# **St Peters Birstall – Website Help**

#### How to reset your password

Passwords are tricky to remember – we all forget them from time to time! But don't worry, you can reset your password (or set it for the first time, if you've never logged into the church website before) by following these instructions.

### Step 1

Visit this page: <u>https://stpetersbirstall.co.uk/lost-password/</u>

You'll see this:

Lost password	
If you've lost your password, or need to reset it, containing a link that will allow you to reset your	please enter your email address in the box below. You'll be sent an email r password.
If you have any problems with this please email	chris@stillbreathing.co.uk and a friendly geek will assist you.
Email	
me@email.com	
	GET NEW PASSWORD

Enter your email address and click 'Get new password. You'll see a message that says this:

Log in			
• Check your email for th	e confirmation link.		

#### Step 2

An email will be sent to you which says this (but with your username in):

```
      St Peter's Church <help@stpetersbirstall.co.uk>

      to me *

      Someone has requested a password reset for the following account:

      Site Name: St Peter's Church

      Username: chris.taylor

      If this was a mistake, just ignore this email and nothing will happen.

      To reset your password, visit the following address:

      <https://stpetersbirstall.co.uk/reset-password/?key=radkJqVP2VT4FQTfKQ8g&login=chris.taylor>
```

Click the link in the email. It will open a web page.

## Step 3

The web page that opens looks like this:

New password Confirm new password Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters,	Reset password	
New password Confirm new password Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters,		
Confirm new password Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters,	New password	
Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters,	Confirm new password	
numbers, and symbols like ! ? \$ % ^ & ).	Hint: The password should be at numbers, and symbols like ! * ? \$	least twelve characters long. To make it stronger, use upper and lower case letters, % ^ & ).
RESET PASSWORD		RESET PASSWORD

Enter your new password (twice!) following the instructions for making it strong. Click the 'Reset password' button.

You'll see a message saying that your password has been reset, like this:

Log in				
Your password has been reset.				
Email				
Password				
Remember Me				
LOG IN				

Now you can log in using your email address and new password.