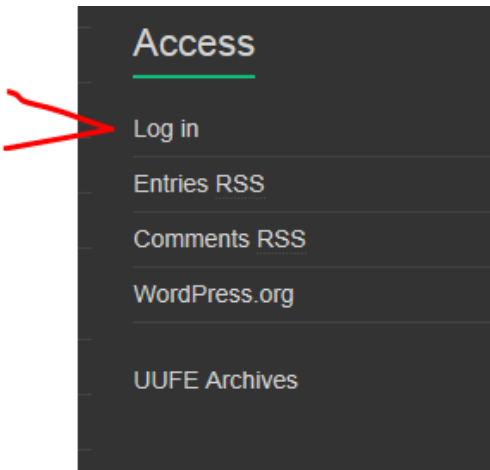


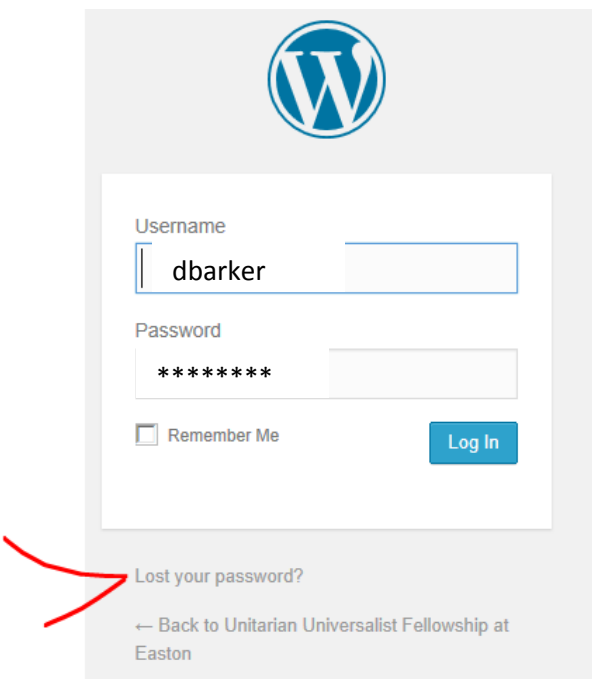
# How to Log in and Change Password, Email, and Other Profile Info

For help or more info, contact the Communications Team: [web@uufeaston.org](mailto:web@uufeaston.org)

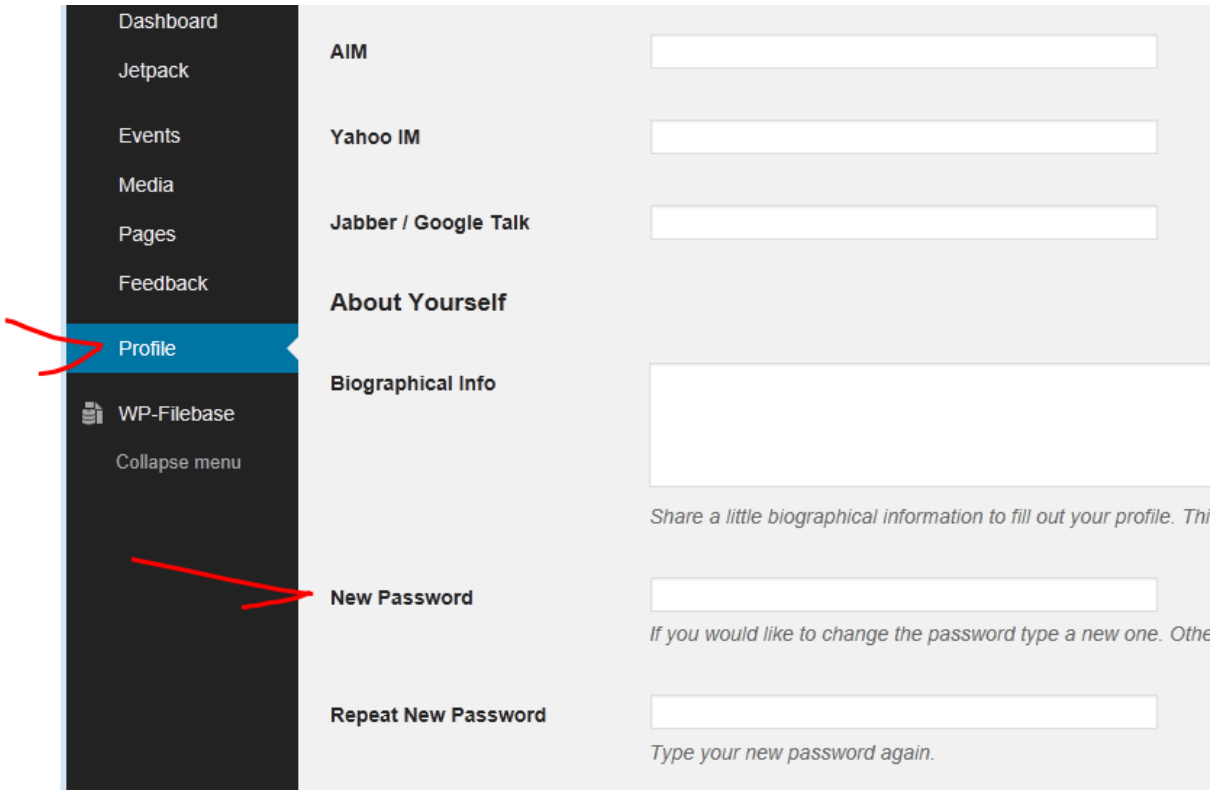
1. Log in with the link found at bottom right of any web page:



