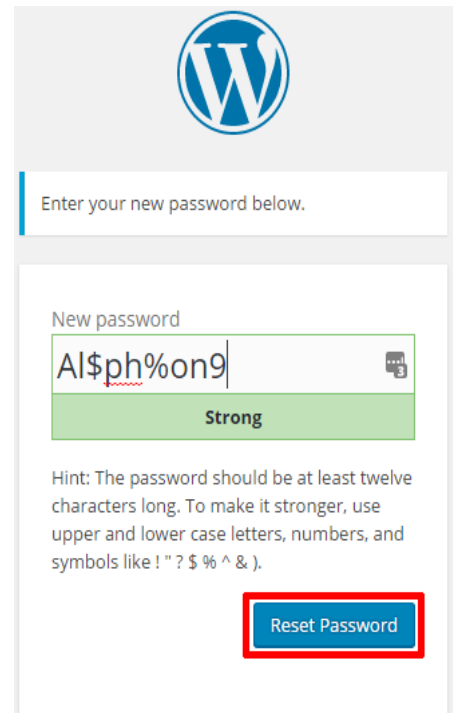


Step 6

Click to the right of the password shown and backspace to the beginning so the space is now blank.

Type in your new password.

Only **now** click on **Reset Password**

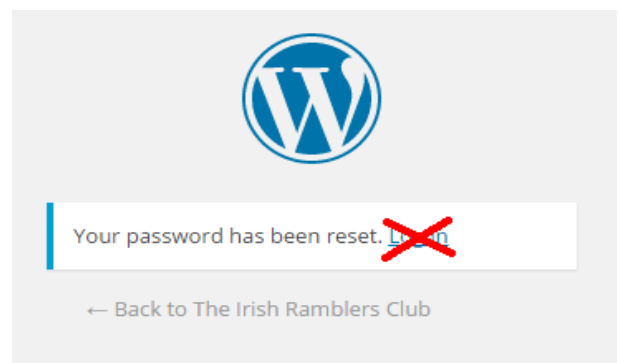


The screenshot shows the WordPress password reset interface. At the top is the WordPress logo. Below it is a text box with the instruction "Enter your new password below." The main form area is titled "New password" and contains a text input field with the password "Al\$ph%on9" entered. To the right of the input field is a strength indicator showing "Strong" in a green box. Below the input field is a hint: "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 right of the form is a blue button labeled "Reset Password" which is highlighted with a red rectangular border.

You will get the response that

Your password has been reset

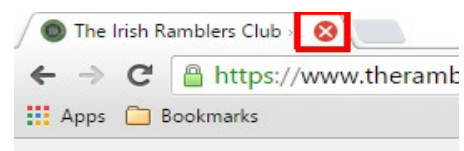
That's it - you've done it ! No matter what you do now **you have a new password.**



There's no point in making any further change of password !

I suggest that you **don't** click on the link **Log in**

Instead close down The Irish Ramblers Club page at the top of the screen by clicking as shown.



