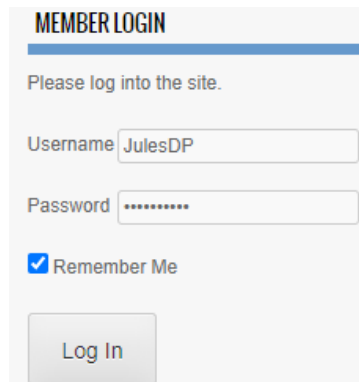


MEMBERS WHO ARE REGISTERED & WANT TO CHANGE THEIR PASSWORD:

1. **Login** to the JDF LBC website from the **Home** page
<https://juandefucalbc.ca>



MEMBER LOGIN

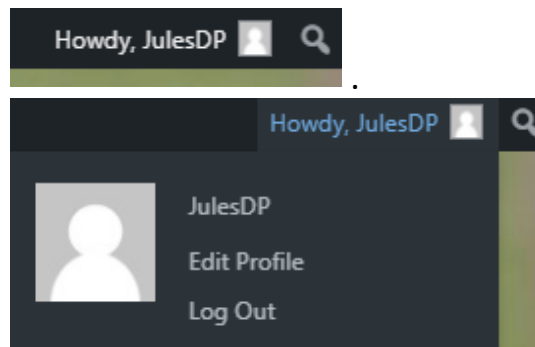
Please log into the site.

Username

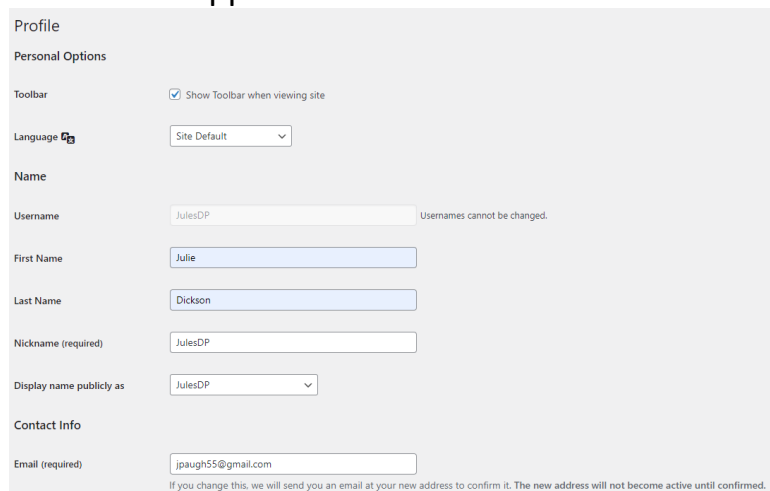
Password

Remember Me

2. In the top right-hand corner, you will see your USERNAME. With the cursor hover over your name to activate the drop-down menus and select **“Edit Profile”**



3. This is the window that will appear.



Profile

Personal Options

Toolbar Show Toolbar when viewing site

Language

Name

Username Usernames cannot be changed.

First Name

Last Name

Nickname (required)

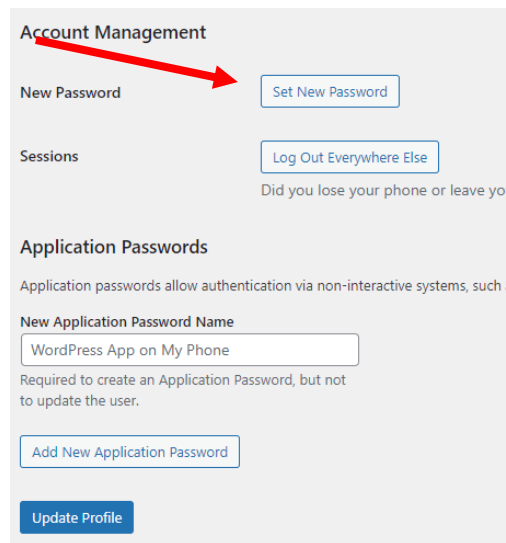
Display name publicly as

Contact Info

Email (required)

If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.

4. Scroll down to the bottom and select **“Set New Password”**



Account Management

New Password

Sessions

Did you lose your phone or leave your account unattended?