2. Type in your username and password. Your username is your first initial and full last name. Get your startup password from the UUFE Communications Team. If you can't remember your password, click "Lost Your Password?" You will receive an email with instructions on how to reset your password. (The Comms Team does not know your password and can't resend it to you. But contact us if you're still stuck. We can start fresh.)

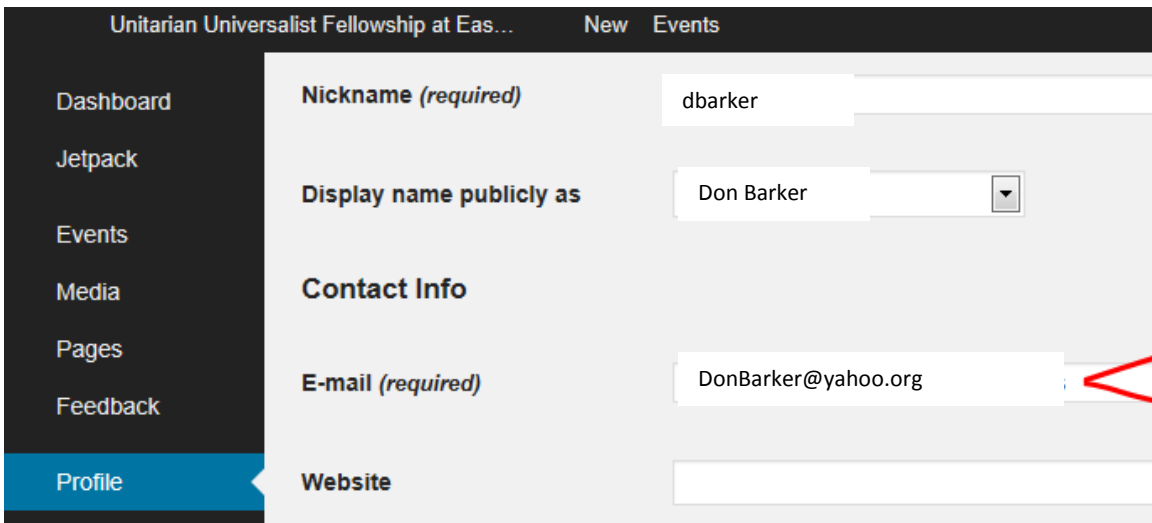


3. As soon as you log in, you will see your Profile page. First time? Scroll down to the very bottom and change your password. Please change your password the first time you log in.



The image shows a user profile page with a dark sidebar on the left. The sidebar contains the following items: Dashboard, Jetpack, Events, Media, Pages, Feedback, Profile (highlighted in blue), WP-Filebase, and Collapse menu. A red arrow points to the 'Profile' item. The main content area is titled 'About Yourself' and contains the following sections: AIM (with an input field), Yahoo IM (with an input field), Jabber / Google Talk (with an input field), Biographical Info (with a large text area and a note: 'Share a little biographical information to fill out your profile. This...'), New Password (with an input field and a note: 'If you would like to change the password type a new one. Other...'), and Repeat New Password (with an input field and a note: 'Type your new password again.'). A red arrow points to the 'New Password' input field.

4. You can also change other items in your profile, such as Email address or Display Name. (You cannot change your username used to log in.)



The image shows a user profile page for 'Unitarian Universalist Fellowship at Eas...'. The sidebar on the left contains: Dashboard, Jetpack, Events, Media, Pages, Feedback, and Profile (highlighted in blue). The main content area is titled 'Contact Info' and contains the following sections: Nickname (required) (input field with 'dbarker'), Display name publicly as (input field with 'Don Barker' and a dropdown arrow), E-mail (required) (input field with 'DonBarker@yahoo.org' and a red arrow pointing to it), and Website (input field).