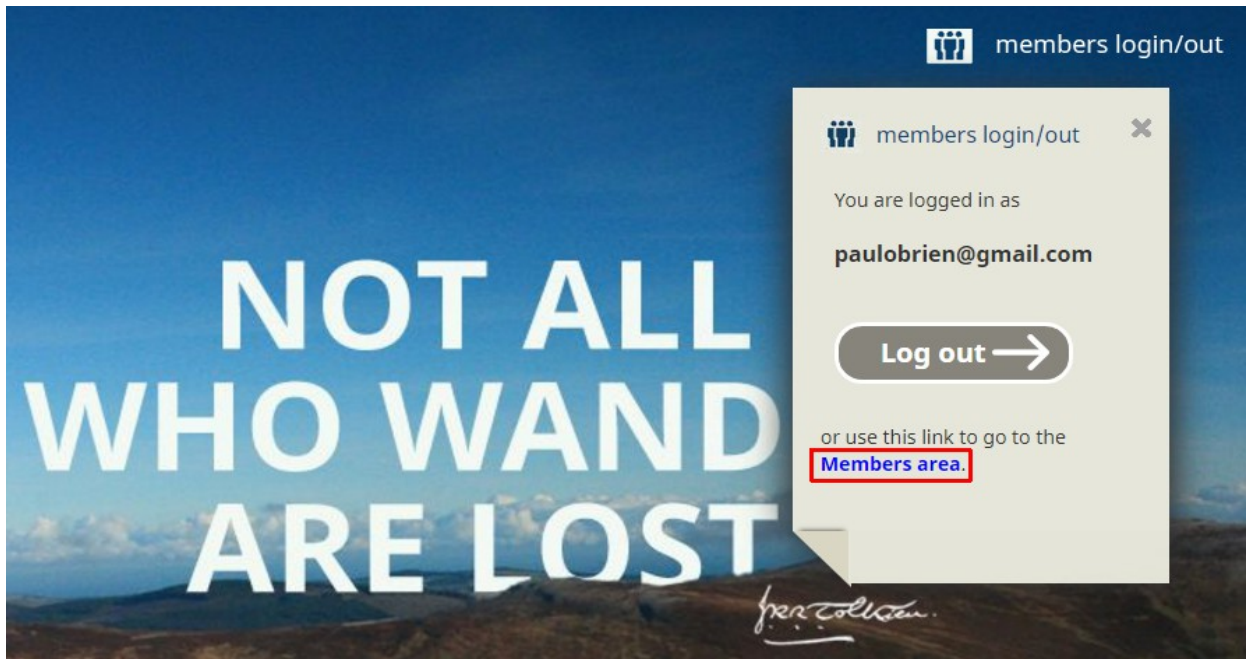
Now proceed to **Step 7**

Note:

If you do click on the link **Log in** and proceed to enter your Username and new Password as described in **Step 7** below you will not get directly to the Members Area.

Instead you will find yourself on the home page of **www.the ramblers.ie**

Click on **members login/out** in the top right corner of the page.



Now click as shown to get to the Members Area

Step 7

Now, or at any later stage, you should

either

return to the monthly email, click on the link to the [Members Area](#) and log in with your Username and new Password.

or go to <https://www.theramblers.ie/members-area/>, and log in with your Username and new Password

Note: You may find that your browser has saved your details from a previous attempt to login and the boxes have been **pre-populated** or **auto-filled** as here:

The page you are looking for is for **members only** or is unavailable.

Username / email

paulobrien@gmail.com

Password

.....

[Lost Password?](#)

Log in →

Use the following link to find [Help logging in](#)

If you haven't changed your password in the meantime then just click on **Log in**

Some browsers may save your details automatically but others will first ask you if you want this. Details about saving your password are given on the website in the **Using the website** link

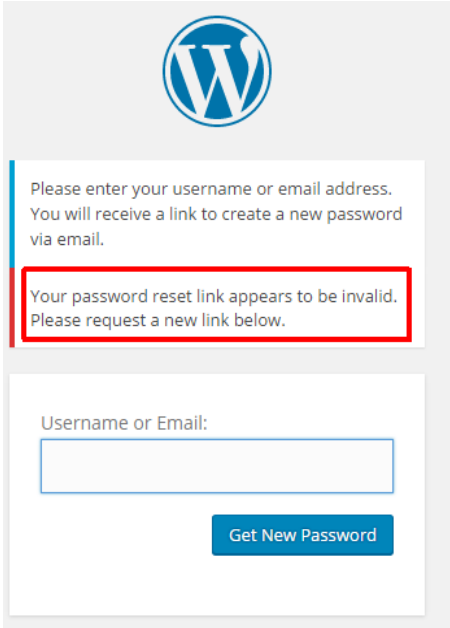
What can go wrong ?

In **Step 5** when you click on the long link in the email you may get the message

"Your password reset link appears to be invalid"

This is most likely because you have tried resetting your password previously and you have just clicked on the link given at that time.

You should check your emails and look for the **most recent one** that has just been sent to you. Use the link given.



The screenshot shows the WordPress password reset interface. At the top is the WordPress logo. Below it, there is a text box for entering a username or email address. A red box highlights an error message: "Your password reset link appears to be invalid. Please request a new link below." Below the error message is a text input field labeled "Username or Email:" and a blue button labeled "Get New Password".