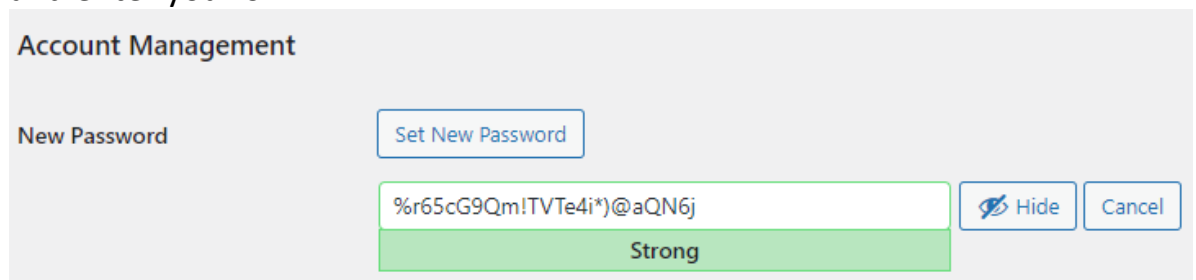
Application Passwords

Application passwords allow authentication via non-interactive systems, such as mobile apps and smart TVs.

New Application Password Name

Required to create an Application Password, but not to update the user.

5. You can use the system generated strong Password or you can enter one of your own. If you choose to use theirs, please check the **“Remember Me”** box when you log back in for the first time! To create your own click into the password window, delete the system password and enter your own

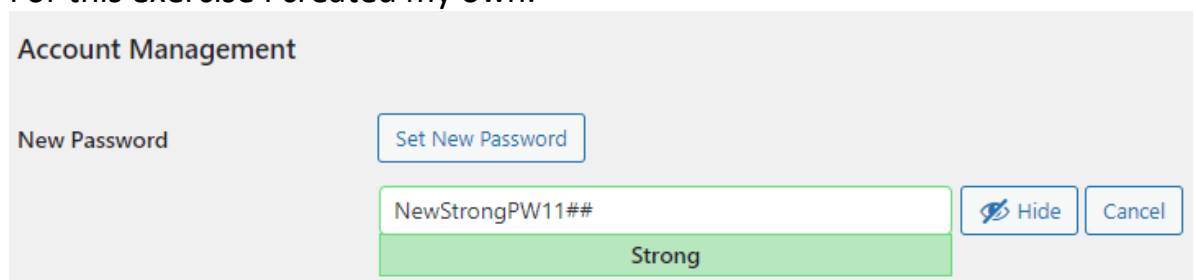


Account Management

New Password

Strong

6. For this exercise I created my own.

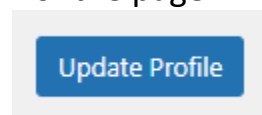


Account Management

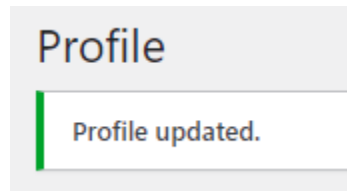
New Password

Strong

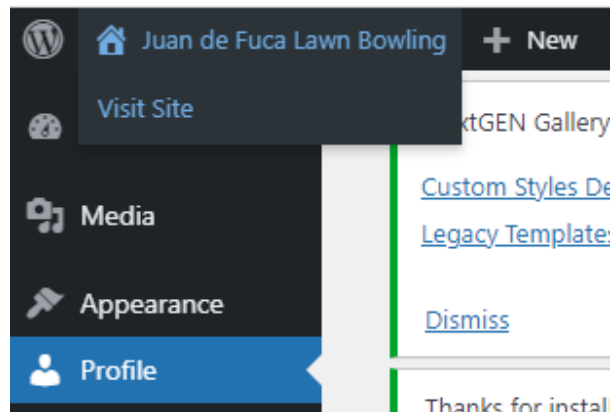
7. Once you have entered or generated your new password select the **“Update Profile”** button at the bottom of the page.



8. At the top of the page the system will tell you that your profile has been updated.



9. To return to the website's Home page hover your cursor over **Juan de Fuca Lawn Bowling** in the top left corner to activate the drop-down menu and select "Visit Site"



10. As a follow up you will receive the following email

[Juan de Fuca Lawn Bowling] Password Changed



Juan de Fuca Lawn Bowling <members@juandefucalbc.ca>

2:31 PM

To: jpaugh55@gmail.com

Hi JulesDP,

This notice confirms that your password was changed on Juan de Fuca Lawn Bowling.

If you did not change your password, please contact the Site Administrator at members@juandefucalbc.ca

This email has been sent to jpaugh55@gmail.com

Regards,

All at Juan de Fuca Lawn Bowling

<https://juandefucalbc.ca>

Congratulations, you have successfully changed your password on the JDF LBC Website and can come and go as you please.