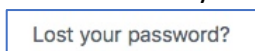**How to Change Your MGs Only Password**
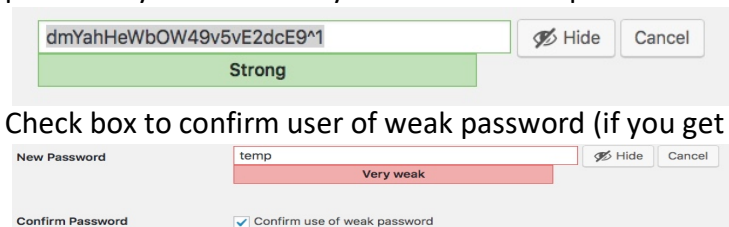
Download these directions if you think you will need them. You will not be able to see this document once you open the password option.

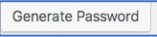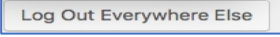There are *two* ways to change your password:

1. On the login screen, enter your email/username but leave the password blank.
   a. Click the "Lost your password?" link in the grey area below the Login box.

   b. The page will refresh, and you will see a button "Reset Password".   Click this button.
   c. An email will be sent to your email account that you use for login from "**WordPress@dallascountymastergardeners.org** <u>via</u> gator3246.hostgator.com".
   d. If you do not receive it within a few minutes, check the Spam folder in your email.   *If* the message went to Spam, open the email, and click the "Not Spam" button at the top.   It is probable that it will go to Spam if you use Gmail.
   e. Click the link in the directions in the email to execute the reset process.
   f. A password will be generated for you.   A pop-up window will open with a very long generated password.   You can delete the generated password and enter any password you want.   Put your cursor in the password field and backspace.

   g. Check box to confirm user of weak password (if you get this message).

2. If you are already logged into the MG Only members site, you can change your password on your Profile.
   a. Click on the **hamburger menu** in the top right corner of the web page (looks like 3 horizontal lines.
   b. Select **Change Password**.
   c. **Scroll** to the bottom of the page to the Account Management section. Although it appears you can change your name and upload a photo, you cannot. Only the site administrator can.
   d. Click **Generate Password** button.   Delete the generated password by backspacing and enter any password you choose.
   e. Check box to confirm user of weak password (if you get this message).
   f. Click **Log Out Everywhere Else** button.
   g. Scroll past the other fields.   Entering a new email here *does not* change your login userid.
   h. Click **Update Profile** at the very bottom of the page.

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