



eiere

May 14, 2012

Presentation to the WN Computer Club.

**1) Forgot your password or username for the WNCC Forum??**

You can retrieve your username but you have to generate a new password.

Go to the website <http://wnccwebsite.com> and click on “Login Help” in the left column. You will see a link “Forgot your password or username?”. This shows the 2 step process.

I can summarize the process in words but the website shows you the actual screens you see.

- A) Try to login any wrong information. At the error message, click “Forgot your password?”
- B) Enter your eMail address and click “Send”. Follow the link in the eMail sent to you.

**2) Want to make this process even easier?**

Add a Secret Question and Answer to your Profile.

Then when you click “Forgot your password?” you can enter your eMail address or username and check the box “Ask me my question” and click “Send”. If you answer the question correctly you can reset your password right then and there.

**3) How to I add a Secret Question and Answer to my Profile?**

This falls under the general category of “How do I modify my profile?”

As with resetting your password, I can describe the process in words. Most people would really like to see the actual screens they use to accomplish this. You can see that information,

Go to the website <http://wnccwebsite.com> and click on “Login Help” in the left column. You will see a link “Help Using The Forum”. You can go directly to Screen 4 if you like.

Login to the Forum. Click on “Profile” across the top of the screen. Click on “Account Related Settings” in the left column. You will have many choices such as Edit Email, Change your Password, Enter a Secret Question & Answer.

Just remember, click “Change Profile” when you are finished or nothing will happen.

**4) There are other things you can do on the Forum** such as posting Topics and Replies and having the Forum automatically notify you when a posting is made to a topic you are interested in. These are explained in this same section “Help Using The Forum” but were not discussed at the May Computer Club Meeting.